



Calling all Guitar and Orchestra Parents and Families! Join us and help maintain a strong volunteer resource pool to support programs of interest to our students and promote the mission of the Strings Parents Association (SPA) to enhance our students' music education and experiences.

Below is a **list of open Board and Committee positions for SPA** for next school year and we have opportunities for every interest and schedule. Signifying your interest in any position only means that you will receive more information from us.

For those interested in a Board Member position, a current SPA board member will personally reach out to you. All Board Member positions will need a commitment for the full year but on average, only take up a few hours per month.

We encourage all parents to volunteer! Contact our Volunteer Chair at shs.stringparents@gmail.com with your availability and interests and we will match you with an appropriate volunteer experience.

District 125 policy requires that all volunteers complete a background check every four years. Click <https://goo.gl/forms/L0IRrsDn2Nd8hD2w1> to download the form.

The String Parents Association thanks you for your support!

Vice-President (Board Member)

Assists with specific projects throughout the year (some past examples include Uniforms, Scholarships, special Fundraisers).

Treasurer (Board Member)

Maintains financial records, prepares budget and other related matters for SPA (both for the organization and individual student accounts). Familiarity with accounting and spreadsheets preferred but not required. (Parent mentor available!)

Secretary (Board Member)

Records and submits a written report of the Minutes for the monthly Board meetings.

Trip Treasurer (Board Member)

The Stevenson Strings members typically go on a school trip every other year and an international trip is scheduled for school year 2021-2022. This position tracks the specific fundraising efforts for the trip – both at the organization and individual level. Familiarity with accounting and spreadsheets preferred but not required.

Fundraising Co-Chairs (2) (Board Member)

Coordinates the fundraisers for students for their individual accounts (Fall project) and for SPA (Winter/Spring project). Also arranges the regular Restaurant Fundraisers with local merchants. (Parent mentor available!)

Hospitality Co-Chairs (2) (Board Member)

Oversees pre-concert dinners for students (coordinating with teachers for student orders, collecting payments, making arrangements for ordering and pick-up of meals and distribution). Also oversees the concession area at concerts (selling refreshments and flowers).

Membership/Donation Co-Chairs (2) (Board Member)

Promotes membership in SPA, manages the annual membership rosters as well as gathers donations from the community (Company matches, etc). Also works to obtain advertising commitments for the Concert Programs.

Volunteer Chair (Board Member)

Manages the volunteer rosters and sends out communications (usually via email and Sign-Up Genius) for opportunities throughout the year. (Parent mentor available!)

Uniforms Co-Chairs (2)

Leads the fitting, ordering, distribution and collection of uniforms during the school year. The Orchestra students typically wear/rent tuxedos and formal dresses for the concerts. Busy only during August/September (begins shortly prior to the start of the school year) and May (with collection of rentals). Ideally for parents/guardians with a flexible schedule during the workday. (Parent mentor available!)