

JSSPVA Board and Subcommittee Positions

Board of Directors

The Board of Directors is the voting body of the JSSPVA and meets once each month during the school year. The Board consists of up to 25 members and includes traditional Officer positions (President, Vice President, Secretary, Treasurer, and immediate Past Treasurer), as well as a Vice President of Community Relations, Vice President of Green Initiatives and Vice President of Inclusion.

The following is a list of all positions comprising the Board of Directors of the JSSPVA. A representative of each Board position is expected to attend all monthly meetings:

In addition to the voting or "Executive Board", there are a number of Subcommittee roles that provide an opportunity to volunteer without the requirement of attending monthly meetings. Those Subcommittee positions are also described below following the description of Board positions.

President

Leads and coordinates JSSPVA Board activities. Per the Bylaws, the President shall be the principal executive officer of the Corporation, shall supervise the business and affairs of the Corporation, and shall be an ex-officio member of all committees, except the Nominating Committee. The President prepares agendas, runs monthly meetings, speaks on behalf of the Board in public forums, and meets monthly with the Principal or other designated member of the Administration. This is the second year of a three-year commitment. The President works with the Treasurer to thank community members and vendors who have donated directly to the JSSPVA.

Vice President (Incoming President)

Acts as a representative and liaison for one of the subcommittees. Per the Bylaws, the Vice President shall oversee the subcommittees created by the Board of Directors to manage and execute school services and activities. The Vice Presidents reports to the Board on subcommittee activities and events at monthly Board meetings and attends the monthly meeting with the principal. The Vice President is also available to assist Co-Chairs with their roles and responsibilities. This is the first year of a three-year commitment, as the Vice President serves as the President the following year and attends meetings as the Past President in year three.

Immediate Past President

Attends monthly Board meetings and acts in an advisory capacity to the JSSPVA Board. The Past President also serves on the Nominating Committee. This is the third year of a three-year commitment.

Vice President of Community Relations (Formerly Community Liaison)

Acts as a representative and liaison to the District 38 Board of Education, the Joseph Sears School Foundation, the Kenilworth Park District and Park Board, Alliance for Early Childhood, Ability Awareness, FAN, New Trier Liaison, and other community-based organizations (Scouts, football, lacrosse, DEB, etc). The Community Liaison reports to the JSSPVA Board on the important activities and events sponsored by all of these organizations.

Vice President of Green Initiatives

Acts as a representative and liaison for the Green Initiative subcommittees -- The Green Team - including Earth Day Chair, Grounds Group, Outdoor Classroom Liaison, School Recycling Chair, and Walk and Bike to School Chair. The Vice President attends all the Sears Green School meetings, working with the teachers and staff on environmental strategies for both the physical school building and creating strategy and community awareness. The Vice President reports to the Board on subcommittee activities and events at monthly Board meetings.

Secretary

Takes minutes at monthly meetings, sends them to Board members for review and approval, and archives them in a meeting binder. A hard and electronic copy of the minutes are also delivered to the Principal's assistant for reference in the main office. The secretary is also responsible for keeping the JSSPVA calendar updated, consulting the President for changes, working with the school staff on the school calendar, and making sure the communications person has changes for the website.

Treasurer

Responsible for all financial transactions related to the Board. The Treasurer balances the budget, keeps all financial records, and presents a detailed financial statement at monthly Board meetings. This is a two-year position, as the Treasurer serves as the Past Treasurer the following year.

Immediate Past Treasurer

Acts in an advisory capacity to the JSSPVA Board, coordinates the JSSPVA annual audit, and manages insurance policies. The Immediate Past Treasurer works closely with the current Treasurer on all financial issues. The Immediate Past Treasurer also oversees the Room Parents' collection of class dues, deposits the dues in a separate bank account, reimburses Room Parents for class-related expenses, and rolls over any remaining class dues at the end of the year for use by that class in the subsequent year.

Benefit Co-Chairs [2-4]

On December 15, 2021, the JSSPVA Executive Board voted to place responsibility for hosting the Annual Benefit with each 5th Grade class, beginning in the 2023-24 school year. Each year, the Benefit Chairs will be selected from the appropriate grade and will help their grade prepare for and coordinate the Benefit through the formation of committees. The Benefit Chairs will serve on the JSSPVA Executive Board and act as liaisons between the committees and the JSSPVA. Benefit committees typically have included live and silent auctions, decorations, invitations, reservations, food and beverage, entertainment, raffle and collections. The expectation is that, similar to the way the 8th Grade festivities are organized, many parents from across the 5th Grade will contribute to the production of the Benefit. The previous year's Benefit chairs will act as advisors to the current chairs.

Booster Chairs [2]

The Booster Club Chairs solicit donations through PowerSchool during the school registration process. These donations pay for family scholarships, athletic supplies, uniforms and equipment, and capital improvements beyond what the school athletic budget provides. Through parent volunteers, the Booster Chairs promote school spirit and sportsmanship. This is achieved through spirit wear sales, pep rallies, student-athlete awards, concession stands sales, and publication of sports guidelines for all athletic teams. The Booster Chairs are also involved in the planning of the Turkey Trot and the JSS Homecoming

festivities (excluding the Junior High Homecoming Dance). The Booster Chairs meet with the Superintendent each summer to gauge the school's funding needs and meet with the Athletic Director monthly.

Communications Co-Chairs [2]

The Communication Co-Chairs collect announcements and updates from the JSSPVA committees and subcommittees and create an electronic newsletter that is emailed to families every two weeks. The Communications Co-Chairs also manage the JSSPVA website, making periodic updates and changes. The Co-Chairs also send out occasional e-blasts for important upcoming events. At least one of the 2 chairs must attend the monthly JSSPVA meeting.

VP Inclusion Initiatives Chair

Acts as a representative and liaison for the Inclusion Initiatives Chair, Newcomers subcommittee, and World Culture Fair subcommittee. In addition, the Vice President of Inclusion Initiatives is responsible for organizing activities to help make the Joseph Sears School a welcoming and supportive environment for all. Such activities include: connecting with all new families to act as a guide to JSS traditions and activities; organizing meal trains for families in the JSS community who are in the midst of medical emergencies, bereavement or expecting a new child; promoting greater attendance at JSSPVA meetings and welcome coffees; Tables for 8; Kid Bingo (Common Threads); and the development of the Joseph Sears School's Special Olympics Club and related activities.

Volunteer Coordination Chair

The Volunteer Coordinator supports the various JSSPVA Committee chairs by recruiting Sears parent volunteers to support the JSSPVA events/activities (such as Family Fun Day, Book Fair, Field Day, etc.). The volunteer coordinator will actively coordinate with board and sub-committee members to create and manage electronic volunteer sign-ups as needed.

Nominating Chair

Attends monthly JSSPVA meetings and monitors JSSPVA board/committee roles to keep role descriptions up to date. Recruits volunteers to serve on the Nominating Committee to fill the JSSPVA Board of Directors and Sub-committee Chair positions. The Chair presents the slate of nominated volunteers to the Board in the spring for approval. The Nominating Chair serves a second year on the new Nominating Chair's committee.

Staff Appreciation Co-Chairs [3]

Schedules special events to show appreciation for the Sears teachers and staff throughout the year, and in particular, during Teacher Appreciation Week. Coordinates recognition of fine arts staff at performances. Manages the Giving Tree Fund and coordinates communication of its purpose through the JSSPVA newsletter and e-blasts. Coordinates the collection of the Giving Tree donations and sends thank you emails to all donors as donations are received. Coordinates the disbursement of teacher/staff/administration gifts before the December break and the end of the year. At least one of the 3 appreciation chairs must attend the monthly JSSPVA meeting.

Board Sub-Committees

There are four sub-committees organized under each of the Vice President positions. Sub-Committee members are not required to attend monthly Board meetings but are required to submit a monthly report the Vice President to whom they report.

VICE PRESIDENT SUB-COMMITTEES (Incoming President)

Benefit Future Chairs [2]

Commit to running the School Benefit for the school year after the current year. (See Benefit Chair description.) This gap year allows for shadowing the current Chairs and assisting them where possible.

Book Fair Co-Chairs [3]

The Book Fair Chairs and Vice Chairs work together with Scholastic Book Fair Representatives and the librarian to host a Fall and Spring Book Fair offering students, teachers and family members, etc. an opportunity to purchase books. A portion of the proceeds from the total sales are then awarded to Sears and given to the Sears School Library to be used as needed at the direction of the librarian. This position is a 2-year commitment. The first year 3 Vice Chairs are in place working with 3 Chairs. The second year a new set of 3 Vice Chairs steps in and the previous year's Vice Chairs move into the Chair role. While the responsibilities are different, both Chair and Vice Chair positions require about an equal amount of work. This fall event is typically the first week of November (Monday, Tuesday and Wednesday with Friday prior as a setup day); the Spring event varies.

Book Fair Future Co-Chairs [3]

Commit to running the Book Fair for the school year after the current year. (See Book Fair Co-Chairs description.) This gap year allows for shadowing the current Chairs and assisting them where possible.

After Hour Kid Power Co-Chairs [2]

Partners with the school and Park District to plan options for lunchtime and after school activities such as chess, creative dramatics or other extension of learning activities.

Display Case Chair

Creates and maintains the display case outside the auditorium of the school to relay a message or celebrate a season.

Enrichment Co-Chairs [3]

The Enrichment chairs partner with the Administration and teaching staff to help select and support planning of the school's field trips, guest speakers and other enrichment opportunities for all grades K-8. The enrichment chairs meet and discuss with teachers their requests to create programs and schedule field trips to correspond with the curriculum to enhance the educational experience for the students. The enrichment chairs must be able to manage a budget, provide detailed information regarding expenses and work closely with co-chairs and the treasurer to make sure all deadlines and budget is met.

Family Fun Day Co-Chairs [2]

To plan and run the all-school Family Fun Day at the beginning of the year. Planning for this event begins in the spring of the school year prior to it taking place.

Family Fun Day Future Co-Chairs [2]

Commit to running Family Fun Day for the school year after the current year. (See Family Fun Day description.) Planning for the event begins the spring prior to the event taking place.

Field Day Chair

The Field Day Chair coordinates the organization of Junior and Senior Field days. Junior Field Day is an afternoon event for grades 1-4. Senior field day is an all-day event for grades 5-8. The Field Day chair position involves organizing lunch time pizza delivery, purchasing and distributing face paint/hair spray, and arranging a treat for students on both days. The volunteer commitment includes coordinating the aforementioned duties (~ 6 weeks before senior and junior field days) and the 2 days of events. It is preferred that the volunteer has children in grades 6, 7 or 8 so they are familiar with both senior and junior field day activities.

Lost and Found Chair

The purpose of this job is to periodically sort/arrange the lost and found so that the students can identify their belongings more easily, as well as to coordinate with communications chairs to remind parents to check the lost and found when they are at school for other reasons (conferences, etc). Also coordinates donation of items left in lost in found twice/year.

Room Parent Co-Chairs [2]

These two positions are designed to identify room parents for each class room, provide necessary support to room parents throughout the year, and communicate news from the JSSPVA Board to the Room Parents. There is some work to be done in the summer and the majority of work takes place in the early fall, including a presentation and organizational meeting educating the room parents on their role and scheduling the grade level parent parties. The 8th Grade Parent Chairs (4) also report to the Room Parent Co-Chairs.

JSSPVA Room Parents

There are at least two room parents of each classroom at Sears for grades K-5, and at least two room parents for grades 6 and 7. These parents support the classroom teachers with planning and executing classroom parties and finding field trip volunteers. They also collect class dues and plan the grade level cocktail party. In addition, they are responsible for communications from the JSSPVA to classroom parents around community events.

JSSPVA 8th Grade Parent Coordinators

[4 total: 2 boy parents, 2 girl parents] Ideally 1 8GC has served as an 8GC previously. Coordinate and manage all 8th grade special events and ceremonies. Report to Room Parent Co-Chairs monthly.

School Supply Chair

JSS families have the option of ordering pre-packaged, competitively-priced school supply kits prior to each new school year. This service is designed to make school supply shopping quick and painless for parents! This position is in charge of the entire school supply process—coordinating with school supply vendor, promoting the service, overseeing online orders and delivering the kits to all classrooms.

Sears Café Chair (Marla's Lunch)

Serves as the JSSPVA liaison between Marla's Lunches (Sears' lunch catering partner) and the Sears parent community to ensure the smooth distribution of lunches. Responds to incoming questions/suggestions about the program and meets/corresponds with Marla when appropriate to ensure the success and efficiency of the lunch program. Coordinates with the Enrichment Chairs and School Office to make sure field trip days are on the calendar and that Marla is aware that lunch is not required for children on field trips on these days.

Skate Exchange Chair

This position is designed to organize a skate exchange between Sears parents one day in the fall so that school children have a less expensive option to purchase skates for the outdoor skating class during the winter months.

Student Picture Co-Chairs [2]

Organizes and ensures that all students, faculty, and staff have an individual picture taken during the year. Coordinates with the volunteer coordinator to get parent volunteers for the picture days.

Veteran's Day Chair

Sears has been recognizing Veterans within our own community for the past several years. This position will assist the administration in order to plan and carry out the festivities in November. In recent years, this has been a coordinated effort to recruit community member Veterans to speak with the children and coordinate a service project related to Veterans.

**VICE PRESIDENT OF COMMUNITY RELATIONS
SUB-COMMITTEES****Alliance for Early Childhood Representative**

Attends meetings of the Alliance for Early Childhood and reports to the community liaison monthly on their behalf.

FAN Representative

Serves as a communication link between Sears parents and the Family Action Network. The representative is required to attend monthly FAN Board meetings as well as volunteer at a minimum of one event. The representative provides monthly reports to the Community Liaison to share with the JSSPVA Board.

New Trier Liaison

Keeps the JSSPVA Board and Sears community informed of New Trier High School events and important issues, including cultural and sporting events. The NT Liaison also highlights 8th grade transition dates for Sears parents.

VICE PRESIDENT OF GREEN INITIATIVES SUB-COMMITTEES

Earth Day Chair

This position designs and coordinates the activities related to Earth Day in April. The goal is to raise awareness for the children, parents and school community. www.earthday.org The Chair should have a passion for the green initiative and be able to design creative ways to raise awareness around school. Activities can be broader than one day in April.

Grounds Group

This position primarily involves gardening, planting and seasonal themed plant/flower design; candidate should have an interest and affinity for each, as well as the ability to perform occasional heavy lifting and do gardening work. Candidate needs to be available on an ongoing basis throughout the school year for planting, maintenance, upkeep and replacement of seasonal plantings.

Outdoor Classroom Liaison

Attends Outdoor Classroom meetings with the appointed Sears staff and administrator and reports to the JSSPVA Board. Plans and coordinates various events to take place in the Outdoor Classroom. Helps plan for maintenance of the classroom throughout the year. Works with volunteer coordinator to solicit volunteers as needed.

School Recycling Chair

This person works with Sears Cafe Chair and the Practical Arts teacher on the lunchroom recycling program and the strategy to further classroom recycling. The SR Chair also works with the school Green Team to coordinate TREX recycling. Periodically reviews and reports to the board on recycling behaviors and success.

Walk and Bike to School Chair

This position designs and coordinates the activities related to Walk and Bike to School Weeks in October and May. The event builds on the popularity of Walk to School Day, which is celebrated across the country and the world. The goal is to raise awareness for the children, parents and school community. www.walkbiketoschool.org

VICE PRESIDENT OF INCLUSION INITIATIVES SUB-COMMITTEES**Inclusion Initiatives Chair**

Works with the Principal, Room parents and Newcomers to coordinate Inclusion Initiatives programming at The Joseph Sears School. In 2021-2022 the Inclusion Initiatives Chair will also represent the JSSPVA in partnering with community groups (such as Special Olympics, DEB, Nora Project etc.) to bring inclusion programming to the schoolhouse. The goal is to create an Inclusion Program that will (1) encompass a broad definition of diversity (physical, ethnic, developmental, cultural, religious, etc.) that can be consistently and thoughtfully implemented across all grades, and (2) deliver programming that, consistent with the JSSPVA bylaws, promotes volunteer service through enrichment and supplemental programs. The Inclusion Initiatives Chair will work with the Volunteering coordinator to secure parent volunteers needed for programming.

Newcomers Co-Chairs [2-3]

The chairs serve newcomer families by connecting them with host families to help in their transition to Sears. Information e-packets are assembled and distributed to new families in August and as they arrive throughout the year. There is also a kick-off event for newcomers and their host families to plan for September as well as a follow up event for those to enroll after the start of the year in January/February. As new families enroll at Sears during the year, the Newcomers Chairs will reach out to them, give them a welcome e-packet, and match them with a host family and follow-up with hosts and new families to aid in the community transition.

World Culture Fair Co-Chairs [2: Consisting of a Senior and Junior Co-Chair]

Organizes and coordinates a 'world culture fair' whereby families share the diverse cultural heritages in their background. In recent years, this is an evening of festivities and food, with children and families owning booths that show off a country they love. The Co-Chair role has a two-year term as initially a Co-Chair comes in as a Junior Co-Chair to support the Senior Co-Chair (who served as the Junior Co-Chair in the previous year). The Junior Co-Chair becomes the Senior Co-Chair the following year. This structure allows for yearly consistency and efficiency with regard to the planning and execution of the World Culture Fair.

Important Notes:

Officer roles are defined in the JSSPVA By-laws, which should be provided to all Board members to review prior to serving.

Per the By-laws, no person shall serve on the Board of Directors for more than two consecutive years in the same position or longer than four consecutive years in any position, with the exception of the immediate Past President, the immediate Past Treasurer, and ex-officio members (the Superintendent and/or the Principal). There are no term limits for Subcommittee Positions.

In addition, members of the Nominating Committee may not be nominated to any Board of Director position in the year they serve on the Nominating Committee. They are, however, eligible to serve as JSSPVA Subcommittee chairs.

Last Updated: January 2023