



# Parent Club Officer Nominations 2012/2013 School Year



*The Parent Club objectives are to:*

- 1) *Promote open communication among parents and school faculty*
- 2) *Promote goodwill and cooperation with the School Advisory Commission and the Parish*
- 3) *Coordinate parental service hours and school fundraisers*

## Parent Club Executive Board Officers and Duties:

**President:** Presides over Parent Club meetings, attends CSAC meetings, helps to secure event chairs, and serves as ex-officio member on event committees

**1<sup>st</sup> Vice President:** Assists president and serves as ex-officio member on event committees

**Secretary:** Records minutes at meetings, tracks parent service hours, conducts correspondence for the parent club as needed

**Treasurer:** Manages the finances of the Parents Club, meets with fundraising chairs to wrap up fiscal portion of events

**Hospitality:** Organizes hospitality for school events (back to school BBQ, first day of school, etc), monitors the Parent Club storerooms

**Publicity:** Publicizes fundraisers, school events and activities

**New Parent Liaison:** Meets with new families to orient them to the school and creates a buddy system for them

**Room Parent Dean:** Coordinates Room Parent duties and activities, Acts as a liaison among the Parents Club, fundraising chairs, the Hospitality Chair and the Room Parents.

### Executive Board Participation Fulfills ALL 40 parent service hours

If you are interested in running for any of these positions,  
please submit your name to be added to the ballot by April 31<sup>st</sup>.

**I am interested in serving on the Parent Club in the position of \_\_\_\_\_.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Child(ren)'s Name(s): \_\_\_\_\_

*We encourage everyone to become involved in this very special ministry. New members are always welcome. Please consider giving your time and talent to your child's school for the upcoming year. Becoming an Officer is a great way to be involved, meet families, make new friends and demonstrate your commitment to your child's education.*