

PARENTS' CLUB

BOARD POSITION DESCRIPTIONS

OFFICERS:

President –

- Recruit and organize volunteers for board positions.
- Assist treasurer in establishing budget.
- Act as liaison between Parents' Club and faculty/staff.
- Represent Parents' Club at PPHS School Board Meetings.

Vice President –

- Work closely with the President to understand the duties of the position. The Vice President will take on the role of President the following year.

Treasurer –

- Collect dues for the Parents' Club.
- Prepare and manage the budget and reporting.
- Manage bank account and expenses.

COMMITTEE CHAIRS:

Accelerated Reader Store/Library –

- Purchase A/R store items within a provided budget.
- Organize and train volunteers to work twice a month in the A/R store (assisting students as they select and purchase items with the points they earned from reading books and taking AR tests).
- Oversee each store from the set up to the take down.
- Request help from volunteers to assist with library needs during “down time” in AR store.
- Provide refreshments for the Bluebonnet Party held in January.

All School Party Event –

- Plan annual fall party for students, families, and faculty within a budget.
- Organize food, decorations and entertainment for the party.
- Secure and schedule volunteers to work the event.

Art Projects –

- Assist Art Teacher with displaying art throughout the hallways.
- Schedule volunteers as needed to assist.

Birthday Table –

- Set up Birthday Table once a month in cafeteria to honor students celebrating their birthday or half-birthday.

Carpool –

- Coordinate volunteers and develop procedures to ensure the safety of our students for a smoothly run morning drop-off.

Christmas Program Reception –

- Coordinate the December Holiday Reception immediately following the Holiday Music Program.
- Work with classroom parent volunteers to assist in setup, décor and food/beverage service.

Father/Daughter Dance –

- Coordinate Father-Daughter evening event for girls in Gr. K-6.

Lunch Volunteers –

- Organize and schedule parent volunteers to help serve lunch.

PHPS Fund –

- Coordinate with staff to organize the Annual Fund Drive.

- Communicate to families by letter and email the fund-raising goals and request participation.

Room Parent Coordinator –

- Organize volunteers to serve as liaison between classroom teachers and parents.
- Communicate with each room parent about classroom events that need to be hosted and planned throughout the year (i.e., holiday parties).

Teacher Birthdays –

- Organize volunteers to provide lunches for faculty/staff on their birthdays or half birthdays.

Teacher/Staff Appreciation –

- Organize lunches for faculty/staff on conference days and the first day of workweek.
- Coordinate volunteers to help with teacher appreciation week.

Grandparents' & Special Friends' Day –

- Coordinate refreshment table staffing and setup throughout the school as well as parking lot greeters for Grandparents' Day.

Uniform Resale –

- Coordinate the sales of gently-used school uniforms at the start of the school year.