

Scott Home & School

Role Descriptions & Responsibilities

Co-Presidents: The Co-Presidents oversee all committees, events, and fundraisers for the Scott Home & School Association and also act as liaison between the General Home & School and the Scott School parent community. Duties include: Presiding at all Scott H&S Meetings and the Executive Board Meetings, attend General H&S meeting monthly, review financial transactions on monthly basis, meet monthly with school principal, assist committee chairs with their events/fundraisers if needed, create/maintain budget with treasurer, approve all flyers, Eagle Extra, present new event/fundraiser ideas to the H&S board

Vice President: The Vice President shall assume all duties of the President in the event of the President's absence. It is also the responsibility of the VP to create nomination forms and determine a slate of H&S officers and present it to the H&S Board at the March Board meeting. The VP shall work with the school Secretary to set up a date for new student/kindergarten student tours before the school year begins.

Secretary: The Secretary shall keep the minutes of the Board Meetings and report the same at appropriate meetings. He or she shall be responsible for all correspondence for the Association.

Treasurer: The Treasurer shall receive, disperse, and keep an accurate account of all Association funds. The treasurer shall present financial reports to the Board at each meeting and yearly reports and Quickbooks file to the General Home & School to be reviewed for the annual audit. The Treasurer will help in the preparation of the budget and manage all bank deposits, check requests, reconciliations of bank accounts, review Profit & Loss and Transaction reports for accuracy. The Treasurer works closely with the Executive Board and Committee Chairs to establish and manage fundraising and expense budgets. Organizational skills, knowledge of Microsoft Excel and comfort with numbers and financial concepts are important for this role. The Treasurer's duties are more time intensive at the start of the month when reconciling bank accounts and running reports.

Assemblies: Chairperson(s) shall be responsible for working with the Principal and 2-3 staff members to set up assemblies or other special events for the student body. This also includes working with the performers and the Principal to line up dates and finalize contracts for 2-3 assemblies per year. This person will work with the marketing coordinator to ensure there is community awareness and the volunteer coordinator (if needed).

Communications: Chairperson shall be responsible for the Eagle Extra Email Newsletter and send to the Association Co-Presidents and Principal every Monday to be sent to Scott School parents. This role will also be responsible for the posting of social media once approved by the Co-Presidents in the spreadsheet and managing comments/ community engagement along with the marketing coordinator.

Marketing Coordinator: Chairperson shall be responsible for taking information from the committees to communicate events to the Scott community and larger Naperville community as needed. This will include flyers, submitting social media & Eagle Extra information, draft press releases as necessary and work with the presidents and district office to coordinate placement. Marketing background ideal.

Curriculum Connections: Chairperson(s) shall be responsible for coordinating with teachers in grades K-3 to bring parent assisted hands-on-projects into the classroom that directly relate to student curriculum. Additional responsibilities will include Kindness Week & Earth Day. Work with volunteer & marketing coordinator as needed for in-school events

Eagle Events: Chairperson(s) shall be responsible for planning, organizing, and coordinating free events throughout the school year including things such as Field Day, family game nights, bingo nights, movie nights, and other fun school wide events. Movie nights: will include movie selection and coordination of concessions. The movie event is free for families to attend and is a fundraiser for the Association through concession sales. This person will work with the volunteer and marketing coordinator to ensure there is awareness & volunteers.

Field Day: Committee members shall be responsible for communicating with Scott's P.E. teacher to determine materials needed for field day events for all students K-5. This person will work with the volunteer and marketing coordinator to ensure there is awareness & volunteers.

Fundraising Chair: Chairperson shall work closely with the Co-Presidents and Treasurer to coordinate and oversee all fundraising events, including: Spirit Wear, DNO, Fall Festival, Book Fairs, Movie Nights, Winter fundraiser, Spring fundraiser, and adding in smaller fundraisers as they see fit, such as Amazon Smile, collecting pop tabs, and Mariano's Community Awards, etc. They will also be in communication with the volunteer coordinator to fill all needed subcommittee positions for each main fundraising event.

Book Fair: Committee member shall be responsible for the planning and implementation of the fall and spring Book Fairs, held during parent/teacher conferences. This includes meeting and communicating with school administration, the LC, and the vendor, and keeping track of sales and the financials. The committee member shall also work closely

with the volunteer & marketing coordinator to establish necessary volunteers and advertisement.

Community Outreach: Chairperson shall be responsible for outreach to the local business community to secure donations and/or sponsorship for school & community events. The coordinator will be contacted by each event chairperson/ coordinator and will work closely with them to determine donation/ sponsorship needs. This person will also keep a running list of all donations/ sponsorship secured and businesses contacted for future use and records.

Dinner Night Out: Chairperson shall be responsible for contacting and working alongside various local restaurants to schedule approximately one fundraiser per month during the school year. For each event, the Chairperson shall work with the marketing coordinator to prepare and distribute flyers, as well as write announcements on social media & the Eagle Extra. Follow up with the partnering restaurants to ensure collection of payment is also required.

Fall Fundraiser: Committee members shall be responsible for coordinating the fall event (September). Responsibilities include securing teacher raffle items, food trucks, entertainment, necessary permits, activities and other items. This person will work with the community outreach coordinator to secure necessary donations along with the volunteer and marketing coordinator to ensure there is community awareness & volunteers.

Read-a-thon (Winter Fundraiser): Committee members shall be responsible for working with the designated company to plan and execute the Read-A-Thon. Chairperson will coordinate with co-presidents and school administration, and will work with the volunteer coordinator to secure volunteers to help with creating ideas for the Read-A-Thon (themes, games, etc. to do throughout the school day). Committee member will be responsible for keeping track of progress, creating initiatives, and working with the marketing coordinator to promote to the community.

Spring Gala: Committee members shall be responsible for securing venue, DJ, food and drink distribution, contacting local businesses and families for auction and raffle prizes, and working with the community outreach coordinator, marketing coordinator and volunteer coordinator to secure food and other donations, market the event, and secure volunteers.

Spring Plant Sale: Committee member shall be responsible for determining the best nursery to work with, coordinating the sale and working with the marketing coordinator to promote the sale to Scott school and the larger community.

Volunteer Coordinator: Committee member shall be responsible for the creation of sign up genius forms for events as determined by the various chairs and committee

members. This role will work closely with the chairs for each event to help ensure there is coverage.

Poinsettia Sales: Scott Student Scholarship Fundraiser Chairperson shall work with the Scott Committee coordinating and promoting the sale to our Scott School families and collecting orders during October. The plants are distributed in early December. They will also work with the marketing coordinator to promote the sale to Scott school and the larger community.

Room Parties: Chairperson(s) shall be responsible for planning room party activities and securing supplies. They will work with the volunteer coordinator to staff each classroom.

SFCP: Chairpersons shall work with Co-Presidents to coordinate Walk to School, Kindergarten Popsicles on the Playground, Kindness week/ random acts of kindness, One Book/One School, and be the point of contact "welcoming committee". As needed, chairpersons will work with the volunteer and marketing coordinator to ensure there is awareness & volunteers.

Breakfast Buddies Coordinator: Committee member shall coordinate two events throughout the year for students to come to school and have donuts/ juice/ coffee with their parents/ grandparents etc. Committee member shall work with the volunteer and marketing coordinator as necessary to secure volunteers and promote the event to the larger community. An RSVP signup sheet will be required to ensure all students have an opportunity to attend.

Veterans Day Coordinator: Chairperson(s) shall work with the volunteer coordinator to recruit volunteers, and the community outreach coordinator to solicit food donations, decorate the LC, communicate details with Scott staff, and host the breakfast or other event in November. They will also work with the marketing coordinator as necessary to promote within the Scott school community and larger community.

One Book, One School: Chairperson shall be responsible for selecting the book for the program and coordinating the outreach and events for the month. They will work closely with the marketing & volunteer coordinator as necessary to promote events and secure volunteers. Once the book is chosen, each school will find their own best ways (with their personnel) to explore and pursue the book as a community. Your schools may rely on Read to Them's tried and true simple first steps: send a letter home explaining the program; hold a school assembly (creative and fun - with materials and scripts supplied by Read to Them) to introduce the program and the book; hold a Family Reading Night to build enthusiasm and deliver some hands-on advice and encouragement on reading aloud; send home a reading schedule with the books; and - believe it or not - most simply and importantly: ask a daily trivia question each morning, to reward attentive reading and encourage and stimulate attentive listening. Many schools will do far more

than this - holding auxiliary assemblies, hosting guests, including a fundraiser or donation drive, and various community and individual student art projects (usually based on the particulars of the book chosen).

School Supplies: Chairperson(s) shall be responsible for coordinating school supply lists with teachers and staff, working with the supply company to create packets for students, manage packet sales and organize packet distribution to classrooms.

Scott Directory: Chairperson shall be responsible for data input and maintenance of the DirectorySpot App. for the Scott School Directory. Chairperson shall work with the marketing coordinator as necessary to disseminate information to the community around the directory.

Scott Family Connections: Chairperson shall be contacted throughout the school year for donations to meet emergency needs of Scott students. Needs are identified and communicated through the Scott social worker. Requests are made 4-10 times per year and must be addressed quickly. As needed, they will work with the marketing coordinator and fundraising chair to secure and promote donations.

Spiritwear: Chairperson(s) shall be responsible for the selection of suppliers, distribution of order forms, ordering and delivering of Spirit Wear and Band/Orchestra shirts in the fall.

Staff Appreciation: Chairperson shall provide recognition to all Scott staff members in the form of cards and gifts on special recognition days, including: pre-conference luncheons in October and February, Teacher Appreciation Week in May, and retirement celebrations in May. They will also work closely with the community outreach coordinator to assist in securing donations and the volunteer coordinator for volunteers.

Staff Gift Cards: Chairpersons shall be responsible for coordinating orders, payment, and distribution of staff and teacher gift cards in November-December and April-May. Family contributions and staff orders are logged into an Excel spreadsheet and individual Thank You documents are typed up in Word per staff member.

Yearbook: Chairpersons shall oversee/coordinate all aspects of creating the annual yearbook for production by a professional publishing company. Chairperson(s) shall also coordinate sales and a cover creation contest, and distribution of yearbooks during the last week of school. This person will work with the marketing coordinator to promote and inform the Scott community.

Photography Coordinator: Committee member shall work with Chairperson(s) to organize and schedule parent volunteers to take pictures throughout the school year (August - March). Coordinator will create a master schedule of events through collaboration with the Chairperson(s) and schedule events with teachers and staff and

follow up with photographers to make sure pictures are sent to the Chairperson(s). Outreach to each event chair to ensure coverage of photography for all events is also necessary.