

WJHS HOME AND SCHOOL EXECUTIVE BOARD

Job Descriptions

President: The President shall preside at all meetings of the Association and the Executive Board. She/He will also arrange the agenda for these meetings and any other meetings deemed necessary by the Executive Committee. The President will also be responsible for comparing the WJHS H & S Association bank statements to the Reconciliation Report on a monthly basis. In addition, the President will work on the budget proposal with the Treasurer and Principal, will sign all contracts pertaining to WJHS H&S Association and will retain copies of these contracts. Copies of these contracts will also be held by the respective committees. The President will also attend all District 203 General Home & School Association meetings, oversee WJHS's H&S Association committees, produce a write-up for the *Washlines* newsletter and perform other duties which may arise.

Vice President: The Vice-President shall perform the duties of the President in her/his absence. She/He will also pay out money on order of the Executive board should the Treasurer be unavailable. In addition, the Vice-President will be in charge of coordinating parent volunteers and head the Eighth Grade Celebration Committee. The Vice-President will perform other duties which may arise.

Secretary: The Secretary shall attend monthly Board meetings, record minutes of the Board meetings and email a copy of the minutes to each Board member prior to the next Board meeting. She/He will also email an additional copy to the Principal and office staff. The Secretary will keep a record of the Board meetings, as well as all records and documents pertaining to the WJHS H & School Association and will perform other duties which may arise.

Treasurer: The Treasurer shall attend monthly Board meetings and present financial reports to the Board members present at each H&S meeting. The Treasurer will also receive and disburse funds and keep an accurate account of the same as deemed mandatory per School District 203's guidelines. With the assistance of the Principal and the President, she/he will be responsible for the preparation of the budget, which shall be subject to the approval of the Board. She/He will also assemble all materials required by the General H&S for the yearly August audit and will perform other duties which may arise.

WJHS HOME AND SCHOOL BOARD COMMITTEES

Job Descriptions

Hospitality: A representative of this committee shall attend monthly Board meetings. The committee members will also be responsible for the set-up and serving of refreshments to the volunteers at the magazine drive and at the fall parent orientation. They will also perform other duties which may arise.

Lost and Found: A representative of this committee shall attend monthly Board meetings. The committee will also be responsible for the periodic cleaning of the lost and found boxes and will coordinate with Principal to have unclaimed items donated to charity. The committee will also perform other duties which may arise.

Magazine Drive: A representative of this committee shall attend monthly Board meetings. The committee members will also coordinate this annual fund raiser with the Assistant Principal and the assigned magazine vendor, schedule volunteers to check orders and count money, oversee the daily accounting of magazine orders during the magazine drive, be in attendance on turn-in days, and perform other duties which may arise.

Nominations: A representative of this committee shall attend monthly Board meetings. The committee will also recruit and fill all vacant Board positions in the spring for the following academic year, present the list of Board members to the Board at the March meeting, and have the list of Executive Board slate published in the *April Washlines*, as public notification of the ballot. This ballot will be voted on at the April meeting. The committee will perform other duties which may arise.

Parent Communication: A representative of this committee shall attend monthly Board meetings. In addition, the committee will arrange publication and assembly of the school directory, and will perform other duties which may arise.

6thGrade Picnic: A representative of this committee shall attend monthly Board meetings. The committee will also coordinate of the August or September picnic with the Principal, office staff, custodians and 6th grade teams. This is a break even event and monies are collected by teachers prior to the event. The committee will also perform other duties which may arise.

School Supply Kits: A representative of this committee shall attend monthly Board meetings. The committee will also be responsible for the ordering, sale and distribution of WJHS supply kits. The committee will also perform other duties which may arise.

Spirit Wear: A representative of this committee shall attend monthly Board meetings.

The committee will also be responsible for the ordering, sale and distribution of WJHS spirit wear items. The committee will also perform other duties which may arise.

Staff Activities: A representative of this committee shall attend monthly Board meetings. The committee will be responsible for coordinating the back to school staff/board luncheon in August. In addition, the committee will provide snacks/refreshments for staff during fall and spring parent/ teacher conferences, and will coordinate a holiday brunch for the staff with the President. The committee will also be responsible for thanking the staff during National Education Week, Administrative Assistants' Week, as well as other teacher/ staff recognitions. In addition, the committee will be responsible for staff gifts in December, and will also purchase staff gifts for special occasions, (e.g., weddings, births). The committee will also perform other duties which may arise.

Washlines Editor: A representative of this committee shall attend monthly Board meetings. The committee will also be responsible for the production and coordination of *Washlines* publications. The committee will coordinate this process (including content, deadlines, etc.) with the Principal and office staff. The committee will also perform other duties which may arise.

REACH (Responsible Educated Adolescents Can Help): REACH is a separate entity from the Home & School Board and is a liaison position with voting rights. A representative of this committee shall attend monthly Board meetings. This committee will coordinate all aspects of REACH. Any monetary support offered by Home & School must be formally requested by REACH. The committee will perform other duties which may arise.

SFCP (School Family Community Partnership): SFCP is a separate entity from the Home & School Board and is a liaison position with voting rights. A representative of this committee shall attend monthly Board meetings. This committee will coordinate all aspects of SFCP and will attend district SFCP meetings. Any monetary support offered by Home & School must be formally requested by SFCP. The committee will perform other duties which may arise.