

Executive Board Position	Description
President	Preside at all meetings of the Maplebrook Home & School Association, as well as meetings of the executive board. Serve as a member of the Board of Managers of the General Home & School Association. Help prepare the budget and act as a back-up to the treasurer. Work with the principal to establish a calendar of events and facilitate programs and events to support the school community.
1st Vice President	Assume all duties of the president in his/her absence. Serve as a liaison between selected committees and the executive board and principal. Perform other duties to ensure the success of the Association.
2nd Vice President	Serve as a liaison between selected committees and the executive board and principal. Perform other duties to ensure the success of the Association.
Secretary	Keep the minutes of the Maplebrook Home & School Association general and executive board meetings and make the general meeting minutes available to all members. Responsible for all correspondence including records, documents, and by-laws. Notify members of meetings.
Treasurer	Receive and disburse all H&S funds and keep an accurate account. Present monthly financial report to the executive board and members at each meeting. Assist in the preparation of the budget.
Committee	Description
Adult Social	Plan and facilitate an adult-only event/outing to double as a fundraiser.
Birthday Books	Coordinate the ordering and purchasing of books for students to choose from on their birthday.
Book Fair	Facilitate book fairs during parent-teacher conferences (one in the fall; one in the spring) in the LC.
Box Tops	Motivate and inspire students to bring in Box Tops and collect, count and submit monthly.
Butter Braids/Cookie Dough	Work with Rite Bite Fundraising to coordinate two sales per year.
Co-Ventures - Food Nights	Plan benefit nights with area businesses to bring in funds for H&S (i.e. Little Italian, Jimmy Johns).
Comm - DirectorySpot	Work with Maplebrook staff to update online directory with roster information and distribute login information to families.
Comm - Graphic Design	Design flyers for distribution in student backpacks, as needed from Executive Board and/Committee Chairs as it relates to our fundraisers, events and activities.
Comm - Marquee	Update the Maplebrook marquee sign to reflect a current calendar of events.
Comm - WAGs & Facebook	Collect Home & School information for weekly WAG communication and post items on HSA Facebook as needed.
Family Connections	Work closely with the school social worker to identify community needs and coordinate various donations.
Field Day (K-4)	Coordinate activities and volunteers for K-4 Field Day. (May)
Field Day -5th Gr. Celebration	Plan and run the end-of-year party for the 5th grade class. (May)
FunFest	Facilitate one of our largest fundraisers by working with a team of lead volunteers. (May)
Gift Card Program	Facilitate gift card process for families to purchase gifts for Maplebrook staff and work with teachers to process gift card requests.
Greeter Coordinator	Coordinate regular volunteers to serve as Greeters. Greeters deliver forgotten items, assist teachers and staff with small projects, and provide general assistance.
Health & Safety	Coordinate Walk to School Day (fall) and Plunge Into Fitness program (winter/spring).
Hospitality	Provide food for teachers and staff at the beginning of the year and during conferences (fall/spring), as well as coordinate Teacher Appreciation week and Retiree Celebration (if applicable).
Ice Cream Social	Plan and run beginning of year social. (September)

Committee	Description
Landscaping	Plant and care for planters and select other landscaping at Maplebrook.
LC Coordinator	Coordinate regular volunteers to serve in the Learning Commons throughout the school year.
Literacy (Reading programs)	Coordinate programs that encourage reading, such as Read to Succeed (Six Flags) and Ozzie's (Kane County Cougars).
Maplebrook Mall	Facilitate school supply kit order program, distribution to classrooms and miscellaneous requests throughout the year.
Nominations	Form and lead a small committee to recruit and present nominations for vacant Home & School Executive Board and Chairperson positions.
Room Parents	Coordinate room parent volunteers for classroom parties.
SFCP	Work with the Principal to plan activities and/or events to enhance parent and family involvement and connect all members of the Maplebrook school community (i.e. STEM, community service).
Spiritwear	Coordinate 1-2 Spirit Wear sales and distribution of items.
STEM Fair	Plan and coordinate all aspects for a successful STEM Kick-Off Night and STEM Fair.
Volunteers	Manage volunteer sign up and provide lists of volunteers to committees as requested.
WatchDOGS	Coordinate a kick-off event for new volunteers and manage the corresponding SignUp Genius.
Yearbook	Work with yearbook vendor to layout and design yearbook using a wide variety of pictures submitted.