

# Summary Descriptions of SHP Positions

## ELECTED OFFICERS

**President** – Serve as leader and key contact for the SHP; preside at all SHP meetings; ex-officio member of most committees; appoint chairpersons for special committees; coordinate the work of the officers and committees so that the SHP's objectives can be met (Effort: year-round, on-going, 10-15 hours per month)

**First Vice President** – Act as an aide to the President; perform the duties of the President in the absence or inability of that officer to serve; assume other responsibilities as assigned by the Executive Board; oversees all educational enrichment and family programs. Ideally – is willing to serve as President in the future. (Effort: year-round, on-going, 4-10 hours per month, but time varies depending upon roles)

**Second Vice President** – Act as an aide to the President; oversee all fundraising activities. Ideally – is willing to serve as President in the future. (Effort: year-round, on-going, 4-10 hours per month, but time varies depending upon roles)

**Secretary** – Keep the minutes of all general meetings and all meeting of the Executive Board; assist with newsletter process. (Effort: 3-4 hours per month, includes attending meeting and typing up minutes)

**Treasurer** – Be responsible for and have custody of all funds; make disbursements as properly authorized; be present at all SHP events where money will be collected; assure that SHP policies and best practices are followed with regards to funds; prepare annual budget; prepare financial reports every month and at the end of the fiscal year; prepare the books for an annual audit; complete tax return filing and Combined Federal Campaign (CFC) application. (Effort: 3-4 hours per month, requires internet access for financial reporting software)

## COMMITTEES

**Election Nominating** – Recruits a slate of officers for the upcoming PTA year. (Effort: 3-6 hours per month during March and April)

**Audit** – Audits all SHP records from the prior school year. (Effort: 3-4 hours per month during September and October)

### Notes:

All effort levels include time to attend monthly SHP meetings. SHP meetings usually run from 7:00 pm to 8:30 pm on a regular monthly schedule, and free child care is available.

\*indicates positions particularly well suited to parents who work outside the home and who are not usually able to volunteer during the school day

## **CHAIRS & OTHER APPOINTED POSITIONS**

**AAP Representative** – Coordinate periodic principal/parent coffees with AAP parents and act as a liaison for the Fairfax County Association of the Gifted. (Effort: 1-2 hours per month)

**Beautification** – Work with custodial staff to organize clean ups of school grounds on a periodic basis. (Effort: 2-3 hours per month)

**Before and After School Programs Coordinators** – Evaluate the necessity and availability of educational enrichment activities held on school property after regular school hours. Individual program leaders are needed for each of the various before or after school programs which could include Hands on Science, Odyssey of the Mind, Chess Club, Theatre Arts, etc. (Effort: depends on size of program and how well established it is. Must be able to come to school on a pretty regular basis to do this job, especially at the end of the day when classes start. Excel skills are useful to manage class rosters. Average is 2-8 hours per month.)

**Book Fair Coordinator** – Work with the school librarian to offer fall and spring book fairs to the school community in order to raise funds for the library and a yearend book giveaway% as well as shop for books for the giveaway.(Effort: expect 25-40 hours in the months of the book fairs; average 1-2 hours per month otherwise. Must be able to come in to school for most if the time when the book fair is going on in order to supervise volunteers.)

**Cafeteria Liaison** – Purchase bread and peanut butter/SunButter in bulk and deliver to the cafeteria on a regular basis. (Effort: 1 hour per month)

**Copying Coordinator** – Come to school every Monday (or early on Tuesday mornings) to make copies and distribute SHP fliers as needed. (Effort: 1-2 hours per week)

**Family Movie Night Coordinator** – Organize family movie nights by selecting movies in accordance with our licensing arrangement, and arranging for refreshments and door prizes. (Effort: depends on how many movie nights are scheduled and level of effort expended to obtain door prizes. Average 2-4 hours per month.)

**Family Science Night Coordinator** – Organize a night for families to do hands on science experiments at school and / or have a school science fair, preferably in conjunction with the Children’s Science Center. Effort: if held as an event primarily to promote the Children’s Science Center, expect 4-6 hours for the event itself and its coordination.)

**Health/Safety Committee Chair** – Promote health and safety issues to the school community by hosting events and speakers and providing related newsletter articles. (Effort: ongoing during the school year; 3-5 hours per month)

**Hospitality** – Coordinate welcome program for new families and kindergarten families, primarily through the Boo Hoo breakfast for incoming kindergarten parents and the school wide Station Celebration. (Effort: 8-12 hours in total, primarily in the August – October timeframe, depending upon the timing of the Station Celebration.)

**International Night Coordinator** – Work with music and PE teachers to organize a program that highlights the diverse culture of our school by presenting student performances and a pot luck international food fest. (Effort: 5-8 hours, usually in the spring)

**Market Day Coordinator** – Work with grocery fundraising company to distribute monthly food orders at school and publicize the program by delivering order forms and writing newsletter articles. (Effort: 2 hours per month; receive a 10% discount on grocery orders)

**Newsletter Editor\*** – Edit and publish the Lorton Station Express 3-4 times per year. Requires internet access and experience with Microsoft Word and Adobe Acrobat. (Effort ongoing during school year; (5-7 hours per newsletter)

## **CHAIRS & OTHER APPOINTED POSITIONS continued**

**Promotion Ceremony Coordinator** – Coordinate end of year sixth grade reception — this job is usually held by a 5<sup>th</sup> grade parent. (Effort: 5 hours in late June. Requires the ability to purchase cakes for the ceremony at a wholesale price (from Costco or similar place.)

**Recycled Reading** – Run two to three used book exchanges for kids during the school day. (Effort: 8 hours spread over two days for each Recycled Reading day.)

**School Store Coordinator** – Work with the school and student council to operate a school store that is open at least two days a week; manage store inventory and purchase items to sell.

(Effort: 80-100 hours total between August and early November; 1-2 hours per month thereafter)

**School Supplies** – Obtain school supply lists from school in the spring and arrange for bulk purchases of school supplies kits as a back to school service to parents for the next school year. (Effort: 6-10 hours in the spring to organize the ordering process; 2-3 hours at the very beginning of the following school year to arrange for distribution.)

**Shop and Earn Fundraising Coordinator\*** – Oversee programs which allow people to donate a portion of their shopping dollars to the school or SHP through frequent buyer cards, online shopping or clipping proofs of purchase. Examples include Giant A+ Bonus Bucks, General Mills Box Tops for Education, ink/cartridge recycling program and iGive. Requires internet access — different pieces of this job could easily be split among several parents.

(Effort: Setup and promotion in August/September, 2-3 hours per month thereafter)

**Special Education Representative** – Provide support and information to parents of children who receive special education services through the school system, primarily through writing articles for the newsletter.

(Effort: ongoing during school year; 1-3 hours per month)

**Spirit Wear** – Coordinate the selection, design, ordering, inventory, and sales of school t-shirts and any related products. (Effort: varies with peak sales early in school year. Expect 7-10 hours per month during August/September, average 2-3 hours per month remainder of the year.)

**Teacher Appreciation** – Coordinate appreciation program for instructional school staff.

(Effort: 2-3 hours per month, heavier in May for Teacher Appreciation Week)

**Volunteer Coordinator\*** – Coordinate volunteers for SHP events and school activities. Collect list of general volunteers at beginning of year and for special events. Assure that volunteer data is recorded and available to both the board and teachers. Work with teachers, staff, and leaders of committees to assure volunteers are recruited for programs.

(Effort: on-going, year round; time peaks at the beginning and end of the school year. Expect 10-15 hours during August/September; average 2-3 hours per month thereafter)

**WatchDOGS** – Organize activities for **Dads of Great Students** to be involved with their children and the school.

(Effort: Flexible depending on number/ type of activities.)

**Webmaster\*** – Maintain SHP web site. Requires internet access. (Effort: ongoing during school year; average 2-4 hours per month.)

**Yearbook Sales** – Work with school yearbook supplier and coordinator to sell and then distribute yearbooks at the very end of the year. (Effort: 2-3 hours)month for spring ordering, 4-6 hours for year-end distribution)