

HOME AND SCHOOL 2017/2018  
DESCRIPTION OF OFFICERS:

**President:**

Oversees Home and School. Sends emails to officers for upcoming events by grades. Prepares calendar of events. Holds monthly meetings Prepares flyers to be sent out for each event. Works with school getting approval for events. President must also make sure each event has proper and adequate staffing. Sends an invite home in family envelope to inform of Home and School meeting. Works with Sacred Heart school representatives regarding any concerns.

**Vice President:**

Works with President in maintaining calendar of events. Steps in for president in case of date discrepancy. Works with classroom officers in emailing information.. Assists president in duties described above.

**Secretary:**

Emails classroom parents for each upcoming event. Takes minutes to be emailed to officers regarding information during meetings. Posts upcoming events to school Facebook page, as well as reminders to classroom parents.

**Classroom parents grade K1 through 8:**

One classroom parent per grade. Sends out emails to class parents for upcoming events. Responsible for getting volunteers for events hosted by their grade . One event per 2 grades; each class will volunteer for their own child's grade.

**Note:**

Volunteering is rewarding not only for yourself but your child. They succeed not only academically but socially. It also brings great people into your lives. We are a family here; a little time goes a long way so be a part of your children's school.

**BALLOT ON OTHER SIDE**