

# Connelly Parents Association Board

## Volunteer Forms

### 2009-2010 School Year

The Parents Association needs enthusiastic and dedicated parents to lead our mission of building relationships; supporting the programs of the school; assisting the administration and faculty; and promoting parental involvement at Cornelia Connelly School.

#### EXECUTIVE BOARD

**President**

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**President-Elect**

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**Vice President: Volunteers**

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**Vice President: Fund Raising**

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**Vice President: Service Hours**

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**Secretary**

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**Treasurer**

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**President:** Shall preside over all meetings of the Board and shall be an ex officio member of all committees except the Nomination committee; shall be responsible for ensuring that all other officers and committee chairs (other than fund-raising) fulfill their individual responsibilities; shall have all contracts and/or legally binding documents approved by the Parents Association Board and/or the Head of School.

**President-Elect:** Shall preside over all meetings in the absence of the president; shall assume all duties of the president in the event the president is unable to continue the duties of the office; He/she shall assist the President in conducting the affairs and elsewhere as needed of Cornelia Connelly School throughout the 2010-2011 school year and will assume the responsibility of the position for the 2<sup>nd</sup> year of their term.

**Vice President - Volunteers:** Shall process and distribute volunteer forms and help to arrange volunteer help when requested; shall coordinate the volunteer Appreciation Event; shall assist the President in overseeing the committee chairs and elsewhere as needed.

**Vice President - Fund Raising:** Shall be responsible for the fund raising efforts of the Association including the fall and spring fundraiser; shall oversee existing programs and research and implement new programs when approved by the Board; shall oversee the committee chairs who execute the specific fundraising activities.

**Vice President - Family Service Hours:** Shall be responsible for preparing forms for recording mandatory hours, recording hours submitted, and informing parents of hours recorded.

**Secretary:** Shall keep minutes of all board, general and special meetings at which business is conducted; shall present the minutes of the previous meeting for approval; shall maintain permanent records including all ratified versions of the Bylaws.

**Treasurer:** Shall maintain a full and accurate record of all accounts for the Association; shall propose a budget for the Association and submit it for approval at the first meeting each year; shall present a financial report at all Board meetings.

***Serving on the Parents Association Board fulfills your  
annual family service obligation!***

**Parents Association Board Committee Chairs  
2010-2011 School Year**

**FAMILY DAY/FRESHMAN PARENT ORIENTATION, August 2010**

Organize volunteers to plan, serve and clean up for brunch and picnic.

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**GALAXY OF STARS BENEFIT, FALL 2010**

Select venue and menu and organize volunteers to help with planning, decorations, invitations, etc.

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**GRANDPARENTS DAY, November 25, 2010**

Organize volunteers to help with invitations, decorations & refreshments.

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**FACULTY CHRISTMAS LUNCH, December 2010**

Select venue (already selected) and menu, coordinate invitations, program, and gifts.

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**FATHER/DAUGHTER DANCE, January 2011**

Select venue and menu; organize volunteers to help with planning, And decorations, invitations, etc.

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**CLASS PLAYS, Spring 2011**

Organize volunteers and plan for lunch during school day and for evening snack bar fundraiser.

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**ANNUAL FASHION SHOW, Spring 2011**

Select venue and menu and organize volunteers to help with planning, decorations, and invitations, etc.

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**TEACHER APPRECIATION WEEK, May 2011**

Organize on-campus faculty lunch, make certificates/gifts for teachers and staff.

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**SENIOR FAMILY DINNER (Junior Parent-Two Needed), June 2011**

Organize volunteers to plan, decorate, serve, and clean up for dinner for Senior families.

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**SpiritWear SALES**

Maintain an inventory of items and coordinate volunteers to help sell clothing and other logo items at school events.

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**CHAPERONES:** Coordinate volunteers to help at the dances during the year.

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**HOSPITALITY:**

Organizes volunteers to help set up and serve refreshments at various events

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**TRI-SCHOOL REPRESENTATIVES (Three people needed):**

Works with Servite and Rosary parents to plan joint events throughout school year.

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**HEALTH ROOM/LINENS:** Launders linens and maintains supplies.

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**MAILINGS:**

Helps coordinate volunteers and works during the day with large mailings at school throughout the year.

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**ANNUAL GIVING CLASS CAPTAIN (One per class needed):**

Organize mailings and class calls and speak at functions to encourage participation in Annual Giving.

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***Please return completed form to Izzy Velasco, Fundraising and Parent Relations Coordinator, via email at [ivelasco@connellyhs.org](mailto:ivelasco@connellyhs.org) or in the Development Office.***