



## Parents Association Board Volunteer Form 2011- 2012 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**

<b>President</b>	_____ Curt Byk _____
<b>President-Elect</b>	_____
<b>Vice President: Fund Raising</b>	_____
<b>Vice President: Service</b>	_____ Sue Ann Kuiper _____
<b>Vice President: Volunteers/Mailings</b>	_____
<b>Secretary</b>	_____ Lori Marrujo _____
<b>Treasurer</b>	_____

**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 2011-2012 school year and will assume the responsibility of the position for the 2<sup>nd</sup> year of their term.

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

**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.

**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  
2011-2012 School Year**

**FAMILY DAY/FRESHMAN PARENT ORIENTATION, August 2011**

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

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**GRANDPARENTS DAY, November 2011**

Organize volunteers to help with invitations, decorations & refreshments.

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**FACULTY CHRISTMAS LUNCH, December 2011**

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

Kim Rickard

**FATHER/DAUGHTER Event, January 2012**

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

Magali Bustamante

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**GALAXY OF STARS DINNER & AUCTION BENEFIT, March 17, 2012**

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

**Auction co-chair**

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**Silent auction co-chair**

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**CLASS PLAYS, Spring 2012**

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

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**MOTHER/DAUGHTER EVENT, Spring 2012**

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

Yolanda Verdin

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**TEACHER APPRECIATION WEEK, May 2012**

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

Maria Gurrola

Rosario Becerra

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**SENIOR FAMILY CELEBRATION (Junior Parent-Two Needed), June 2012**

Organize volunteers to plan, decorate, serve, and clean up for celebration for Senior families after Baccalaureate Mass.

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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.

Desiree Alcaraz

\_\_\_\_\_

**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

Billie Sanchez

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**Parents Association Board Committee Chairs  
2011-2012 School Year**

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

Works with Servite and Rosary parents to plan joint events throughout school year. Must be **Junior or Senior Parents ONLY**.

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

Amanda Taylor

**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. Need to make calls 3 times a year to parents.

**9th** \_\_\_\_\_

**10<sup>th</sup>** \_\_\_\_\_

**11th** \_\_\_\_\_

**12th** Jacqueline Salameh