



# Leland Parent Club Committee Chair Openings 2010/2011 School Year

**We need your help!!!!**

Below you'll find descriptions of the various positions that make up the Leland Parent Club. Our goal is to have a shadow person to learn alongside the chairperson during the current school year with the hope of taking over the position for the 2011/2012 school year. You will also find other volunteering opportunities on the Volunteer Opportunities Response Form.

**Board Positions:**

**Position 2010/11**

**Shadow Position Opportunity**

**President**

**Filled**

**Open**

*Time Commitment: Attend monthly meetings on the second Thursday evening of the month from August – June. Monthly time varies from 8-16 hours.*

- Will prepare an agenda for each meeting.
- Will communicate in writing the by-laws pertaining to all committee/event chair people.
- Will have regular communication with the Leland principal regarding Parent Club business.
- Will have communication with administrative staff and faculty as needed.
- Will require a written proposal, including financial information, for any request of Parent Club funds. Will work with treasurer to ensure there are funds to cover the cost. Will present proposal to the Leland Parent Club for approval.
- Will attend all public speaking opportunities to promote and clarify Parent Club's mission and vision typically including the following: Back to school night, Freshman Orientation, Senior Award Night, Any special function requested by the Leland High Principal (example 40<sup>th</sup> School Anniversary), Selected faculty meetings to solicit input for school needs both from the administration and the classroom

**Vice President**

**Filled**

**Open**

*Time Commitment: Mid August – late May.*

- Support the President in certain categories the parent club undertakes. These include fund raising, helping with planned events, bringing independent parent view points to the committee including academic issues and working with school staff.
- In an event the President is unavailable the Vice President fills in.
- Attendance at monthly Parent Club meetings
- Work within the parent club body to help Parent Club as a club and help the school.

**Secretary**

**Filled**

**Open**

*Time Commitment: Attend monthly meetings on the second Thursday evening of the month from August – June. Monthly time is 4-6 hours.*

- Take minutes at each meeting.
- Type and print minutes for monthly Parent Club meetings. Bring copies of minutes to the monthly meetings.
- Schedule meetings with school office.
- Create agenda and forward to president for approval.
- Print agenda and bring copies for the monthly meetings.
- Send e-mail to Leland Principal and each parent club member reminding them of meeting one week before the meeting date.

**Treasurer**

**Filled**

**Open**

*Time Commitment: Attend monthly meetings on the second Thursday evening of the month from August – June. Monthly time varies from 6 - 8 hours.*

- Will count and deposit all monies from current fundraisers.
- Will keep a ledger of all receipts and expenditures.
- Will prepare a budget of anticipated revenue for the year.
- Will update the president as needed regarding expenditures and revenue.
- Will present a report at each general assembly meeting and updates at each Executive Board meeting.
- Will prepare a final report at the close of the year.
- Will have an independent review of the financial records within 90 days after the end of the fiscal year.
- Will archive records at school for 7 years for tax purposes.



**Committee:****Chairperson 2010/11****Shadow Chair Opportunity****Wish List****Filled****Open***Time Commitment: August – June. 4-6 hours/month emailing with teachers & submitting reimbursement requests*

- The committee chair will coordinate the teacher requests for Wish List Items.
- Attendance at Parent Club meetings is necessary.
- Teachers request items via a request form. Coordinator reads the request, checks to ensure it is within the guidelines and brings the request to Parent Club meeting for approval.
- Coordinates the reimbursement checks with parent Club treasurer.
- Survey teachers regarding tangible needs for students and classrooms.
- Access and knowledge of e-mail a necessity.

**Public Relations****Filled****Open***Time Commitment: Mid-September to late May*

- Creating awareness of the Parent Clubs fund raising efforts by working with the members of the Parent club, members of the Leland staff and the local press.
- Responsible for creating press releases, announcements, promotions and communications targeted towards Leland parents and students, staff and the local community.
- Participate in monthly Parent Club meetings.
- Work with the Parent club in crafting a messaging platform that is consistent with the parent clubs goals and plans, and maintain consistency across all messaging platforms.
- Facilitate outbound communication efforts for the Leland Parent Club to the Almaden community. Manage and report on communication flow through the use of the Leland Parent Club website, newsletter, local Press, The Charger Account, Facebook etc.

**Grad Night****OPEN****Open***Time Commitment: September – early June.*

- Coordinate a safe and sober graduation event for 270 seniors
- Hold monthly meetings with committee members.
- Attend Parent Club Monthly meetings
- Access and knowledge of e-mail a necessity.
- Must attend Grad Night – June

**Membership****Filled****Open***Time Commitment: Late June - February*

- Attend monthly Parent Club meetings.
- Coordinate the membership drive for Parent Club. See attached for details.

**Charger Account Mailing****Filled****Open***Time Commitment: August – May. 3 hours per month. Once a month for 8 months-usually weekday mornings.*

- Coordinate group to tape, label, and mail over 1500 Charger Account newspapers to Leland family homes.
- Parent volunteers are always welcome on mail processing days!
- Great way to meet other parents.
- Attend Parent Club Meetings

**Back to School Breakfast****Filled****Open***Time Commitment: Begin in late May with donation requests in Leland E-mail blast. July–mid-August.*

- The committee chair will coordinate the food/drinks/volunteers for the welcome back to school breakfast. This breakfast is held on the first day back for the teachers and is an in-service day. It is buffet style breakfast with the food and drink donated by Parent Club volunteers. It is held in the Staff Dining Room.
- Attend monthly parent club meetings.
- Access and knowledge of e-mail a necessity.

**Teacher Appreciation Luncheon****Filled****Open***Time Commitment: February – early May.*

- Coordinate a thank-you luncheon for Leland's hardworking, dedicated staff!
- Held in the faculty dining room from 11:30 a.m. to 12:30pm on the first Friday in May.
- Coordinate food, drink, cards, raffle prizes, flowers, and parent volunteers for this event.
- Attend Parent Club monthly meetings.
- Access and knowledge of e-mail a necessity.

**Senior Recognition Awards****Filled****Open***Time Commitment: Mid March – Mid May. Approximately 20 hours.*

- Advertise Parent Club Senior Recognition Awards to teachers, students and parents.
- Collect nominations from teachers
- Process applications from students
- Gather the selection committee to choose the award winners.
- Coordinate awards with Joan Albers
- Coordinate the checks with Parent Club treasurer.

- Attend Senior Awards night for distribution of awards.
- Attend monthly parent club meetings.



# Leland Parent Club Volunteer Opportunities Response Form 2010/2011 School Year

**I would like to chair/co-chair the following position THIS school year:**

\_\_\_ Grad Night

**I would like to "shadow" the following position during the 2010/2011 school year:**

\_\_\_ President

\_\_\_ Teacher Appreciation

\_\_\_ Vice President

\_\_\_ Grad Night

\_\_\_ Treasurer

\_\_\_ Senior Recognition

\_\_\_ Secretary

\_\_\_ Public Relations

\_\_\_ Wish List

\_\_\_ Back to School Breakfast

\_\_\_ Charger Account

\_\_\_ Membership Drive

***Would you like to help out during the year but don't have time for a Chairperson position? Here are a few areas that we need help with throughout the school year:***

***Charger Account Mailing***

\_\_\_ Help tape, label, and mail over 1500 Charger Account newspapers to Leland family homes.  
*Time Commitment: August – May. Once a month on a weekday morning.*

***Teacher Appreciation Luncheon - May 2011***

\_\_\_ Donate food/beverages

\_\_\_ Help set up/clean up at event - *Time Commitment: 11:30 a.m. to 12:30pm on May 6th*

***Grad Night – June 2011***

\_\_\_ Volunteer on the grad night committee (monthly meetings)

\_\_\_ Chaperone Grad Night (June 2<sup>nd</sup> from 10pm – 6am)

\_\_\_ Volunteer at Grad Night Check-In (8pm – 10pm on June XXX)

\_\_\_ Bring Food & Drinks for Grad Night

\_\_\_ ***Please add me to the Parent Club mailing list for other/additional volunteer opportunities as they come up!***

**Contact Info:**

Name \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Student Name(s)/Grade: \_\_\_\_\_

**Please return this form to the Leland High School Front Office  
or complete this form online at**

**Thank You!!!!**