

ENTHUSIASTIC VOLUNTEERS: THE GSPO BOARD NEEDS YOU!

Nominations for the 2020-21 Good Shepherd Parents' Organization Board are being accepted now. Descriptions of each position can be found on this form or in the Community section/GSPO page of the GSES website.

Get involved in the daily life of our school, make a difference in your child's education, and build lifelong friendships within our community.

We encourage you to nominate yourself and/or a friend who is interested. All parents are welcome to submit nominations - we would love to help you get involved! Let us know if you are self-nominating. All nominations are confidential.

| Nominating Self or Other? | Name | Position Preference (Optional) | Child(ren)'s grade NEXT school year |
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You can print and submit this form or email your nominations. All nominations should be sent to current GSPO Board president, **Emily Vafa**, emilyvafa@yahoo.com by **April 30th**. You do not have to fill out a form to submit a nomination.

GSPO BOARD POSITION DESCRIPTIONS

Descriptions of the GSPO Board positions are listed below. If a name is listed by a position, that position has already been filled. Thank you for your interest in GSPO!

President – Kristen Scott. Leader of the Board, coordinates with the Head of School, presides over all Board meetings and activities, and serves as President-Elect the prior year.

President Elect. Observes/assists the President in preparation for service the following year.

Vice President Fundraising – Tiffany Wesley. Leader of the Fundraising Chairs on the Board, coordinates with the GSES Advancement office, oversees GSPO fundraising activities, and serves as Vice President Fundraising-Elect the prior year.

Vice President Fundraising Elect. Observes/assists the VP Fundraising in preparation for service the following year.

Vice President Activities – Katie Erxleben. Leader of the Activities Chairs on the Board, coordinates with GSES staff, oversees GSPO non-fundraising activities, and serves as Vice President Activities-Elect the prior year.

Vice President Activities Elect. Observes/assists the VP Activities in preparation for service the following year.

Vice President Finance – Ann Mennel. Coordinates with the GSES Business office to produce and manage the budget, provides a monthly financial report at each Board meeting, and assists Board and Committee members with requirements and weekly filings for reimbursements of expenses with the GSES Business office.

Vice President Finance Elect. Observes/assists the VP Finance in preparation for service the following year.

Vice President Communications – Amanda Koch. Takes minutes at Board meetings, works with Board members and GSES staff on all GSPO communications distributed internally and externally - enews, fliers, emails, marquee messages, GSPO Facebook, and the GSPO page of the GSES website.

Vice President Communication Elect. Observes/assists the VP Communications in preparation for service the following year.

Auction. Works with the VP Fundraising. Selects an Auction Committee, coordinates with the GSES Advancement Office, and handles the entire event planning for this fundraising event, including venue selection, theme, solicitation, decorations, food, set-up, take-down, etc.

Birthday Table. Works with the VP Activities. Selects a special favor for students and coordinates volunteers to provide cupcakes monthly at a decorated lunchroom table for birthday/1/2 birthday students and obtains from school an allergy approved treat.

Carnival. Works with the VP Fundraising. Selects a Carnival Committee, coordinates with the GSES Advancement office, and handles the entire event planning for this fundraising event, including theme, games and exhibits, solicitation, decorations, food, set-up, take-down, etc.

The Christmas Collection. Works with the VP Activities. Advertizes, organizes and distributes the GSPO Christmas Collection gift for faculty and staff.

Community Building. Works with the VP Activities. Plans and executes two events for the GSES community – a Back to School BBQ in the fall and an Ice Cream Social (or similar event) in the spring. Hosted by the GSPO, these events are free for school families and provide an opportunity for families to learn more about the GSPO.

Festival of Arts. Works with the VP Activities. Coordinates all volunteers for the evening of the event, works with GSES art teachers to plan the evening's events, and obtains beverages and appetizers for parents and children the evening of the event. Event occurs every other year.

Grade Level Coordinator. Works with the VP Activities. Selects volunteer parent coordinators for each grade level who coordinate various social activities by grade throughout the year for students and adults and communicates grade and/or school wide relevant information (i.e. Carnival and Auction).

Graduation. Works with the VP Activities. Coordinates with GSES staff in organizing a morning and evening reception at GSES for graduates and parents the date of graduation, and coordinates the individual gifts to the graduates and the class video. This position is traditionally chaired by a 7th grade parent.

Promotions/Uniform Re-sales. Works with the VP Fundraising. Coordinates the collection and re-sale of school uniforms to parents.

Room Parents. Works with the VP Activities. Selects Room Parents for each Early Childhood, Lower School, and Middle School Advisory classes who communicate with the class parents during the school year about class specific activities.

Service Outreach – Works with the VP Activities. Coordinates the Angel Tree program for Salvation Army and two other charities during November/December.

Service Outreach Elect. Observes/assists the Chair in preparation for service the following year.

Socials. Works with the VP Fundraising. ***Description Pending***

Super Dads. Works with the VP Fundraising. Organizes the Dad volunteers and helps with GSPO events throughout the year, including Carnival and Auction. Helps GSES with two community building student lunches and assists with carpool as needed. Coordinates with the GSES Advancement Office on any Super Dads fundraising events, i.e. golf tournament.

Teacher Appreciation. Works with the VP Activities. Organizes welcome gifts for new faculty, coordinates parent volunteers to recognize faculty and staff birthdays/half birthdays, and Fruity Fridays once a trimester. Organizes the GSPO Christmas Collection gift for faculty and staff.

Teacher Appreciation Luncheons. Works with the VP Activities. Coordinates with GSES administration and manages all aspects of a faculty and staff appreciation luncheon in fall and spring at GSES.

Volunteers. Works with the VP Activities. Prepares a volunteer opportunity document to be communicated to all parents over the summer and posted on the GSPO page of the GSES website that lists various volunteer opportunities. Assists with unfilled positions and enlists extra volunteer help when needed.

Yearbook. Works with the VP Activities. Coordinates with GSES staff and parents, collects pictures throughout the year depicting life at GSES, and assimilates these pictures into a format for the designated publishing company that produces the annual GSES yearbook.