

HOLY NAME PSO
Standing Committee Position Descriptions Addendum

COMMUNICATIONS

1. Marketing/Public Relations:

- Responsible for promoting the events and activities presented by the PSO (Student Enrichment Programs, Open House, Families in Action events, Reading Month, etc.)
- Generate interesting media releases and distribute to the local print and television outlets
- Manage follow-up communications with story accepts and meet them at events to walk them through best shots and story angles
- Maintain excellent relationships with local media editors, staff writers and photographers in order to gain better access and placement in their publications
- Open house promotion. Contact areas parishes asking permission to insert flyers or run article in weekend bulletins

2. Yearbook Committee Job Description:

- Responsible for the production of the school yearbook. Acts as liaison between class photo vendor (Kaiser) and school administration. Learns and produces layout of the yearbook on software provided by the vendor
- Responsible for producing a yearbook that encompasses all the kids in the school and captures the spirit of HN and activities for that year
- Collects photos for the yearbook from several sources, but generally the YB committee is responsible for taking the photos. Key functions for photos generally include (but are not limited to): first day of school, class room parties, pep rallies, spirit weekend, ski club, sports teams, daddy daughter, mother son, play, and retake day (directed by photo vendor)
- Send photos to Web page manager to update Webpage and Facebook accounts

SCHOOL HOSPITALITY

- Responsible for organizing St. Nicks Treats and volunteers the first week of December
- Responsible for organizing Santa Shop the first week of December
 - Contacting company.funservicesofmichigan.com
 - Ordering product and supplies
 - Getting volunteers to set up and man shop

FACULTY HOSPITALITY

- Responsible for the planning and execution of the following faculty events:
 - Welcome Back Luncheon - usually 2nd week of August - plan, prep and serve lunch to the teachers and faculty on their first week back
 - Meals for Conferences -- plan, staff and execute breakfast, lunch and snack for the teachers in the cafeteria
 - Christmas Dinner - usually last Thursday before school lets out. Same format as the Welcome Back Luncheon
 - End of School year luncheon - Usually 1st/2nd week of May

FAMILY COORDINATOR

- Responsible for coordinating and organizing host families
 - Match new families with host families: May-June
 - Inform current Holy Name families of the opportunity to host
 - Create and send letters introducing families
 - Assemble Welcome Bags: May
 - Determine if Principal needs any help with New Family Orientation-3rd week in August
 - Plan and execute New Family Cocktail party-Sept
- Responsible for the planning and execution of the school Open House
 - Responsible for coordinating volunteers, purchasing all supplies, decorations, snacks and beverages
 - Set up on day of event
- Responsible for purchasing 8th Grade Graduation Gifts

FUNDRAISING

- Responsible for determining the fundraisers (outside of the Auction) for the year.
 - Planning and execution of school fundraisers with approval of the Principal and PSO
 - Fundraisers can include but are not limited to Box Tops, Kroger, School Supplies

AUCTION

- Responsible for the planning and execution of the annual auction. Responsibilities include:
 - Organizing committees to ensure all aspects of the auction are planned such as: venue, food, donations, auction book, bidding system, volunteers, etc.
 - Securing the event venue with the approval of the principal and chairman of the PSO
 - Obtaining the monetary goals for the auction from the principal, chairman and treasurer. Confirming how auction funds will be allocated
 - Coordinating auction items

SCHOOL SOCIAL

- Responsible for the planning and execution of the Father/Daughter Dance and the Mother/Son Dodgeball Event
 - Create event theme
 - Plan decorations, food, and entertainment for both events
 - Maintain budget and timeline
 - Obtain event volunteers
- Responsible for Ice Cream Social
 - Speak with the art teacher and administration about room set-up and artwork.
 - Coordinate ice cream carts and ice cream order
 - Organize a schedule of volunteers to help with this event
 - Clean-up of the ice cream social
 - Fill out work form

SPIRIT COMMITTEE

- Responsible for three pep rallies- September, January and April
 - Contact coaches, get volunteers, make flyers
 - Meet with principal as soon as schools in session and set up dates
- Responsible for the planning and execution of Field Day
 - Meet with gym teacher (Feb), find and coordinate volunteers

CULTURAL ENRICHMENT COORDINATOR

- Research and secure programs that run throughout the academic year exposing the children to various areas of the arts including but not limited to theater, dance, spoken word, language, writing, song, music, movement, fashion (especially that of world garb/clothing and traditional wear from different cultures)
 - **Special Note:** This program and all of its funding is NOT intended for science shows, math shows, magic shows, athletic entertainment or any shows thematically centered on any subject not centered in the arts
- Obtain approval of dates from the principal in the summertime prior to the academic year so that faculty can be made aware of the addendum to their daily schedule

EXTRACURRICULAR COORDINATOR

- Responsible for researching potential after school activities
 - Obtain information from different after school programs
 - Talk to program coordinators and provide program information to principal
- In conjunction with the principal, determine which activities should be offered and when
 - Create a calendar of after school activities