

PRESIDENT

The role of president is to lead the Guild's executive committee and support our teachers, staff, and school community through community events and fundraising throughout the year. The president is responsible for holding both executive committee and whole school meetings each month. You will be responsible for making final decisions and for making sure we stay within our budget. You will work closely with the Head of School, Assistant Head of School, Admissions Director, and the Business Office.

VICE PRESIDENT

As Vice President you would be assisting the president in decisions on different fund-raising opportunities and teacher appreciation ideas. Assist with setting up and handling all events by planning, coordinating and implementing all aspects. Meetings with executive committee monthly to plan and discuss upcoming events.

Participate in summer meetings with president and principle to plan the years events.

Purchase and set up teacher appreciation items such as special lunches, TAW, Christmas, etc. as well as any items needed for other events held by the guild such as elf shelf or coffee and tea for new parents.

Coordinate selling items at orientation.

Support president in all aspects of the PSG as needed.

SECRETARY

As secretary you would be responsible for taking minutes and attendance at the meeting. As such, the ability to attend both the EC and whole school meetings is vital. The EC meets roughly once a month, a few days before the whole school meeting.

During meetings, you would share any updates you have, though, as secretary, you generally take in information, and are not one that is presenting new.

Minutes need to be emailed to all guild members, for approval, and then the guild president would email to the administration.

TREASURER

As Treasurer you would work with the Business office to get checks and cash boxes when needed for school events and to communicate to the Guild how much is in the PSG account.

COMMUNICATIONS COORDINATOR

As the Communications Coordinator your main responsibilities include: getting flyers approved by the President and the Principal, printing and distributing flyers, coordinating with PSG executive members for weekly updates, as well as maintenance of the PSG webpage.