

‘AIKANE O NU’UANU
POSITION DESCRIPTIONS
Updated 02/19/10

The positions below are required to perform the duties as described on the Association by-laws and as described herein.

The incumbent is expected to train and prepare their replacement for the responsibilities of the position and establishes specific objectives and areas of focus for their replacement, and review and update the position description when necessary, but not later than a month before leaving office.

Length of Term:

One school year

Time Commitment:

Executive Board Meetings – 2 hours each month as needed
Quarterly General Membership Meetings – 3 hours as needed
Annual Strategic Planning Meeting – 3 hours as needed
Preparation for event/project - various hours

EXECUTIVE BOARD

PRESIDENT

The President is a volunteer leader of ‘Aikane O Nu’uanu (hereinafter “Aikane”) and serves at the order of the Board and the membership. The President is the Chair of the Aikane Board. The President has general supervision of all the affairs of the association and gives direction to the formulation and achievement of the Aikane’s philosophy, mission, and strategy, and goals. The President assures that the Association is making timely progress toward the fulfillment of its strategic plan. The duties may include, but is not limited to the following:

As Chair of the Board of Directors, the President ensures that the Board fulfills its responsibilities for the governance of Aikane and implementation of its policies and procedures.

Is the main liaison between the Board and the Nuuanu Elementary School faculty and staff and works in partnership with the Principal to support the mission of Nuuanu Elementary School.

Serves as the primary spokesperson for the association and coordinates the work of the officers and committees of the association in order that the objectives may be promoted.

Serves as the principle contact with the school Principal and staff. Reflects any serious concerns the school Principal has in regard to the role of Aikane or individual Board members. Reflects to the Principal the concerns of Aikane and other constituencies.

Represents the Aikane Association and its members to the staff and parents of school, the media, and the public.

Develops relationships with the school’s staff and parents to maximize the awareness of Aikane’s values and to maintain and increase volunteers and sponsorship opportunities.

Prepares Aikane calendar of events prior to the beginning of the school year.

Prepares agenda for meetings. Presides at all Board and Executive Committee meetings. Ensures decisions are made in a timely manner and then translated into meaningful actions holding appropriate parties accountable for success.

Works with the Principal, Board of Directors, committee chairs and coordinators to develop agendas for meetings of the Board of Directors, executive committee and quarterly membership meetings.

Appoints all task force chairs, except where otherwise stated in the Bylaws.

Recruits parent volunteers to fill Aikane committee positions, and place volunteers in the appropriate position according to their skills.

Works with the board to develop Aikane's strategic goals and objectives, and the Aikane Calendar of Events for the school year.

Presents to the Board, chairpersons, coordinators, school staff and parents an evaluation of the pace, direction, and organizational strength of the association.

Coordinates Aikane's participation in the Kindergarten parent orientation sessions at the beginning of the school year.

Reviews and revises the Aikane organization chart to meet the changing needs of the organization. Approves appropriate material submitted by the committees before distribution.

FIRST VICE PRESIDENT - Reports to the President

The First Vice President shall, in the absence or disability of the President, perform all of the duties of the President, and when so acting shall have all the powers of, and be subject to the restrictions on, the President:

Provides assistance to the Committee Chairs falling within the First Vice President's reporting structure. Provides a sounding board for ideas and ensures accurate communication is flowing in both directions between the committees and the Board.

Provides assistance and coordinates with the following committees/chairpersons:

Intercession/Waiver Day

Morning Care

Summer School

GMM Flyers

SECOND VICE PRESIDENT - Reports to the President

The Second Vice President shall, in the absence or disability of the First President, perform all of the duties of the Second Vice President, and when so acting shall have all the powers of, and be subject to the restrictions on, the First Vice President. The duties may include, but is not limited to the following:

Provides assistance as needed to the Committee Chairs falling within the Second Vice President's reporting structure. Provides a sounding board for ideas and ensures accurate communication is flowing in both directions between the committees and the Board.

Provides assistance and coordinates with the following committees/chairpersons:

Technology Chair
Campus Beautification
Year Book Photographer

TREASURER - Reports to the President

The Treasurer reviews financial statements, presents financial reports, and manages and maintains all cash disbursements. The duties may include, but is not limited to the following:

Provides assistance to the Committee Chairs falling within the Treasurer's reporting structure. Provides a sounding board for ideas and ensures accurate communication is flowing in both directions between the committees and the Board.

Provides assistance and coordinates with the following committees:

Family Fun Night
Fundraising
Grant Writer
Activity Planning Guide Coordinator

Reviews the financial statements submitted by the Aikane Business Manager at every meeting and present reports on the association's financial position when requested.

Works with Business Manager to present periodic financial reports, annual tax filings and audits. Prepares and presents a full financial report at the annual meeting.

Keeps records of Aikane's funds.

Maintains accurate accounts, and sign a statement of that fact at the end of the report for the auditing committee's review.

Manages cash disbursements and deposit, e.g. Keeps a close track of deposits, withdrawals, and transfers. Keeps and maintains all canceled checks, receipts, etc.

Oversees the reimbursement process managed by the Business Manager.

CORRESPONDING SECRETARY - Reports to the President

The Corresponding Secretary prepares official correspondence on behalf of the Association and posts announcements and flyers on the Aikane website. The duties may include, but is not limited to the following:

Provides assistance to the Committee Chairs falling within the Corresponding Secretary's reporting structure. Provides a sounding board for ideas and ensures accurate communication is flowing in both directions between the committees and the Board.

Provides assistance and coordinates with the following committees/chairpersons:

Email

Web Design

Student Directory

Position Description

Prepares meeting notices and promotes communication between the association, executive committee, parents and school staff. Prepares and distributes meeting notices prior to each Board meeting, notifying appropriate members of the date, time and place of Board, Executive and Association meetings.

Prepares all official correspondences on behalf of the Association.

Receives activity information, announcements and/or flyers from the committee chairpersons/coordinators and posts on the Aikane website.

Responds to inquiries by e-mail, phone and/or fax in a timely manner; keep records of inquiries and responses.

RECORDING SECRETARY - Reports to the President

The Recording Secretary attends, records and distributes minutes of the Executive Board meetings and maintains appropriate Board paperwork. The duties may include, but is not limited to the following:

Provides assistance to the Committee Chairs falling within the Recording Secretary's reporting structure. Provides a sounding board for ideas and ensures accurate communication is flowing in both directions between the committees and the Board.

Provides assistance and coordinates with the following committee chairpersons/coordinators:

Membership Dues

General Membership Meeting

Volunteer

Girl Scout

Attends and records minutes for all Executive Board meetings. Prepares and maintain accurate minutes of the Executive Board meetings and other meetings as needed.

Distributes advance copies of minutes to President and Corresponding Secretary for review.

Distributes reviewed minutes to the Executive Board via the Corresponding Secretary.

Serves as custodian of the Board's minutes, position descriptions, organizational charts, reports, and charts and properly store them in the school's office.

FACULTY REPRESENTATIVE - Reports to the Principal

The Faculty Representative is a Hawaii State Teachers Association, Unit 5, 10-month teaching that serves as a liaison between Nu'uaniu faculty members at the 'Aikane board.

Meets with and/or email the members of the faculty to gather and present concerns and suggestions to the board.

Attends monthly board meetings and provide faculty input.

Informs the faculty the status of the board meeting.

CHAIRPERSONS / COORDINATORS

ACTIVITY PLANNING GUIDE COORDINATOR - Reports to the Treasurer

The Activity Planning Guide Coordinator manages submissions of the Activity Planning Guide (APG) after each event. The duties may include, but is not limited to the following:

Works with the Aikane chairpersons and coordinators to prepare and revise the APG, which is a document that describes the purpose and goals of an activity (e.g. Pumpkin Carving Night) and describes the resources and timeline necessary for achieving the stated goals) and a reference documenting the details of each major activity and serves as a guide for future volunteers.

Ensures completion of the APG, maintains and provides the completed APG to the appropriate Board members and Position Description coordinator.

ALOHA CLIMATE CHAIRPERSON - Reports to the PCNC

The Aloha Climate Chairperson is responsible for buying and/or making gifts and coordinating luncheons for school events. The duties may include, but is not limited to the following:

Gathers and coordinates with parking volunteers for the first day of school.

Buys and/or makes gifts and coordinates luncheons for the volunteers, teachers and school staff for the school events listed:

First day of school (thank you gifts for the parking volunteers)
Welcome back to school (balloons, decorations, signs, etc., and gifts for the staff).
Christmas (checks for the teachers to use for their class)
Professional Administration Day (luncheon/gifts)
Teacher/Staff Appreciation Day (luncheon/gifts)

Distributes gifts to the appropriate people at each event.

BUSINESS MANAGER - Reports to the treasurer

The Business Manager generates all monthly and annual financial reports. The duties may include, but is not limited to the following:

Records all financial disbursement and receipt transactions of the association and works with the Treasurer to present periodic financial reports and annual tax filings and audits.

Ensures financial records are in order and appropriate filings completed.

Prepares and presents a financial report at the Board meeting and through e-mail.

CAMPUS BEAUTIFICATION CHAIRPERSON - Reports to the 2nd Vice President

The Campus Beautification Chair coordinates the weekend events, typically two per year, where parent volunteers provide their services to augment the maintenance of the campus. The duties may include, but is not limited to the following:

Identifies areas for repair or enhancement based on discussions with Nu'uaniu Elementary staff and faculty.

Obtains supplies for the projects and coordinates the efforts of the volunteers on the day of the event.

EMAIL BROADCAST COORDINATOR - Reports to the Corresponding Secretary

The Email Broadcast Coordinator manages the email broadcasts sent to registered families. The duties may include, but is not limited to the following:

Maintains the email distribution list used for sending notices, following the policy to keep email addresses private by using the blind copy feature when sending.

Writes the content of the messages and ensures information is accurate.

Sends messages and announcements out in a timely manner.

Monitors and responds to email inquiries submitted via the website.

Documents procedures and ensures a backup person is able to send broadcasts if the Email Broadcast Coordinator is unavailable.

FAMILY FUN NIGHT CHAIRPERSON - Reports to the Treasurer

The Family Fun Night Chairperson is responsible for the oversight, coordination and execution of the annual Family Fun Night fundraising event. The duties may include, but is not limited to the following:

Oversees the planning and preparation of the event by assigning chairpersons to the following sub-committees and coordinating their activities:

FFN Finance Committee, Games Committee, Prizes Committee, Food Booth Committee, Silent Auction Committee, Country Store Committee, Volunteers Committee, Logistics Committee.

Creates and e-mails flyer to the Corresponding Secretary in .pdf version for posting on the Aikane website.

Coordinates with PCNC to copy and distribute flyers.

FUNDRAISING CHAIRPERSON - Reports to the Treasurer

The Fundraising Chairperson is responsible for the Fall Fundraising Drive which includes the planning, promotion, distribution and tracking of fund raising items with Board reviewed and approved fundraising vendors. The duties may include, but is not limited to the following:

Initiates, plans, promotes and coordinates the fundraising kickoff.

Collects and records funds received and request for payment to vendors for goods provided.

Creates flyers and announcements and e-mails them to the Corresponding Secretary in .pdf version for posting on the Aikane website.

Coordinates with PCNC to copy and distribute flyers and announcements to families in support of the drive.

GENERAL MEETING COORDINATOR – Reports to the Recording Secretary

The General Meeting Coordinator plans each general meeting each quarter and works closely with the President to set the agenda and plan the logistics. The duties may include, but is not limited to the following:

Coordinates with 'Aikane President as to the format of the meeting.

Arranges for speakers and presenters.

Creates one page General Membership meeting announcements.

Coordinates with the PCNC to distribute and collect response forms.

Provides assistance and coordinates with the following committees/coordinators:

Pumpkin Carving Event

Movie Night

Hospitality

GMM Flyers

GENERAL MEMBERSHIP MEETING (GMM) FLYERS COORDINATOR - Reports to the 1st Vice President

The General Membership Meeting (GMM) Flyers Coordinator develops flyers for the Quarterly General Meetings and Aikane's activities. The duties may include, but is not limited to the following:

Solicits appropriate information regarding meeting time, location, agenda, food pre-order (if applicable), movie/activity (if applicable), speaker(s), etc.

Coordinates with General Meeting and activity Chairpersons/Coordinators to develop flyer.

Develops flyers using any PC/MAC software including, but not limited to, MS Word, Publisher, PrintShop, and/or PrintMaster.

Seeks approval of flyer from Aikane's President, 1st Vice President, Principal, and Hospitality Coordinator at least 3 weeks prior to event.

Coordinates with the PCNC and committee chairpersons/coordinators to copy and distribute approved flyers.

E-mails approved flyer in .pdf version to the Aikane Board members and the Corresponding Secretary for posting on the Aikane Website.

GIRL SCOUTS COORDINATOR - Reports to the Recording Secretary

The Girl Scouts Coordinator serves and participates as a member of the service unit team to act as a liaison between Aikane, the Girl Scout Council, West Honolulu Service Group, and the Nu'uaniu Girl Scouts leaders. The duties may include, but is not limited to the following:

Promotes active participation in community service activities and volunteerism.

Builds leadership skills and awareness of the environment or the need to "go green".

Annually recruit new members to develop a new Troop for incoming Kindergarten students.

Provides guidance and direction for all Nu'uaniu Troop Leaders to provide a quality program for the Nu'uaniu girl scouts members.

Works with the GS council to create flyers, and submits to the Corresponding Secretary in .pdf version to post on the Aikane website and/or email through the broadcast system.

GRANT WRITING COORDINATOR - Reports to the Treasurer

The Grant Writing Coordinator assists teachers and school administrators in identifying funding opportunities and developing grant proposals. The duties may include, but is not limited to the following:

Identifies organizations that have grants available and maintain a list of requirements and deadlines.

Communicates with teachers about grant opportunities.

Provides consultation, reviews and edits services to teachers and school personnel to assist them with grant applications. Delegates this role as needed to other volunteers.

Presents updates regarding grant activities at board meetings.

HOSPITALITY CHAIRPERSON - Reports to the President

The Hospitality Chairperson provides support to other event Coordinators & Chairpersons and sets-up, collects orders, provides the food and supplies, manages a list of orders and caterers, and assists with the creation of flyers for the Aikane Board meetings and events. The duties may include, but is not limited to the following:

Coordinates with the Aikane Board member and events chair/coordinator to approximate the amount and set up of food to be ordered for the events listed:

Aikane Board Meetings (8 meetings per year)
General Membership Meetings (4 meetings per year)
Campus Beautification
Portfolio Stuffing
Kindergarten Orientation

Works with the Aikane Board member, General Meeting Coordinator, activity chairperson / coordinator and PCNC to provide food details for the event flyer.

Collects all orders and checks, and prepares and maintains a list of all orders for record keeping purposes available at the event. Counts money and checks and coordinates with Business Manager for deposit and payment of food.

Maintains a record and/or research restaurants or catering companies for convenient options of food deliveries and reasonable pricing. Ensures pick-up and delivery of food.

Ensures sufficient supplies (utensils, cups and juice) and coordinates with the custodian, if any, table or chairs needed for food distribution and/or opening of cafeteria (if used).

Coordinates with the Principle to open the cafeteria and retrieve ice for the coolers to make water and juice.

INTERSESSION COORDINATOR - Reports to the 1st Vice President

The Intersession Coordinator contracts with the appropriate services for the intersession programs and assists the Program Director with communications to parents and the registration process. The duties may include, but is not limited to the following:

Works with the Program Director to ensure registration and records are according to the DOE Intersession School criteria and Department of Health Child Care guidelines.

Works with Program Director to develop a plan for the intersession program and ensures it is congruent with school/Aikane policies and objectives.

Serves as liaison between the Program Director and Aikane Board / Nuuanu Elementary School and address questions and concerns that are raised.

Reviews the Program Director's announcement and program flyer for the intersession program.

MEMBERSHIP DUES COORDINATOR - Reports to the Recording Secretary

The Membership Dues Coordinator ensures all 'Aikane O Nu'uaniu membership fees are recorded and deposited into the treasury. The duties may include, but is not limited to the following:

Coordinates with the PCNC to collect membership fees.

Maintains a database of parent membership.

Submits membership fees to the treasurer for deposit.

MORNING CARE COORDINATOR - Reports to the 1st Vice President

The Morning Care Coordinator acts as liaison between the Association and the contracted service providers. Ensures the morning care program runs smoothly and manages the registration process. The duties may include, but is not limited to the following:

Manages the registration. Maintains a database of students registered with morning care.

Coordinates with the contract service to ensure the morning care program is running smoothly.

Listens to parents' and morning care provider's concerns and resolves issues. Communicates appropriately to parents.

MOVIE EVENT CHAIRPERSON – Reports to the General Meeting Coordinator

The Movie Night Event Coordinator is involved in all aspects of planning the Aikane Movie Nights (typically twice a year). The movie is to take place after sundown following the meeting. The duties may include, but is not limited to the following:

Works with the Aikane Board to select the movie.

Secures all equipment, supplies and other resources necessary to show the movie.

Works with the President on the timeline for the event.

Solicits orders for meals and assists the hospitality chair with the food orders for the event.

Obtains any other refreshments for the event (e.g. popcorn, Jamba Juice, etc.).

Assists General Meeting Coord and hospitality Chairperson with creating flyers/announcements.

Coordinates with PCNC to copy and distribute flyers and e-mails flyers to the Corresponding Secretary in .pdf version for posting on the Aikane website.

PCNC ASSISTANT - Reports to the PCNC

The PCNC assistant performs a variety of tasks in support of the PCNC. These tasks do not replace the responsibilities of the PCNC, and includes gathering and entering volunteer information into the database. The duties may include, but is not limited to the following:

Assists the PCNC with one or more of the following tasks:
Collects and enters volunteer information from the Team Building Survey forms into a database.
Enters information for Grandparent's Day into a database.
Prepares invitations, R.S.V.P or other correspondence for May Day.
Makes copies of flyers and newsletters.
Prepares award certificates.
Provides refreshments for workshops.
Other duties as requested by the PCNC.

POSITION DESCRIPTION COORDINATOR - Reports to the Corresponding Secretary

The Position Description Coordinator creates and maintains the position descriptions for 'Aikane's volunteer chair positions. The duties may include, but is not limited to the following:

Coordinates with the President and current incumbent of each position of the Association to create and/or update the position descriptions annually.

Ensures current information is listed in each description by coordinating with the incumbents in the position or from the information listed in the APG.

E-mails completed Position Descriptions to the Corresponding Secretary in .pdf version for posting on the Aikane website.

PUMPKIN CARVING EVENT CHAIRPERSON – Reports to the GMM Coordinator

The Pumpkin Carving Event Chairperson provides pumpkins and pumpkin carving kits to all children attending the Fall Aikane O Nu'uaniu General Membership Meeting. Pumpkin carving takes place immediately following the meeting and conclude with entertainment and illumination of pumpkins with candles. The duties may include, but is not limited to the following:

Sets policy for pumpkin distribution.

Orders appropriate amount of pumpkins from Aloun Farms no later than one month prior to the event. Inventories, orders, picks-up and distributes pumpkins, Pumpkin Carving Kits and candles. (approx 120). Places carved pumpkins on stage and lights candles.

Solicits orders for meals and assists the Hospitality Chairperson to arrange delivery /pick-up, and distribution of Meals.

Works with the Hospitality Chairperson and GMM Flyers Coordinator to create flyers.

Works with PCNC to copy and distribute flyers and e-mails them to the Corresponding Secretary in .pdf version for posting on the Aikane website.

Arranges entertainment (Storytelling, magic show, etc.)

Coordinates team for area Clean up.

STUDENT DIRECTORY COORDINATOR - Reports to the Corresponding Secretary

The Student Directory Coordinator maintains and updates the Student Directory forms and lists. The duties may include, but is not limited to the following:

Revises, gathers, sorts, and maintains the Student Directory and E-mail Broadcast form and classroom list securely to preserve parents' privacy as indicated on the forms.

Lists students' contact information and submits completed Student Directory to the Corresponding Secretary for subscription to the Aikane Email Broadcast Service no later than one month after the school year begins.

Sorts and lists the Student Directory by classroom number and coordinates with the PCNC to copy and distribute list.

SUMMER SCHOOL COORDINATOR - Reports to the 1st Vice President

The Summer School Coordinator plans the Summer School programs, acts as a liaison between the Association and the Summer School Director, distributes the appropriate communication to parents, and manages the registration process. The duties may include, but is not limited to the following:

Ensures registration and records are according to the DOE Summer School criteria and Social Services' guidelines for every child in the summer program.

Registers and manages a list of registered applicants.

Ensures registration and attendance is appropriate.

Maintains good relations with the Summer School director, parents and visitors.

Distributes appropriate communication to parents about the program.

TECHNOLOGY CHAIRPERSON - Reports to the 2nd Vice President

The Technology Chairperson provides guidance and direction in leading the Technology Committee to assist the school in leveraging technology to advance the General Learning Objectives of the Department of Education. The duties may include, but is not limited to the following:

Advises the Association on technical acquisitions, repairs, maintenance, equipment upgrades, etc.

Collaborates with school's technology resource specialist and DOE IT resources. Performs research on the latest available technology for school use. Prepares budget estimates for short term and long term technology acquisitions and assists in formulating an ongoing rolling technology plan for the school.

Preferred skill sets include working knowledge of computers and computer networks, purchasing and budgeting procedures.

T-SHIRTS COORDINATOR - Reports to the PCNC

The T-Shirt Coordinator is responsible for ordering and distributing Nu'uano Elementary t-shirts to students and families. The duties may include, but is not limited to the following:

Orders an appropriate amount of created graphics to be embellished onto t-shirts, polo shirt and jackets.

Coordinates pick-up of Nuuanu Elementary t-shirts.

Coordinates the distribution of t-shirts

VOLUNTEER COORDINATOR (FFN ONLY) - Reports to the Recording Secretary

The Volunteer Coordinator recruits and assigns parent volunteers to each shift for Family Fun Night. The duties may include, but is not limited to the following:

Coordinates with FFN Chairperson to assign the appropriate number of volunteers for FFN. Achieve a goal of at least 50% of volunteer participation in each classroom.

Coordinates with FFN coordinators (e.g. talent show, games, food, etc.) to assign the appropriate number of suitable volunteers and alternates needed for each booth, activity and shift, and avoid conflict of availability of volunteers.

Submits a final list of volunteers and their scheduled shift to: 1) each Room Parent; 2) the FFN Chairperson; 3) the persons at the volunteer check-in table at FFN; and 4) other people deemed appropriate.

VOLUNTEER COORDINATOR (All other events) - Reports to the Recording Secretary

The Volunteer Coordinator works with the Association, PCNC and room parent to recruit and coordinate parent volunteers for the projects and events sponsored by the Association, excluding Family Fun Night. The Volunteer Coordinator acts as a liaison between the association, the community, the parents, the school staff and volunteers. The duties may include, but is not limited to the following:

Works with the PCNC and the Association to recruit volunteers. Develops and maintains lists and records of volunteer service. Qualifies prospective volunteers and assists them in finding suitable volunteer positions. Sensitive to the various cultures and the environment surrounding the volunteer program.

Reviews and understands position description for each volunteer role. Prepare literature describing volunteer tasks.

Coordinates with room parent to notify volunteers of their assigned volunteer duties.

Answers questions about each event, activity, project, programs, expectations, and/or logistics, and encourage volunteer to commit to the assignment.

Coordinates and facilitates orientations and ongoing trainings for volunteers.

Develops and maintains relationships with room parents and volunteer contacts. Keeps volunteers motivated and enthusiastic.

Recognizes volunteers' accomplishments.

WEB CONTENT COORDINATOR - Reports to the Corresponding Secretary

The Web Content Coordinator manages the text and graphics used to deliver communications to Nu'uano families. The duties may include, but is not limited to the following:

Proofreads content submitted for inclusion on web site, and ensures information is accurate as well as appropriate.

Updates content directly or coordinate closely with the Web Designer to ensure updates are made in a timely manner.

WEB DESIGNER - Reports to the Corresponding Secretary

The Web Designer maintains the design and structure of the 'Aikane O Nuuanu web site and ensures it is properly functioning at all times. The duties may include, but is not limited to the following:

Upon request of Aikane board members, keeps the web site up-to-date and functional in support of the associations programs.

Updates the database with Joomla, the current CMS.

Manipulates images using Adobe Photoshop and vector graphic creation using Adobe Illustrator.

Performs updates within two business days.

Web and graphic design experience; proficient in Adobe Dreamweaver; Fireworks and/or HTML coding; Image manipulation using Adobe Photoshop and vector graphic creation using Adobe Illustrator; familiar with Internet terms and usage; experience using Joomla preferred or the ability to learn Joomla quickly; experience with other CMS (content management systems) helpful.

YEARBOOK PHOTOGRAPHER - Reports to the 2nd Vice President

The Yearbook Photographer assists the school's yearbook editor in collecting photos to include in the annual yearbook. The duties may include, but is not limited to the following:

Works with the yearbook editor in identifying the type and format of photos required.

Assists in taking or collecting photos in time for publication deadline (end of first semester).

CLASSROOM PARENT - Reports to the Classroom Teacher

The Classroom Parent performs a variety of clerical tasks in support of the classroom teacher. These tasks do not replace the responsibilities of the Teacher or Teacher's Aide. Tasks may include contacting other parents of class events. The duties may include, but is not limited to the following:

The teacher may select and contact a classroom parent to assist with one or more of the following tasks:

Sorts, arranges, cuts, and/or folds material for filing or distribution.

Makes copies of assigned material.

Contacts parents through telephone or email to remind them of class events.

Performs other related duties as requested by the teacher.

ROOM PARENT - Reports to the Teacher & Volunteer Coordinators

The Room Parent, selected by the teacher, works with the Aikane Volunteer Coordinator and Family Fun Night (FFN) Volunteer Coordinator to gather and remind other parents of their assigned duties and schedule for various Aikane events, including Family Fun Night. The duties may include, but is not limited to the following:

If selected by the teacher, assists the Aikane and FFN Volunteer Coordinators with the following:

Recruits parent volunteers in the classroom, by calling parents or distributing flyers.

Notifies other parents to confirm assigned volunteer duties and schedule for various Aikane events, including FFN.

Informs the appropriate Volunteer Coordinator if there is a change in the parent volunteer's schedule.