

## President

- Conduct Meetings
- General Membership
- Coordinate Calendar
- Gather Updates

### Communications Coordinator

- Create Content
- Maintain Facebook
- Maintain Website
- Distribute eMail Content
- Create / Review Flyers
- Create volunteer slots

## Vice President

- Sparktacular
- Movie Nights
- Lotería
- Conference Meals
- Staff Appreciation

### Grade Level Rep Coordinator

- Yearbook
- T-Shirts
- Grade Level Spending

## Secretary

- Keep all records
- Procedure book
- Minutes
- Room reservations
- Permits

## Treasurer

- Execute all funds
- Coordinate budget
- Create monthly statements
- Make timely purchases

## Fundraising

- Overall fundraising
  - Cherrydale
  - Book Fairs
  - Vendor Fair
  - Restaurant Fundraisers
  - Walk-a-Thon
- Coordinate donations and grants