

PiP Director of Committees Job Description

Role Description:

Helps develop and acts as liaison for PiP-sponsored committees, including the following:

- Teacher Appreciation Committee
- Box Top Committee
- Volunteer Committee
- Spirit Night & Merchant Programs Committee
- Dragon Dad Committee

Characteristics:

- Desire to serve Parents in Partnership, the school, parents and ultimately the students
- Understanding of the mission of PiP
- Good listening skills
- Effective communication skills
- Good computer skills
- Strong organizational skills

Responsibilities:

- Actively participate in monthly PiP Board Meetings
- Oversee and provide guidance for each program committee chair, including:
 - Active participation in committee meetings and assist in setting priorities/objectives
 - Provide monthly updates on committee actions to PiP Board/School Administration
 - Present event proposals for needed approvals by PiP Board/School Administration
 - Ensure awareness of needs from PiP Board (e.g., budget, communications, etc.)

The following Committee Chairs report to the Committees Director:

- Teacher Appreciation Committee
- Box Top Committee
- Volunteer Committee
- Spirit Night & Merchant Programs Committee
- Dragon Dad Committee

Term:

This position requires a two-year commitment

Training and Resources:

- One-on-one with outgoing Director of Committees
- Past files and examples
- Computer files