

Bennett Community Organization Position Descriptions January 2010

Position Title: *BCO President*

Position Summary: The BCO President organizes and facilitates monthly BCO meetings providing an agenda a week in advance of the meeting and communicates regularly the principal, teachers and staff, Bennett families, BCO officers, and guest presenters prior to each meeting. The President also coordinates and assists with Bennett staff, BCO officers, grade reps, and special event coordinators to make sure everything is organized, supported, and followed up on for upcoming events or BCO commitments. The BCO President attends monthly SIT Team meetings as the BCO representative. The BCO President writes brief BCO notes for each week's Bennett Newsletter. A key role for the BCO President is to be responsive to requests, inquiries, fund raising ideas, Bennett family suggestions and concerns (that are BCO appropriate), and ensure that events and BCO responsibilities are well supported and implemented effectively. **All BCO officers are expected to assist with/be on hand, and attend the majority of BCO functions and school events.**

Timeline: The BCO President serves in this role throughout the year beginning with initial duties in late April/early May the preceding year and will need to be available for special events the week before school starts in August. Ideally, the BCO President will also be available to assist the new president at the outset of the following year.

Recommendations: The BCO President should keep a log or brief record of major events and time commitments throughout the year as well as maintain electronic files/emails, and related documents in an organized format such that there is effective and efficient transfer of duties and responsibilities for the next President.

Position Title: *BCO Vice President*

Position Summary: The BCO Vice President supports the BCO President by attending BCO meetings regularly, assisting with projects and/or deliverables as needed. The BCO VP will also facilitate meetings and represent the BCO President during those times when the BCO President is unable to attend. **All BCO officers are expected to assist with/be on hand, and attend the majority of BCO functions and school events.**

Timeline: The BCO VP serves in the role throughout the school year and then serves as the BCO President the following year.

Recommendations: The BCO President and Vice President should identify possible shared responsibilities throughout the year to ensure the VP has exposure and experience throughout the year to the President's duties.

Position Title: *Treasurer*

Position Summary: The Treasurer's duties include the following responsibilities: maintain and update approved budget (spreadsheet); coordinate with office manager (Mary Jo) to assess monthly spending activity and provide monthly accounting summaries at BCO meetings; coordinate with BCO officers and coordinators, etc. to ensure spending is appropriate in regards the budget; coordinate with the office manager to facilitate timely reimbursement. **All BCO officers are expected to attend most BCO meetings and assist whenever possible with BCO sponsored events.**

Timeline: Throughout the academic year. *This position has a two year term limit.*

Recommendations: Ensure that the upcoming school year's budget is defined and approved by April or May such that early events in the fall are planned for and approved for payment.

Position Title: *Secretary*

Position Summary: The BCO Secretary is responsible for writing and distributing minutes from each BCO meeting to BCO attendees and any Bennett community members who have indicated they would like to receive a copy of the minutes. Additionally, the BCO secretary is responsible for submitting a copy of the minutes to Bennett staff member Caitlin Huffines, who posts a copy to the Bennett website. **All BCO officers are expected to attend most BCO meetings and assist whenever possible with BCO sponsored events.**

Timeline: Throughout the year – attend BCO meetings, take notes, edit and send them out to meeting participants and post on BCO webpage.

Recommendations:

Position Title: *Volunteer and Volunteers in Public Schools (VIPS) Coordinator*

Position Summary: Coordinate with BCO Officers, Coordinators, Grade Reps, and Bennett Staff to solicit and organize volunteers. Develop a means of communication with Bennett families that allows for effective response and organization of volunteers for each event or school activity. Notify Bennett families/community volunteers of the PSD requirement for all volunteers to register prior to any volunteering and help ensure that all Bennett volunteers are registered. Communicate with Poudre School District to identify any District-wide volunteer needs.

Timeline: Throughout the academic year

Recommendations:

Position Title: *Grade Representatives*

Position Summary: The Grade Representative (GR) serves as the liaison between Bennett families of students in each grade with their corresponding teachers and the BCO. The GR typically begins the academic year by sending an introduction letter with contact information and an invitation to Bennett families to ask questions, share concerns, or relay information. During that same period of time, the GR also contacts the teachers in their grade to inform them that they will be representing the needs/concerns of the teachers, families and BCO for that grade. The GR typically contacts Bennett families by phone, email, or via a request in the Thursday folder. These events may include the following; Stampede, Chili Supper, bookfairs, and the Sock Hop in addition to any events needing volunteers that are requested by teachers (classroom parties, field trips, etc.).

Timeline: August/September to contact Bennett families, teachers, and BCO event coordinators to identify yourself and set up contact information. Other responsibilities are typically linked to specific events throughout the year. The GR may volunteer at each event, however GRs are encouraged to contact Bennett families to volunteer at each event as well. Contacting and coordinating volunteers for each event may take 1-2 hours per event. In addition, a 1-2 hour commitment per month for attending the BCO meeting is preferred.

Recommendations:

Position Title: *Bronco Stampede Coordinators*

Position Summary: The Bronco Stampede coordination includes the following: identifying and securing support of community sponsors (such as Healthy Kids Club) and requesting donations from local businesses; pre-event advertising; sending out multiple announcements in Thursday folders; updating and sending out donation forms and instructions; organizing the pep rally (Mr. Bray and Mr. Schooler assist with this as well); soliciting Miles the Bronco or similar mascot to attend the pep rally and possibly the Stampede; obtaining bibs and safety pins for each child; developing the logo/Stampede info for t-shirts and purchasing T-shirts for each child and volunteers. Stampede Coordinators also identify prizes and donation categories and purchase prizes; communicate with BCO volunteer coordinator to organize and staff volunteer shifts throughout the day; arrange for snacks directly following the run; collect donations, record information in a spreadsheet, process checks and monies and deposit with the office manager (Mary Jo); coordinate with BCO Treasurer to report Stampede results; and share results via morning announcements and Bennett Newsletter.

Timeline: April/May of year proceeding – begin to discuss needs and potential dates for the pep rally and Stampede if at all possible. Aug/Sept/Oct – planning and preparation. October – host event. November – follow up, finalize results, purchase and distribute prizes. Attend BCO meeting to review event and assess potential changes/suggestions for following year.

Recommendations: work to maintain the focus of the event as a healthy fundraiser that is an alternative to selling products for a third party. Also – to date, BCO has not needed to pay for t-shirts – these have been donated by the Healthy Kids Club

Position Title: *Book Fair Coordinators*

Position Summary: Organize both the fall (scheduled to coincide with the chili supper) and spring book fairs. Communicate with Mrs. Bondhus and BCO volunteer coordinator to set up and take down, arrange for staffing, manage the payment process and train volunteers. Write brief notes for weekly newsletters (2 or 3 weeks) prior to and directly following the event. Attend BCO meetings a month or so prior to the event and directly following to identify how BCO can support the event and then review and identify any changes for the following year.

Timeline: September/October planning, preparation for fall bookfair. November – host bookfair for four days. March/April planning and preparation for Spring bookfair. May – host bookfair for four days.

Recommendations:

Position Title: *Chili Supper Coordinators*

Position Summary: Chili Supper coordination includes the following: prepare for, organize and host Chili Supper Event; solicit food vendors (Runza, Tortilla Marissas, Healthy Kids Club, Avos...); coordinate with BCO Treasurer in regards to payment and budgeted amounts; work with BCO Volunteer Coordinator to organize volunteers for preparation and event (food prep, ticket booth, serving, clean up); advertise several weeks/months prior to the event in Bennett newsletter; send registration forms out via Thursday folders such that families can purchase tickets in advance; prepare money box for ticket purchase the night of the event; and attend BCO monthly meetings one or two months prior to event and directly following event to identify ways BCO can support the event and then review any changes/suggestions for the following year.

Timeline: September/October – planning, preparation and advertising. November – host event and review.

Recommendations:

Position Title: *Sock Hop Coordinators*

Position Summary: Sock Hop Coordinator responsibilities include: organizing entertainment for the event (D.J.); submitting event details for publication in the Bennett newsletter; obtaining food and drink that is sold at the Sock Hop; and working with the Volunteer Coordinator to create a schedule of volunteers to help with set up, clean up, decorations, ticket sales, photographs, food sales, and monitoring of the dance floor. Coordinators are also asked to attend BCO meetings prior to and directly after the event to communicate how BCO can lend support and then share feedback for next year.

Timeline: Preparation begins in November/December (secure food and DJ, identify volunteer needs, notes/reminders in newsletters, coordinate with Student Council – Bingo game, Cake Walk coordination/planning). January – finalize all details above, work with Volunteer Coordinator to organize volunteers. Attend February BCO meeting to review event and identify any changes or suggestions for next year.

Recommendations for next year: post contact information and any evaluative feedback concerning DJ, food, etc. on BCO shared drive

Position Title: *Cake Walk Coordinator*

Position Summary: The Cake Walk Coordinator supports fundraising by organizing the annual Cake Walk which coincides with the Sock Hop in January. The Coordinator distributes information about cake donations to Bennett families in the Thursday folder and via the weekly Bennett newsletter and writes a brief summary of the event the week following the cake walk. In addition, the coordinator will need to work with the main office to determine a cake collection spot and then also assist the night of the Cake Walk at the Sock Hop (e.g. cake arrangement for distribution of cakes, coordinating with event volunteers).

Timeline: The Cake Walk Coordinator primarily serves in the role in January-February.

Recommendations:

Position Title: *New Parent Potluck Coordinator*

Position Summary: The New Parent Potluck Coordinator works with Bennett Staff (Mr. Schooler and Mary Jo) and BCO Officers to set a date for the potluck – hopefully to be held just prior to the start of school. The goal is to welcome new families, encourage families to ask questions of staff and BCO, and alleviate some of the anxieties for new families and their children. The meal is served on tables set up under the awning at the rear of the school just off the playground. Children are welcome and can then play on the playground while parents meet with Bennett Staff and BCO Officers. BCO provides the main dish (we have done BBQ through a Bennett family most recently) and we have also provided drinks, paper products, etc. Families are asked to bring sides and desserts. The coordinator will need to work with Mary Jo to get an invitation out to new families, order food, coordinate volunteers to help set up (tables, table covers, paper products, drinks, meet the caterer...), host, and clean up. The coordinator will also need to invite the BCO President, Officers, Grade Reps and Mr. Schooler to attend and introduce themselves and then stay to answer questions. In ordering food and buying any supplies, the Coordinator will need to communicate costs and payment needs with the BCO Treasurer and Mary Jo.

Timeline: Planning and set date with Bennett Staff and BCO Officers at the close of the school year. August is the key time period for this position as the event occurs just before school starts.

Recommendations:

Position Title: *Box Top Coordinator*

Position Summary: The Box Top Coordinator supports fundraising by organizing the collection of Box Tops and submitting Box Tops periodically.

Timeline: The Box Top Coordinator serves in the role throughout the school year.

August/September - put out Box Top Collection box near entrance of school.

Periodically throughout the school year, place Box Top Collection sheets in Thursday

folders and reminder notes in BCO section of the newsletter. Monitor and turn in Box Tops periodically.

Recommendations:

Position Title: *Soup Label Coordinator*

Position Summary: The Soup Label Coordinator supports fundraising by organizing collection of Campbell's soup labels and submitting soup labels periodically.

Timeline: The Soup Label Coordinator serves in the role throughout the school year. August/September-put out Soup Label Collection box near entrance of school. Periodically throughout the school year, place Soup Label reminder notes in BCO section of the newsletter. Monitor and turn in soup labels periodically.

Recommendations:

Position Title: *Morning Fresh Dairy Coordinator*

Position Summary: The Morning Fresh Dairy Coordinator supports fundraising by organizing collection of Morning Fresh Dairy milk caps and submitting milk caps periodically.

Timeline: The Morning Fresh Dairy Coordinator serves in the role throughout the school year. August/September-put out Morning Fresh Dairy box near entrance of school. Periodically throughout the school year, place Morning Fresh Dairy cap reminder notes in BCO section of the newsletter. Monitor and turn in dairy caps periodically.

Recommendations:

Position Title: *Directory Coordinator*

Position Summary: The Directory Coordinator solicits information from teachers and staff, BCO officers, and Bennett families to develop an annual Bennett School Directory. The Coordinator will need to review the previous year's directory and the form, present any changes at the April or May BCO meetings, and have the request form ready for Mary Jo such that it can be sent out before school starts in late summer. The form will be given to parents one additional time at the start of the school year. After the forms are turned in, the Directory Coordinator then organize the information into the directory format, make copies of the finished document, and put the copies in teachers' boxes to be sent home via the Thursday folders. *Optional:* The Directory Coordinator has the option of including a section in the school directory that provide business information for Bennett families about Bennett family businesses. In order to coordinate all this information, the Directory Coordinator may want to solicit some help with this piece of the project.

Timeline: April or May – attend BCO meeting to discuss the form/directory from current year and assess any changes needed. August – send out updated form soliciting contact information in Thursday folder. September – compile contact information electronic format for printing purposes. October 1st – goal for sending directory out through the Thursday folder. Key time commitment is during the month of September to compile and organize the document.

Recommendations: Identify those families who would prefer an electronic version of the directory as opposed to printing excess copies (put options in form that goes out in August). Make sure that the electronic file is passed on from coordinator to coordinator.

Position Title: *Staff Appreciation Coordinator (luncheons)*

Position Summary: The Staff Appreciation Coordinator supports three luncheons throughout the academic year. The coordinator works with grade representatives as each luncheon is sponsored by two specific grades (e.g. K & 1st, 2nd & 3rd, 4th & 5th). The coordinator distributes information about the event and solicits drinks or dishes and/or serving materials (e.g. plates, cups, silverware, napkins, bowls) from Bennett families and also requests volunteers for set-up/clean-up for each of the three events. The coordinator distributes information about donating dishes and volunteer opportunities to Bennett families in the targeted grades in the Thursday folder and via the weekly Bennett newsletter and writes a brief summary of the event the week following the luncheon. In addition, the coordinator will need to work with the main office to determine appropriate dates for the luncheons.

Timeline: Luncheons typically take place during the following time frames; November/December, February/March, April/May (typically to correspond with Teacher Appreciation Week).

Recommendations:

Position Title: *BCO Recognition Coordinator*

Position Summary: The BCO Recognition Coordinator ensures that teachers, staff, and Bennett volunteers are recognized throughout the year for their efforts. This includes: assisting BCO Officers, Grade Reps, and Event Coordinators with writing thank you notes; assisting with the teacher/staff luncheons; purchasing gift cards for teacher and para professional appreciation weeks; purchasing coffees and/or smoothies for the teachers and staff on the first day back (before the students return), after the holidays, and during the last week of school.

Timeline: Throughout the year with more time invested following special events and when special recognition activities are scheduled.

Recommendations: This person should be included in BCO Officer emails and attend BCO meetings whenever possible. This individual will need identify special dates (Para professional and teacher appreciation weeks) and share them with BCO and the Bennett Community.

Position Title: *Fundraising Coordinator*

Position Summary: The Fundraising Coordinator seeks out and responds to potential new fundraising opportunities. This person also assists with current fundraising activities throughout the year and works closely with the Treasurer to assess budgetary commitments and fundraising success. This person researches, meets with sales representatives, and presents new ideas to the BCO Committee for consideration. All fundraising activities must be approved by BCO members prior to any commitments being made. If new fundraising activities are approved, the Fundraising Coordinator follows up with sales representatives to initiate the efforts. If more extensive support is required for a fundraising effort, this person will work with BCO members to organize a committee.

Timeline: This position would have duties throughout the year, however if no new fundraising efforts are sought, duties will be to support current fundraising activities.

Recommendations:

Position Title: *District Advisory Board Representative*

Position Summary: The District Advisory Board Representative attends monthly Poudre School District meetings to record notes to share information with BCO. The DAB representative writes a brief summary of meeting notes to share with BCO, either via attendance at BCO meeting or via the BCO president.

Timeline: The DAB representative attends monthly PSD meetings and BCO meetings whenever possible.

Recommendations:

Position Title: *Service Project Coordinator*

Position Summary: The Service Project Coordinator works with Bennett Staff and BCO Officers to determine a date for the spring service project – ideally a Saturday that ties in with Arbor Day (April 30th, 2010) and/or Earth Day (April 22). Service projects support the IB Curriculum by encouraging Bennett students and their families to take “action” that supports their community. Project ideas have included a trash pickup in a local park, tree planting, working on Bennett grounds – replacing mulch, planting flowers, general clean up. Once the date and project are set the coordinator arranges for any specific logistics and supplies needed (for example: we have purchased small gloves and provided hot chocolate and granola bars, The City of Fort Collins identified a park close to Bennett and supplied large trash bags and trash “pickeruppers”, and Mr. Schooler brought the Bennett banner to display at the park). The coordinator will then need to get the word out through the Bennett newsletter, Thursday folders, and BCO/Grade Reps. The coordinator will need to work with the BCO VIPS coordinator to enlist assistance for the day of the event and manage the overall event. Follow up should include a review at the BCO meeting directly following the event and a note in the Bennett newsletter.

Timeline: Begin to work on project ideas and a date in January/February. Project day in April.

Recommendations:

Position Title: *Wellness Liaison*

Position Summary: The Wellness Liaison serves as Bennett's representative for the District-wide Wellness efforts and assists with/supports and encourages BCO/Bennett wellness initiatives such as the Bronco Stampede, Healthy Kids Club, and related events/activities.

Timeline: Attends monthly Wellness meetings, shares information with BCO at meetings or via email, and supports/encourages Wellness efforts throughout the year.

Recommendations:

Position Title: *Boundary Liaison*

Position Summary: The Boundary Liaison attends all meetings pertaining to Poudre School District boundary changes. She/He then relates any pertinent information back to BCO. Meetings may be monthly or more often depending upon proposed changes.

Timeline: Throughout the school year.

Recommendations:

***Position Title:** *Winter Program Coordinator (WPC) – (funding dependent*)*

Position Summary: The Winter Program Coordinator works with BCO to determine how much money is available for the Winter Program (the last few years we have spent between \$250 – \$400). The WPC then works with the Principal to identify the date for the Winter Program (this is usually the last day of school prior to Winter Break). After the budget and date is determined, the WPC will then research different presenters such as the Denver Zoo, The Rocky Mountain Raptor Program, Wildlife-related Naturalists, etc. and explore program content, length of program, costs, availability, etc. The goal is to have a presenter who can do multiple programs (at least two programs, one for the younger kiddos and one for the older), and works well with large groups of children. It is highly recommended to seek references for presenters and confer with the Principal **prior** to confirming with a presenter. The WPC will then need to coordinate payment from BCO through the school (Mary Jo) to the presenter. The WPC will also need to work with the presenter and the school to make sure electrical cords, screens, etc. are available and on hand for the day of the event. It is also highly preferable that the WPC be available the day of the presentation to meet the presenter, welcome them, and help them set up, help manage the students and seating arrangements, and help the presenters pack up.

Timeline: September/October to identify and book the presenter, and then December to assist the day of the Winter Program.

Recommendations: