



Job Title: EPC Birthday Bulletin Board Designer

Job Description: Design and maintain the EPC birthday bulletin board.

- Complete bulletin board by the first calendar day of each month
- Design and implement theme, purchasing all necessary supplies
- Type names/ birthdates of birthday students and install names/artwork on the bulletin board

Attend monthly EPC Board meetings

Monthly Time Commitment: 4-5 hours

Budget: \$200

Number of Volunteers: 1-2



Job Title: Fine Arts Festival Committee Chair

Job Description: Work with the faculty Fine Arts Committee to coordinate parent volunteers for Fine Arts Festival.

- Send mailings and thank you notes to visiting artists
- Recruit volunteers to staff venues
- Attend all Fine Arts Festival events to organize volunteers staffing venues

Attend monthly EPC Board meetings

Monthly Time Commitment: 30 hours in January and February

Budget: None (school-funded event; food for guest artists donated)

Number of Volunteers: 30



Job Title: President

Job Description: Lead EPC and coordinate Board responsibilities/activities.

- Prepare agenda and lead 10 monthly EPC Board meetings (Aug through May)
- Establish annual budget with EPC Executive Board
- Write monthly “Edge on the News” article
- Monitor all EPC events throughout the year
- Recruit parents to volunteer and serve on EPC Board
- Prepare EPC volunteer sign-up forms for Summer Registration

Monthly Time Commitment: 8-10 hours

Budget: \$6500 (total annual EPC budget)

Number of Volunteers: 14-18 Board members



Job Title: Treasurer

Job Description: Manage EPC's finances

- Work with EPC Executive Board to establish annual budget (preliminary in July; final in fall when EHS budget is final)
- Process expenditures for reimbursement and proper recording in budget
- Work with Business Office to maintain balanced EPC budget
- Update and report on budget at monthly EPC Board meetings.

Attend EPC Executive Board meetings as needed

Monthly Time Commitment: 3-5 hours

Budget: Account for \$6500 total annual EPC budget

Number of Volunteers: 0



Job Title: Secretary

Job Description: Attend and record minutes at monthly EPC Board meetings.

- Prepare and type meeting minutes; email to EPC President for review within 5 days of meeting (President then emails EPC Board for review and editing)
- Collect comments from meeting attendees and edit minutes accordingly; email finalized minutes to EPC Board
- Copy and distribute previous month's minutes at each monthly EPC Board meeting, as necessary

Attend EPC Executive Board meetings as needed

Monthly Time Commitment: 2 hours

Budget: 0

Number of Volunteers: 1-2



Job Title: Grandparents' Day

Job Description: Plan and staff Grandparents' Day breakfast (during Fine Arts Festival).

- Assemble, address and mail invitations
- Plan menu and music (student musicians)
- Coordinate room arrangement with maintenance staff (Bob Bond)
- Purchase flowers and table service
- Recruit and manage volunteers to set up, serve and clean up day of event

Attend monthly EPC Board meetings

Monthly Time Commitment: 12-16 hours total in January and February

Budget: None (school-funded event)

Number of Volunteers: 40



Job Title: Copying

Job Description: Organize volunteers to make copies for EHS faculty.

- Volunteers typically commit to working one day per week throughout the year to make copies as needed.

Attend monthly EPC Board meetings

Monthly Time Commitment: 4-5 hours

Budget: 0

Number of Volunteers: 6-10



Job Title: President-Elect

Job Description: Assist EPC President in leading EPC.

- Lead board meetings if president is absent
- Assist president and EPC Executive Board in establishing annual budget

Attend monthly EPC Board meetings

Monthly Time Commitment: 5-8 hours

Budget: 0

Number of Volunteers: 0



Job Title: Student Support

Job Description: Coordinate fall back to school night (BTSN), Homecoming Week root beer floats, Valentine's Day treats and spring ice cream social.

- **BTSN:** Recruit volunteers to label school directories on day before BTSN (General Office runs labels). Recruit volunteers to distribute student class schedule booklets and phone directories. Purchase flowers for registration table (optional). Coordinate plans with Jan Okas.
- **Homecoming Week root beer floats:** Purchase root beer, Culver's custard, cups and other necessary supplies. Recruit volunteers to serve students, faculty and staff after Homecoming pep rally. Clean up and return supplies to Culver's.
- **Valentine's Day treats:** Purchase and distribute Valentine treats for students, faculty and staff. Recruit volunteers to help with distribution.
- **Spring ice cream social:** Place announcement about event in April "Edge on the News". Pick up custard and supplies on the day of event. Recruit volunteers to scoop custard after lunch. Clean up and return supplies to Culver's.

Attend monthly EPC Board meetings

Event	Monthly Time Commitment	Budget	# Volunteers
BTSN	2-4 hours two weeks previous 2-3 hours day before event 3-4 hours day of event	\$0 (school-sponsored)	0 5-8 10-13
Homecoming	5 hours in October	\$400	8-10
Valentine's Day	4-5 hours in February	\$400	6
Ice Cream Social	4-5 hours in May	\$550	8-10



Job Title: Staff Appreciation

Job Description: Coordinate 4-5 subcommittees responsible for providing treats, meals, and tokens of appreciation to faculty and staff on a monthly basis.

	Current Activities	# Volunteers
Aug	New faculty/staff gifts Welcome Back staff breakfast	1 20-30
September	(no events planned)	
October	Meal during parent conferences	20-30
November	Recruit volunteers for cookie tin distribution	
December	Assemble and distribute holiday cookie tins	60-80
January	Recruit volunteers for Feb. luncheon	
February	CSW Teacher Appreciation Luncheon	20-30
March	Meal during parent conferences	6-8
April	Custodial staff "thank you" meal	1
May	Gift cards for end of year teacher party	1

Attend monthly EPC Board meetings

Monthly Time Commitment: 2-10 hours, depending on project for each month.

Budget: \$2700

Number of Volunteers: Varies, as shown above.



Job Title: Parent Outreach

Job Description: Plan and coordinate social events for parents to connect with one another in an informal way throughout the school year.

- Create a warm, welcoming atmosphere in which parents can:
 - Pursue EHS's Strategic Objective to "Build Stronger Connections" among parents
 - Learn more about the purpose of EPC and ways to get involved in EPC activities
 - Ask questions, exchange ideas and opinions with other parents
- Coordinate and recruit volunteers to staff hospitality table at Summer Registration
- Host a luncheon for transfer families before school starts
- Recruit hostess and assist in planning Boo Hoo (Woo Hoo!) coffee in September
- Recruit and assign volunteers to assist with "welcome" calls to new families
- Host August "Welcome Back" Coffee at the start of each school year and January coffee (during Catholic Schools Week)
- Coordinate Parent Q&A sessions with Administration (fall and winter)
- Plan informal coffees (with guest speaker)
- Consider additional "connection" ideas, including a mass for EHS families, EPC involvement at established events (e.g., athletic events), etc.

Attend monthly EPC Board meetings

Monthly Time Commitment: Monthly time commitment varies, depending on events scheduled for that month.

Budget: \$600

Number of Volunteers: 10-15 volunteers total for all events; numbers required for each event vary.



Job Title: Volunteer Coordinator

Job Description: Compile lists of prospective volunteers for each EPC committee chair from information gathered at Summer Registration.

- Sort parent preferences for volunteering and establish *Sign Up Genius* request to solicit volunteers for each EPC event planned throughout the year. (EHS provides master student data base listing email addresses and parent contact information.)
- Record names of volunteers used by EPC event in data base throughout the year

Attend monthly EPC Board meetings

Monthly Time Commitment: 4-6 hours per month. (There is more work at the beginning of the school year as Back To School Night and Parent Outreach committees need lists of prospective volunteers during first few weeks of school.)

Budget: None

Number of Volunteers: 1-2