



DUTIES OF OFFICERS

Duties of all Officers and Chairs shall commence immediately after the close of school in June. The full responsibilities of the Treasurer shall coincide with the fiscal year. The Auxiliary fiscal year runs from July 1st through June 30th.

PRESIDENT

1. See that all Executive Board, Governing Body and General Membership events are placed on the Church and School calendars.
2. Preside at all meetings of the Auxiliary during term.
3. Prepare agenda for all Auxiliary meetings.
4. Upon election, appoint Chairs of all committees.
5. Appoint Nominating Panel.
6. Auxiliary Representative and full voting member on the Council of School Ministries in accordance with church bylaws. Present a written report and previous Auxiliary meeting minutes at each Council meeting. An annual Auxiliary calendar and budget will be submitted to the Council by the end of last month of each school year.
7. Request that the Parliamentarian facilitate an annual review of the Auxiliary Handbook.
8. Serve as an ex-officio member of all committees, except Nominating Panel.
9. Serve as an ex-officio member of the Governing Body for the year following term of Presidency.
10. Meet with the Principal on a regular basis.
11. See that all new fundraisers are approved by the Principal prior to implementation.

1ST VICE PRESIDENT, MEMBERSHIP

1. Perform the duties of the President when absent and succeed in case of resignation. (See Bylaws Article VI Section 2)
2. Give an enrollment report at every Governing Body meeting. This shall include names of students who have either dropped or added since last meeting.
3. Chair membership committee and responsible for welcoming new school families.
4. Work with Student Buddies Chair to coordinate buddy assignments with the school office over the summer.
5. Contact all new families to St. John's School prior to opening day.
6. Recognize new families in attendance at the first General Membership meeting of the year.
7. Invite, welcome and encourage all members to attend all functions of the Auxiliary.
8. Receive RSVP's for all Auxiliary meetings and notify 3rd Vice President Social and staff childcare contact.
9. Notify Treasurer of all new members as received or members that leave for accounting purposes.
10. Honor all departing eighth grade parents at the last General Membership meeting of the year.
11. Recognize outgoing Executive Board Members.
12. Responsible for subcommittees as designated on the Governing Body Flowchart.

2ND VICE PRESIDENT, WAYS & MEANS

1. Recommend to the Governing Body all fundraising events.
2. Upon approval of events by the Principal, draft and put into execution all plans necessary to carry out such projects.
3. Responsible for subcommittees as designated on the Governing Body Flowchart.

3RD VICE PRESIDENT, SOCIAL

1. Organize food, beverage, and decorations for Auxiliary General Membership meetings, social activities and teacher luncheons as approved.
2. Purchase, within the budget, all necessary supplies needed by the social committee.
3. Oversee the cleanup of the kitchen facilities when used for Auxiliary social activities, as prescribed by the Council of Trustees.
4. Responsible for subcommittees as designated on the Governing Body Flowchart.

4TH VICE PRESIDENT, PROGRAMS

1. Draft, establish and confirm assembly program dates for the St. John's Lutheran School student body.
2. Coordinate assembly program selection with the Principal or staff representative.
3. Contract assemblies for the student body subject to the Principal's approval.
4. Sign all contracts and funding opportunities for assemblies.
5. Report programs and dates to the General Membership.
6. Organize programs for social activities of the Auxiliary.
7. Organize programs for the General Membership meetings subject to Principal approval.
8. Submit facilities, work order, and A/V request forms for all programs as needed.
9. Attend all programs and facilitate.
10. Submit invoices to Treasurer.
11. Responsible for subcommittees as designated on the Governing Body Flowchart.

SECRETARY

1. Record minutes of the meetings of the St. John's Lutheran School Auxiliary.
2. Submit meeting minutes to the President within seven days of the recording.
3. Submit to the President any unfinished business or reports to be included in the next meeting agenda.
4. Keep on file all the communication received and copies of letters sent during term.
5. Responsible for having present at each meeting the current Handbook, Bylaws, and agendas and minutes from all meetings held during that term.
6. Responsible to coordinate with the school staff the distribution of all Auxiliary mail to the appropriate Governing Body member.
7. Make available the Auxiliary Bylaws and Handbook annually as amended.
8. Responsible for subcommittees as designated on the Governing Body Flowchart.

TREASURER

1. Receive all monies of the Auxiliary and deposit in a bank designated by the Governing Body.
2. Pay all funds authorized by the order of the Governing Body.
3. Have a report available for review at all General Membership and Governing Body meetings and present the accounting books for audit at the end of term.
4. Chair the Budget Committee, whose report will be made at the final General Meeting of the year.
5. Coordinate the collection of all Auxiliary monies.
6. Provide accounting for all Auxiliary Accounts.
7. Order supplies, checks, etc. as needed.
8. Responsible for subcommittees as designated on the Governing Body Flowchart.

EX-OFFICIO PRESIDENT

1. Immediate Past President shall serve as a resource to the current President.



DUTIES OF COMMITTEES

Committees are formed and the Chairs are appointed at the discretion of the President. Committee Chairs are to attend scheduled meetings. When possible, committee reports are to be submitted to the President prior to each meeting of the Governing Body. Chairs shall notify the President of the time and place of all committee meetings. Chairs are to review and keep expenses within the current budget. Additional expenditures must be approved by the Governing Body and follow all Auxiliary financial protocol as indicated in this Handbook. Chairs are to submit planned events, incentives and expenditures to their corresponding Executive Officer or the Auxiliary President prior to implementation. Committee Chairs shall serve a 3-year consecutive term, however, appointment will be granted each year by the current President. Committee Chairs shall pass down any materials related to their position to the succeeding Chair at the end of their term. Duties of all Chairs shall commence upon appointment. All Chairs shall report to an Executive Officer as indicated on the current Governing Body flowchart.

AUCTION (AKA GALA & AUCTION)

In coordination with the Advancement Office and school staff, set a date, location, theme and ticket price for the annual gala and auction fundraiser. Recruit sponsors, donors, volunteers and attendees. Promote and prepare for the event.

CHAPEL BAPTISM

Coordinate with the church office all students to be baptized in the school service. Coordinate welcome and gift for all students baptized during the school service.

COMMUNICATION

Coordinate all Auxiliary mass communication with the student body and General Membership. Contact the Principal for approval and notify the President of all Auxiliary requests for flyers, letters, posters, announcements, and email to the student body and General Membership. Distributes approved material as requested. Chair may assist the Governing Body in the creation of posters and other materials as needed. Chair shall assist the Governing Body with publicity as needed.

COURTESY

Shall take care of courtesies for St. John's School staff, including marriages, birth or adoption of a child, commissioning, and retirements. Chair coordinates Teacher Appreciation Week, Staff Appreciation Day and additional staff recognition as needed. Provide cards as needed for the General Membership. Coordinate sign-ups for meal care in cases of need.

DEVOTIONS

Shall plan and make arrangements for a devotion to be delivered at each meeting of the Governing Body and General Membership.

DIRECTORY

Coordinate with the school staff to secure accurate data and produce an Auxiliary School Directory. Publish, secure funding as necessary, and distributes the Directory at the beginning of each school year.

FINANCIAL

Assist the Treasurer as needed with program accounting. Work together with the current treasurer to prepare for the position of Treasurer.

FATHER DAUGHTER DANCE

Set date/checks the Auxiliary calendar for the set date. Submit facilities requests to secure location for the dance and set up. Set a theme and ticket price. Recruit sponsors/donors, volunteers and attendees. Prepare, coordinate, and promote the event. Track attendance to avoid exceeding maximum capacity of facilities.

HEALTH & SAFETY

Coordinates with the School Nurse and assists as necessary with any scheduled health and safety or life awareness event. Organizes the Preschool-8th Grade "Red Ribbon Week", including events, activities, and speakers. Coordinates with school staff the dates and daily activity schedule for the Week.

HOSPITALITY

Assist the VP Social with the planning and organization of food, beverage, and décor and clean up of Auxiliary events. Work with the current VP Social to prepare for a potential transition to the VP Social position.

HISTORIAN

Shall create and maintain a current Auxiliary document including all activities for the year. Take photos at Auxiliary events. Upload photos to the Auxiliary Shutterfly account.

ICE CREAM SOCIAL

Check the Auxiliary calendar for the event date and time. Submit Facilities requests to reserve facilities for set up and the event. Contact school and church vendors, volunteer groups and Auxiliary committee chairs to confirm their attendance. Make all necessary reservations and purchases for the event. Post class list and provide signs for the vendor tables/booths. Coordinate with Treasurer the collection and accounting of funds, including having cash boxes and credit card terminal(s) at check out.

JOG-A-THON

Coordinate with school staff a date and time for student participation. Secure incentives as necessary. Chair is responsible for the coordination of parent involvement, supervision, and donations of healthy snacks and water for event. Distributes and collects sponsor forms, collects donations and disperses any incentives.

LABELS FOR EDUCATION

Promote the collection of labels, including having boxes/envelopes in classrooms. Organize and turn in labels following the guidelines of Labels for education.

MOTHER-SON EVENT

Organize and plan an event for mothers and sons to participate in together. Set a date or check the Auxiliary calendar for the set date. If necessary, submit facilities requests to secure location for set up and the event. Set an event title or theme and price. Recruit volunteers, sponsors and donors. Prepare, coordinate, and promote the event.

PARLIAMENTARIAN

Shall serve in an advisory capacity to the President and explain questions of order. Shall annually review the Auxiliary Bylaws, Handbook, and Flowchart and if needed, bring to the Executive Board or Governing Body any suggested amendments for approval. Parliamentarian should be present at every meeting. The Parliamentarian shall serve as Chair of the Nominating Panel.



PRESCHOOL LIAISON

Shall serve as a liaison between the preschool and Auxiliary. Provide communication as needed to support both the preschool and Auxiliary.

PIZZA FUNDRAISER

Oversees the weekly pizza fundraiser. Seeks bids and selects vendors for the Pizza Fundraisers. Sets dates for pizza lunch and coordinates with the school staff. Creates sign-up form and promotes participation. Coordinate the purchase of pizza, water and all needed paper goods for the pizza lunches. Notifies eligible families and sets schedules. Coordinates the accounting and distribution of family credit and provides credit information to the current Auxiliary Treasurer.

PUBLICITY

Creates and manages the Auxiliary Facebook Page and any other Auxiliary public media. Ensures posted information is current and accurate. As approved by the Principal, distributes Auxiliary information to the community as needed.

ROOM PARENTS

Serves as the liaison between Parents and Teachers. Organize volunteers for activities, class parties, class silent auction item and teacher lunches. Provide communication as needed to support teachers and keep parents informed. Attend Room Parent meetings.

ROOM PARENT COORDINATOR

Responsible for recruiting and coordinating Room Parents for the school year. Hold two or three Room Parent meetings per year. Ensure Room Parents are provided with necessary information to promote consistency of activities among grades and classes. Coordinate and ensure the distribution of faculty birthday gifts.

SCHOOL BUDDIES

Work with school staff to match new students with returning students assigned to the same class prior to the start of the school year. Contact returning student volunteers (School Buddies) and notify new students of their contact. Provide information and invite buddies and new families to attend the Buddy Meet and Greet. Attend the Buddy Meet & Greet to help welcome new families. Follow up with new families after the first quarter.

SCRIP / eSCRIP

Oversee the Scrip/eScrip fundraiser and promote Amazon Smile. Coordinate, promote, and set appropriate incentives to maximize fundraising. Recruit and organize volunteers. When necessary, process credit card charges for the purchase of gift cards.

SCHOOL SUPPLIES FUNDRAISER

Research vendors and pricing for the Auxiliary School Supplies fundraiser. Ensure product brands match teacher lists. Coordinate with the Principal and Faculty to receive school supply lists by needed date. Coordinate the promotion, pricing, and ordering of student school supplies. Ensure deadlines are set and supplies are received in time to be in classrooms by Open House. Distribute/Deliver supplies to classrooms. Coordinate volunteers for distribution.

SHOE DRIVE (ANGEL BIN)

Research companies for the Auxiliary shoe drive fundraiser. Organize, promote, and if appropriate, set incentives to ensure the most successful outcome. Recruit and coordinate volunteers as needed.

SEE'S CANDY FUNDRAISER

Coordinate, promote, and set appropriate incentives to ensure the most successful outcome. Recruit and organize volunteers as needed for promotion and distribution. Distribute candy.

SPIRITWEAR

Research vendors and pricing for the annual Auxiliary produced student sweatshirt. Create an annual design to be reviewed by the Executive Board. Coordinate the promotion, pricing, and ordering of student sweatshirts and other available Spiritwear. Distribute sweatshirts and coordinate volunteers for distribution.

TANAKA FARMS

Work with vendor and school staff to set pick-up dates and location for produce distribution. Promote program among church and school families. Track orders and coordinate distribution of funds and produce to food pantry.

USED UNIFORM SALE

Oversees the Used Uniform Program. Sets dates for used uniform sales with the school staff. Creates sign-up form and promotes participation. Coordinates the accounting and distribution of family credit and provides credit information to the Auxiliary Treasurer.

WEBMASTER

Maintain the Auxiliary web page of St. John's Lutheran School. Post new events and keep the site current as directed by the President and members of the Governing Body.

LIAISONS

Liaisons are appointed by the President with input from the Principal. Liaisons are expected to attend scheduled meetings. Liaison reports are to be submitted to the President prior to each meeting of the Governing Body. Liaisons are to review and keep expenses within the current budget. Additional expenditures must be approved by the Governing Body and follow all Auxiliary financial protocol as indicated in this Handbook. Duties shall commence upon appointment. Liaisons shall report directly to the President.