



Dear ICS Families:

Home & School is seeking parent volunteers to serve on the Board for the next school year. Home & School plays an integral role in working with ICS faculty and staff to meet the needs of our school. You can contribute to this work by choosing to serve.

It is our hope to enlist the talents of as many ICS parents as possible. Any parent is welcome to participate. Board and committee members work together as a team. You are never alone in your responsibilities, and past board and committee members willingly mentor new members and share background information.

To learn more about serving on the Home & School Board and open positions for next year, please contact Jamila at (706) 207-7836 or jamilatillman@gmail.com.

Please find descriptions of the open Home & School Board positions below:

DESCRIPTION OF RESPONSIBILITIES: We ask board members to make every effort to attend the monthly board meetings and four general meetings. We make every effort to schedule monthly meetings at a time that all members can attend. Children are also welcome to attend. There are four general Home & School meetings per year. All members are asked to serve in various voluntary capacities throughout the school year at Home & School events.

PRESIDENT: Coordinate and run monthly board meetings and four general meetings. Work in conjunction with the Vice President, Fundraising chair and Past President to establish annual Home & School calendar. Collaborate with all Board Members and Committee Chairs. Act as liaison with school administration. Provide Home & School communications for school newsletter. Coordinate Back-to-School Picnic.

VICE PRESIDENT: Attends board and general meetings providing input and advice on agenda items discussed. This person intends to roll into the president position. Coordinate and plan Guardian Angel Day.

CO-TREASURER: Attend board and general meetings providing input and advice on agenda items discussed. This person intends to roll into the Treasurer role for

one year after one year as Co-Treasurer. Shadow the primary Treasurer and provide assistance with Treasurer roll where needed.

SECRETARY: Take and keep permanent record of all Board and General Meeting minutes. Distribute minutes to all board members who were unable to attend meeting(s). Attend board and general meetings providing input and advice on agenda items discussed.

FUNDRAISING: Coordination and planning of ICS fundraising events which include Boo Bash in October. Additionally, help the Trivia Night committee chair when needed. Coordination and planning of Boo Bash may include establishing sub-committees to aid you in this event. Attend monthly board and general meetings providing input and advice on agenda items discussed.

CO-FUNDRAISING: Attend monthly board and general meetings providing input and advice on agenda items discussed. Shadow the Fundraising chair and provide assistance where needed. This person intends to roll into Fundraising Chair position for one year after one year as Co-Fundraising Chair.

TEACHER APPRECIATION: Coordination of monthly teacher luncheons. Coordination of teacher and administration birthday gifts (gift card and card). Plan and coordinate Teacher Appreciation Week events. Attend board and general meetings providing input and advice on agenda items discussed.

HOSPITALITY: Coordination of ICS and H&S hospitality events throughout school year. These have typically included: New Family Breakfast, 1st school mass reception, awards mass receptions, Christmas reception, Catholic School's week reception, and Grandparent's Day reception. Attend board and general meetings providing input and advice on agenda items discussed.

PRESCHOOL LIAISON: Act as liaison with ICS administration and H&S Board representing the needs of preschool families throughout the school year. Attend board and general meetings providing input and advice on agenda items discussed.

SUNSHINE COMMITTEE CHAIR: Coordinate meals to Incarnation families at the time of a serious family illness or death. The meals are coordinated via an electronic sign up and are provided by volunteers.

USED UNIFORM SALES CHAIR: Coordinates used uniform sales in May and August.

Have a wonderful week!

Jamila Wicks
Home & School President 2018-2019