

SLATE EXAMPLE

Position	Description	Qualifications	Names
Chairman Co-chairman (in training)	Chair: Liaison between teachers and parents. Assume duties of other leaders when necessary. Manage and run steering and parent meetings.	-CS parent for at least two years. -To train: Meet with next year's chairman & teachers prior to May meeting, to forge a commitment to work together next year.	
Secretary	Record and maintain minutes of steering meetings and parent mtgs.	-CS parent for at least one year.	
Finance Committee	Treasurer: Maintain permanent financial records of Parent Fund, as defined in bylaws. Prepare budget and report financial status at steering, finance and parent meetings. *Accountant: Take in and deposit checks for Parent Fund, record checks on spreadsheet, supply information to treasurer, send out monthly statements. Must maintain utmost confidentiality!	-CS parent for at least one year -Should continue over multiple years -Should have a trainee during your last year	Treasurer: Accountant:
Enrollment Coordinator	Assist head teacher and secretary with enrollment process, including tours, mailings, and orientations.	- CS parent for at least two years. - prior experience with tours for prospective parents.	
Camp Coordinators	Coordinate camp, with teacher support and supervision.	Prior attendance to camp at least once.	Fall (Seabeck): Crafts : Spring (Seymour):

*job can be done with minimal presence at the school

Volunteer Committee	Meet with teachers & Co chairs in August to discuss volunteer needs. Manage sign-up calendar for parent volunteers throughout the year. Includes communication & coordination with other lead volunteers. At least one committee person should continue the following year.	
*Parent Meeting Coordinator (s)	Organize childcare provider for parent meetings, manage payments, etc. Bring refreshments for parent meetings. Can be one person or 2.	Child Care: Refreshments:
Holiday Party Coordinator	Coordinate Halloween, Gingerbread Houses, Valentine's Day parties, including refreshments. Can be one person or up to 3.	Halloween: G-houses: Valentine's Day:
*Parent Communication Committee	Website: Manage parent information and communication not eligible to go in Friday Note, such as the current newsletter, phone tree, etc. via website. Liaison with Lake Washington School District and Jill E-mail: Manage Yahoo Groups e-mail system. Help newcomers get started. May need to work in coordination with Rosie at times.	Website: e-mail & Yahoo site coord.:
Science Committee: - Olders - Middles - Youngers	Coordinate science topics/materials with teachers, and teach science to small groups of students.	Olders: Middles: Youngers:
Art Committee: -Olders -Middles -Youngers (4 each)	Calendar & lesson advisor: CS art docent for at least one year. Work with teachers for calendar and use prior experience to consult with docents on lessons. Organize periodic meetings with docents. Docents: Develop and teach art lessons. Attend periodic art meetings. Help organize artwork at the end of the year for display at art night, work in conjunction with Community Building Committee.	Calendar & Lesson advisor: Olders: Middles: Youngers:
Choice Coordinator	Organize volunteers and suggest ideas for parent-led Choice, which happens 4 times a year, scheduled by teachers.	
*Swim Coordinator	Reserve pools for all-school swims, ensure that parents arrange for pick-up from the pool, recruit parents to swim and help kids after swim.	
Emergency Preparedness Committee	Coordinate with ICS on Emergency Preparedness at the beginning of each year. This is a 2 year term so one committee person should continue the following year.	

*job can be done with minimal presence at the school

Fundraising Committee - Special Events - Box Tops - Scrip	Special events: Help parent group identify and prioritize fund-raising needs for the coming year. Will need to meet at least once at the beginning of the year and throughout as needed. Coordinate implementation of top priority fund-raising strategies. Be prepared to present current results at parent meetings. Other programs: Maintain ongoing fund-raising programs.	Special events: Box Tops: Ink Jet/Toner/Cellphone recycling : Scrip: Other(please specify):
Capital Projects Coordinator	Organize major projects as agreed upon by the parent group. Plan and present an implementation process. Implement. Coordinate w/ Fundraising Committee	
Grant Writer	Write grants appropriately as needs arise. Work in conjunction with Fundraising Committee and Capital Projects Coordinator.	
Nominating Committee	Organize parent volunteers to take on SLATE jobs near the end of the school year for the following school year. One is always the current parent chairman.	
School Picture Coordinator	Organize a campaign to remind parent group of the set date and deadlines. Coordinate with photographer for evening family pictures. Plan to disburse order envelopes & finished orders. Plan for retakes. Arrange an appropriate date for following year with approved photographer.	
Community Building Events Committee	Facilitate activities which allow CS families to interact outside school, such as family nights, skating, hiking, classes, etc. Survey families to determine which activities are of interest. Includes Art Night (which is organizing an event to present the years art program as a Family Night in late May or early June) and Graduation set up.	
After-School Activities Committee	Arrange for necessities and building space for after-school activities such as Spanish, gymnastics, chess, drama, math fun; act as parent liaison to teacher/organization.	Spanish: Chess: Other (please specify):
Supply Coordinator	Keep supplies in shed and kitchen organized, labeled, stocked and clean.	
*Snack Schedule Coordinator	Use database to work out snack schedule and provide it to Rosie two or three times a year. Send reminders to parent group	

*job can be done with minimal presence at the school

Banner Committee – (on hold til 2010-2011)	Be responsible for organizing the creation of graduation banners for the graduating students in the spring. Work with Jill. Prior attendance to a graduation ceremony helps.	
*Scholastic Book Order Coordinator	Distribute book order flyers, collect and submit orders, distribute books.	
Beautification Committee	Coordinate parent/child volunteers to cleanup the school's surroundings. Includes trash pick up times, garden areas weeding and planting, maintaining habitat (consult with Jill regularly), pavilion cleanups.	
Scrap Art Coordination Committee	Keep scrap art room orderly and well stocked each day.	
Teacher Appreciation Week Coordinator	Coordinate staff appreciation luncheon and other teacher appreciation activities during this week in the Spring.	
*Public Relations Writer	Periodically write positive articles in local/neighborhood newspapers about what Community School is doing.	
Mentor Coordinator	Liaison between mentor families and new families ensuring new families have contact with the school and necessary events, etc	

*job can be done with minimal presence at the school

SLATE EXAMPLE

What is Slate? – Slate is the set of designated key volunteer positions that are assigned at the end of the school year for the following year. The Slate positions provide a framework for volunteering within the school and also define the experience that is needed for some key positions.

Why do some Slate positions require experience? For positions such as Co Chair, understanding all the history and constructs of Community school requires immersion in the school for at least two years. For positions such as camp coordinator it is essential to have experienced at least both fall and spring camp. Often overlapping volunteers to insure there is a “mentor” year before an individual “owns” the position is fundamental to being successful at it.

There are three categories of volunteers. Volunteers are the lifeblood of the school and volunteers are needed in the classrooms, to support various school functions and to enhance our community. These three categories summarize how the school uses volunteers and clarifies the responsibilities and authorities of volunteers depending on how you are volunteering. The Slate volunteer positions fall in one or more of the following categories:

Teacher/Curriculum Support – These volunteers support the teachers and the curriculum our kids learn from, so these volunteer positions need to closely coordinate with teachers. Teachers have responsibility and therefore authority over curriculum. Volunteers coordinate either through steering committee or separate committee meetings. For example a science committee meeting is held at the beginning of the year to discuss volunteering in the classroom.

School Support – These volunteers support the operation of the school including the organization and clean-up of the building. These volunteers may work with teachers in non-curriculum related tasks. Volunteers should still coordinate with teachers and staff to make sure we follow school policies.

Community Support – These volunteers support our school and community of families including organization of community building events outside of school hours. Volunteers should still coordinate with teachers to make sure there are no conflicts.

Thank you for volunteering in any way you can. We realize that each family has different needs and different availabilities. Your help is absolutely necessary to the operation of our Community.