COMMITTEE CHAIR JOB DESCRIPTIONS

() Indicates number of Chairs for position

➢ All Chairs keep track of budget, maintain binders, and complete Final Reports as soon as possible after their event(s) have concluded.
➢ All Chairs consider ways to ensure environmental sustainability for events, such as: reducing the amount of disposable, one-use only decorations, cups/plates/flatware; making recycling and composting disposal readily available; having dedicated volunteers to bring food waste to community partners who welcome leftovers, etc.
➢ One chair of each committee should try to attend MAPA Quarterly Update Meetings.
➢ Please contact current Chair(s) or any MAPA Executive Board member for a more detailed description of each position.

Admissions Support – Events (4)

- Work closely with the Admissions office to support all admissions related events.
- Events are broken into categories: Open Houses/Welcome Days (primarily weekend events) and Parent Information Sessions/Revisit Days (primarily weekday events).
- Two co-chairs will support each type of event, but all four chairs will work as a team to coordinate events and communicate with the Admissions Staff.
- Two planning meetings shall be organized to coordinate efforts among the chairs and Admissions: Late spring after nominating and late August/early September to kick off admissions efforts.
- At the end of the admissions visit season, the co-chairs work with the Admissions Director to plan a thank you/debriefing meeting for all admissions volunteers (late February).

Admissions Support – Events: Open Houses/Welcome Day (2)

- Work closely with the Admissions Office to organize parent volunteers for 2 Open Houses; held on Saturday or Sunday in September/October and November. Chairs
coordinate/assign Welcome Day volunteers to do event set up, check-in and clean up.

- Organize volunteers for Welcome Day in May alongside Admissions Staff. Chairs coordinate/assign Welcome Day parent volunteers to do event set up, check-in and clean up.
- Approximately 20 volunteers assist with each September/October and November Open House.
- Approximately 20 volunteers assist on the Welcome Day.
- Total time commitment: approximately 30 hours per chair.

**Admissions Support – Events: Parent Information Sessions and Revisit Days (2)**

- There are 7 On-Campus and 5 Regional Parent Information Sessions plus 4 Revisit Days.
- Parent information sessions occur between September and early-December.
- Chairs work closely with Admissions Staff during the previous spring and summer to assess needs for parent volunteers during the admissions season. Chairs actively recruit a diverse group of approximately 25 parent volunteers to represent the school and act as a parent resource at prospective parent admissions information events.
- Chairs create a Google sheet so that volunteers can sign-up to help at the on-campus information sessions and the regional information sessions. Volunteers mingle with prospective parents and answer their questions during short (1 or 2-hour) commitments.
- Revisit Week occurs in March for accepted students and their families. Chairs, along with Admissions Staff, are responsible for choosing and organizing approximately 5 parent volunteers for each day to help with set-up, registration and mingling. Google Sheets is used for easy volunteer sign-up.
- Chairs, in conjunction with the Admissions staff, organize a short training session for parent volunteers in early Fall.
- The work is front-loaded; at the beginning of the school year, approximately 8 hours (each co-chair) to attend meetings and a training session, coordinate and develop a parent volunteer schedule, communicate with volunteers, and update the webpage.
- Once the schedule is in place, each co-chair spends approximately an hour a month communicating with volunteers and updating the website.
- At least one co-chair should expect to be at each on-campus information session, particularly at the beginning of the season.
- Co-chairs need to be flexible and responsive to the needs of the Admissions Staff, which continues to hone and improve the parent admissions visit experience each year.
Approximately 25 volunteers assist this committee.
Total hours: about 16 hours per chair.

**Admissions Support – Mailings (2)**

- Work closely with Admissions Staff to coordinate volunteer dates.
- Organize volunteers and assemble MA Admissions information packets, including writing short welcoming notes, for applicants and their families.
- Assist with assembly of additional admissions mailings as needed.
- Most of the work is during the first two months of school. Additional group sessions will occur through the fall. Small mini-sessions will be needed through the school year.
- Approximately 30 volunteers assist this committee.
- Total time commitment: approximately 20 hours per chair.

**ADVANCEMENT SUPPORT – MA CELEBRATES (MAC)**

**MA Celebrates: Parent Chair and/or Co-Chairs (1-2)**

- Work closely with Megan Wheeler (Advancement) beginning in the fall and continue through the event and after MAC is over. Discuss auction timelines, help with confirming venue details, including menus, decor, etc., determine logistics to execute the most successful and fun MAC each year.
- Works with and oversees all MAC teams (Class Liaisons, MA Exclusives, Parties & Gatherings, Wine, Volunteer Management and Data and Online Auction Committees).
- Create agendas for kick-off meetings for each team, check-in on progress during the solicitation period, and fill in gaps where needed.
- Assist with closing out invoices day after event, Ready Set Auction close out and reconciliation and reports.
- Responsible for wrap-up of the event, follow-up emails and final logistics.
- Total time commitment: 10-15 hours a week from December to MAC event in March/April, then an additional 5 hours a week for a few weeks post event.

**MA Celebrates: Data and Online Auction Committee (2)**

- Megan Wheeler (Advancement) oversees the data and online auction committee.
- Responsible for data entry, bid sheet/detail sheet creation, and online auction
management. A great chance to support the event on your own schedule as all entry is done online from your own computer at home.

- Total time commitment: 1-2 hours a week in February and March, 3-4 hours a week in March-April.

**MA Celebrates: Class Liaisons (1-2 per grade)**

- Megan Wheeler (Advancement) and the MA Celebrates Parent Chair(s) will oversee the Class Liaisons committee.
- Comfortable with and responsive with email communications.
- Responsible for sending individual emails to each family at MA within their grade (families with siblings will receive one email). Emails are generated by MA Celebrates (MAC) Parent Chair(s). Class Liaisons are free to add personalized introductions.
- When ideas are generated the Class Liaisons will answer questions as they see fit and then pass along the information to one of the other MAC committees and/or to the Parent Chair(s), and/or Megan Wheeler.
- Total time commitment: 10-15 hours beginning in January with some response to emails leading up to the event in March/April.

**MA Celebrates: Parties and Gatherings (2-3)**

- Megan Wheeler (Advancement) and the MA Celebrates Parent Chair(s) will oversee the Parties and Gatherings committee.
- Everyone loves a good gathering or event. The MA Celebrates Parties and Gatherings are a great way for the MA community to spend more time together. Folks on this committee will find and help brainstorm ideas on fun social gatherings and sign-up parties to be listed in the online catalog, remaining spots will be available for sign-up at MA Celebrates.
- Responsible for securing approximately 20-30 community gathering events for MA Celebrates.
- Total time commitment: 20 hours from January to event in March/April

**MA Celebrates: Wine Committee (3-4)**

- Megan Wheeler (Advancement) and the MA Celebrates Parent Chair(s) will oversee the Wine committee.
- Responsible for finding wine for both the auction and the tasting bar. The MA tasting bar is one of a kind and all members of the committee have the opportunity to get
behind the bar and serve. This is a wonderful way to get to know fellow members of the MA community that you might not otherwise meet.

- Responsible for transportation of wine from MA to the event location, set up, organization, and break down of the wine tasting bar and auction lots on the day/night of the event.
- Total time commitment: ~8-10 hours/member. Members meet once a month in January, February, and March and once a week in March-April until the event.

**MA Celebrates: Volunteer Management (1)**

- Megan Wheeler (Advancement) oversees the Volunteer Management Committee.
- There are many moving parts to making MA Celebrates an enjoyable party. A strong volunteer manager is crucial to the success of the evening. This person will recruit all pre-event, set-up and breakdown volunteers through Sign-Up Genius, organize and manage the day of set-up and breakdown of the event.
- Total time commitment: 3 hours of working with Megan Wheeler in Advancement leading up to the event and 8 hours on the day of MA Celebrates. Requires recruiting 20-25 volunteers for preparation and day-of set-up and breakdown.

**Arts Support – Dance (2)**

There are two dance performances during the academic year: one in the Fall Semester (an Assembly) and one in the Spring Semester.

- Act as a liaison between the Dance Faculty, Annie Elias, and the parents of the students participating in the respective performance.
- Coordinate and provide snacks and meals for dancers during performance week.
- Total time commitment: approximately 20 hours per chair.

**Arts Support – Music: Contemporary (2-3)**

There are four Music performances during the academic year: two for Roots/World in December and May, and two for Contemporary Music in January and May.

- Act as a liaison between the Music Faculty, Annie Elias, and the parents of the students participating in the respective performance.
- Communicate with the parents about volunteer needs, concessions, Tech and performance meals/snacks, and ticket sales.
With parent volunteers, provide an option to have food available to performers and crew during the Tech Week(s) preceding performances, and during performances, if applicable.

- With parent volunteers, provide desserts for intermission and/or following the performances.
- Approximately 20 volunteers assist this committee.
- Total time commitment: approximately 35-50 hours per chair (depending on number of chairs).

**Arts Support – Theater (2)**

*There are three Theater performances during the academic year: one each in the Fall, Winter, and Spring.*

- Act as a liaison between the Theater Faculty, Annie Elias, and the parents of the students participating in the respective performance.
- Communicate with the parents about volunteer needs, concessions, Tech and performance meals/snacks, and ticket sales.
- With parent volunteers, provide an option to have food available to performers and crew during the Tech Week(s) preceding performances, and during performances, if applicable.
- With parent volunteers, provide desserts for intermission and/or following the performances.
- Approximately 20 volunteers assist this committee.
- Total time commitment: approximately 25 hours per chair for each of the three performances

**Arts Support – Visual Arts (2)**

*The MA Visual Arts Department has an annual art show in the spring. The event is a potluck reception for the artists, their families, and the MA community.*

- Organize volunteers to staff two shifts during the reception, and coordinate refreshments donated by parents of art students.
- Coordinate with Anne Maurice and Epicurean staff, provide 5 vases of flowers for the tables, gather tablecloths and other supplies from the MAPA Closet.
- Order needed supplies from MAPA Closet through Eco-Inventory and Supplies Chairs.
Promote the event by placing announcement in TW@MA.
- Timeline for job begins just before Spring Break.
- Approximately 10 volunteers needed (2 shifts with 5 per shift).
- Total time commitment: approximately 20 hours per chair.

**Athletics Support – Spring Banquet (2)**

The Spring Athletics Banquet is a one-time event in May of each year (usually on a Sunday.) All athletes and their families are invited to attend this fun and festive celebration of MA’s Athletics.

- The chairs work with the Athletic Director and Assistant Athletic Director to plan, coordinate and execute a dinner for about 200 attendees.
- Responsibilities include reserving rentals, choosing and working with a caterer, publicizing the event, overseeing the creation of a program, and organizing/overseeing set up and clean up.
- The chairs, with the help of a Senior Wall Coordinator and a Photo/Video Coordinator, create a wall of photos honoring Senior athletes and a video presentation of all teams and athletes.
- Approximately 30 volunteers assist this committee.
- Total time commitment: approximately 60 hours per chair.

**Athletics Support – Team Parent Coordinator (1)**

Majority of responsibilities occur at the start of each sport’s season and prior to Banquet.

- Initiate contact and act as a liaison between the Athletic Director, Assistant Athletic Director and Team Parents for 18 sports.
- Communicate to Team Parents procedures regarding support of teams during practices and games, and for post-season events.
- Assist Spring Banquet Chairs and Assistant Athletic Director in soliciting photos and/or videos of all teams from volunteer parents.
- Ask all Team Parents to organize (or find someone on the team to organize) a start-of-the-season social gathering for each team (e.g., pizza after a practice/game, coffee pre or post-game, etc., something that is “on the way” and where you anticipate a large parent turnout).
- Work together with Athletics Banquet chairs in preparation for end of year Banquet (May), especially with regard to the slideshow/video.
No volunteers assist this committee.
Total time commitment: approximately 20 hours.

Book Buy Back (1)

- Assist Business Office Assistant in coordinating the Book Buy Back for 2 days at the end of the school year in May/June.
- Help determine date, advertise the event, provide light refreshments and collect and pack books for shipment.
- Approximately 2 volunteers assist this committee.
- Total time commitment: approximately 10 hours.

CLASS REPRESENTATIVES FOR CLASS ACTIVITIES/PARENT SOCIALS

➢ All Class Reps organize volunteers and baked goods for four (4) all-school Treat Days.
➢ Each Treat Day is led by a specific class who coordinates the day and supplies any bought items.
➢ Each pair of Class Reps plans and hosts Class Parent Social(s) as outlined below.

Freshmen Representatives (2)

- Create a Freshmen Class Banner.
- Plan, promote, and coordinate a pizza party for freshmen before first MA Dance. Reps coordinate with the Freshmen Dean to promote same.
- Act as “lead” for Valentine’s Treat Day in February, staff all other treat days themselves and with volunteers, and solicit baked goods for same.
- Plan a Freshmen Class Parent Party in the winter on campus (potluck). Involves creating an Evite, promoting in TW@MA, soliciting volunteers for set up and cleanup, ordering supplies and rentals, coordinating with MA kitchen staff.
- Approximately 30 volunteers assist this committee.
- Total time commitment: approximately 30 hours per class rep.

Sophomore Representatives (2)
• Act as “lead” for Winter Holiday Treat Day in December, staff all other treat days themselves and with volunteers, and solicit baked goods for same.
• Plan a Sophomore Class Parent Party in the Fall on campus, and a second party in the Spring, at private home if possible (both potluck). Involves creating an Evite, promoting in TW@MA, soliciting volunteers for set up and cleanup, ordering supplies and rentals, coordinating with MA kitchen staff.
• Approximately 20 volunteers assist this committee.
• Total time commitment: approximately 25 hours per class rep.

**Junior Representatives (2)**

• Act as “lead” for Yearbook Treat Day in May, staff all other treat days themselves and with volunteers, and solicit baked goods for same.
• Plan a Junior Class Parent Party in the Fall on campus, and a second Parent Party at a private home in the Spring (both potluck). Involves creating an Evite, promoting in TW@MA, soliciting volunteers for set up and cleanup, ordering supplies and rentals, coordinating with MA kitchen staff.
• Approximately 20 volunteers assist this committee.
• Total time commitment: approximately 30 hours per class rep.

**Senior Representatives (4)**

• Plan, promote, and coordinate two events for Seniors: Senior Breakfast on the first day of Fall Semester, and Senior Winter Meal at the off site Senior Re-Retreat in January. Each involves coordination of food, décor, volunteers and supplies.
• Act as “lead” for Halloween Treat Day in October, staff all other treat days themselves and with volunteers, and solicit baked goods for same.
• Plan a Senior Class Parent Party in January on campus or at a private home. Involves creating an Evite, promoting in TW@MA, soliciting volunteers for set up and cleanup, ordering supplies and rentals, coordinating with MA kitchen staff.
• Approximately 30 volunteers assist this committee.
• Total time commitment: approximately 45 per class rep.

**Community Action (2)**

• Support and/or participate in two events run by MAPA’s VP of Community Engagement and Inclusion and MA’s Director of Community Action
• Work with MAPA’s VP of Community Engagement and Inclusion and MA’s Director
of Community Action to develop, plan and execute new programming as needed.
▪ Responsible for helping to coordinate events including a fall Freshman Family, fall Sophomore Family and fall Junior Family Community Action Day, Thanksgiving Food Drive and a Spring Family Community Action Project in partnership with local agencies.
▪ Total time commitment: approximately 15-20 per chair.

Community Ambassador (1) - New Chair Position 2020-21

▪ Work closely with and take direction from Lynne Hansen (or other designated MA contact) to coordinate outreach and delivery of meals/assistance to members of the community (faculty/staff and MA families) experiencing some kind of hardship.
▪ Develop and document guidelines for discreet and sensitive communication, ensuring anonymity as requested.
▪ Coordinate meal delivery and other appropriate assistance, using list of parents who have volunteered to help.
▪ Ensure recipients are told that they can decline to receive assistance and that no “thank you’s” are necessary.
▪ Total time commitment: approximately 15-20 hours.

Eco-Supplies (1-2)

▪ Work with all MAPA Chairs that are requesting supplies/materials for the events they are running.
▪ Partner/coordinate with MAPA Sustainability Chair to help promote a consistent program for waste reduction and use of sustainable alternatives.
▪ Manage the eco-supplies inventory in the MAPA closet to provide compostable items for MAPA-sponsored events throughout the school year.
▪ Work to help gradually change the mindset of sustainability during MAPA events and on campus, suggesting sustainable and/or reusable materials when possible.
▪ Place bulk orders to replenish eco-supplies at lowest cost, including MAPA nametags and notecards, as needed for all MAPA committees based on previous year’s consumption.
▪ Label, photograph and catalogue inventory as needed.
▪ Update the MAPA Closet Google site (no experience needed, instructions provided) with new inventory.
▪ This committee doesn’t require volunteers.
▪ Total time commitment: approximately 30 hours.
Faculty/Staff Breakfasts (2)

- Plan 4 appreciation breakfasts for faculty and staff throughout the year, typically every other month on Fridays. Dates are set in collaboration with the MAPA Board.
- Chairs organize volunteers to provide food, and beverages. Chairs arrive at 7:15am to set-up, stay through breakfast to receive and set out food, and return mid-afternoon to clean up.
- Approximately 35 volunteers are needed to assist this committee for each breakfast, primarily preparing food.
- Total time commitment: approximately 15 hours per chair.

Faculty/Staff Appreciation Luncheon (2)

- Plan and organize volunteers to provide food and host the afternoon appreciation luncheon for MA faculty and staff during the first calendar quarter at the MA Café.
- The date is set by the MAPA Board and is coordinated with the Dean of Students.
- Planning for the event begins in October (theme selected and approved).
- Party favor ordered by November, assembled in December, chairs met 3 times (2 hours each)
- Answer emails, gather recipes, rental coordination and pick-up, meet with kitchen
- While the luncheon itself lasts 90 minutes, chairs will need to be present for 4-5 hours that day.
- Approximately 40 volunteers assist this committee with food preparation and serving.
- After event, return rentals, follow-up with lost items, complete report, thank you notes.
- Total time commitment: approximately 25-35 hours per chair.

Grad Night (6 TOTAL - 3 Senior and 3 Junior parents)

*Grad Night is a safe, all-night celebration, and the last chance for the senior class to be together. The event is held the night of Graduation in June from 9:30pm-5:00am at an off-site location.*

- Chairs are responsible for planning, recruiting volunteers, reserving a venue, invitations, announcements, waivers, set-up, decorations, food, activities and break-down/cleanup. Actual event requires approximately 75 volunteers working 2-4
hour shifts over 8-10 hours on Friday, Saturday and Sunday of Graduation weekend.
- Chair time commitment is intensive and ongoing throughout the school year but fun and rewarding.
- Senior Chairs plan and manage, and Junior Chairs shadow, assist and attend the entire Grad Night
- Two-year commitment strongly encouraged.

**Graduation Set Up (2 Junior Parents)**

- Chairs work closely with Assistant to Head of School and Operations Staff to decorate the stage area and tables for the Graduation Reception, held immediately after Graduation.
- Work with local nursery to select plants, coordinate pickup and delivery with Operations
- Coordinate 5 volunteers to assist with plant placement day of event.
- Total time commitment: approximately 10 hours per chair.

**Junior/Senior Prom (2)**

- Chairs secure location, design electronic invitation, advertise, manage a strict budget and produce a prom with dinner, dancing, entertainment/music and security in a safe and fun venue. Prom has traditionally been held in San Francisco.
- Reserve a venue by May of the previous year and work on pre-planning in all aspects, including conferring with the Dean of Students and working within the pre-arranged budget.
- Event takes place on a Saturday evening in early May, on a date set by MA.
- Total time commitment: approximately 30 hours per chair primarily in spring. No additional volunteers are involved. Chairs work directly with MA Dean of Students.

**MAPA Refreshments (2)**

- Work with MA Café, MA Facilities staff, volunteer bakers and chair rental company.
- Order food, purchase or arrange for baked goods, set up and decorate before and clean up after events, provide name tags and mingle with new parents, especially prior to meetings.
- Provide refreshments for MAPA Quarterly Update Meetings (3/year), Parent Education evenings (3-5/year), Conference on Democracy (Feb), MAPA End of Year Breakfast (May).
• Have name tags ready for each event.
• Attend events that require refreshments.
• Approximately 10 volunteers support this committee.
• Total time commitment: approximately 20 hours per chair.

**MAster Classes (1)**

*MA teachers teach evening classes 3 times per year, so that MA parents may experience what it is like to participate in classes throughout the school's departments.*

• Chairs determine the line-up of teachers/classes with the Dean of Faculty (DOF) during the spring, and MAster Classes are scheduled throughout the school year. The MAPA Executive Board determines dates.
• No volunteers are needed to assist this committee.
• Total time commitment: approximately 20 hours.

**Merchant Programs (1)**

• Raise funds for MAPA by promoting Merchant Programs via email and paper communications to parents.
• Attend key MAPA Events (New Parent Coffee, MAPA Quarterly Update Meetings, Welcome Day, and Spirit BBQs) to promote and encourage program sign ups.
• Work with MAPA VP Communications to develop an email/online communications plan for promoting partners as well as other communication materials.
• Ensure MAPA website is accurate and up-to-date with Merchant Program details.
• Periodically report sign ups and impact to MAPA Exec Board.
• No volunteers are needed to assist this committee.
• Total time commitment: approximately 15-20 hours.

**New Family Welcome (2) - New Chair Position 2020-21**

• Work with MAPA and Admissions to identify and recruit veteran family “Welcomers”
• Work with Admissions/Administration to welcome new families via new family communications
• Invite/recruit new families to get involved by hosting a table at Welcome Day, New Parent Coffee, New Parent Dinner, etc.
• Pair new families with “Welcomers”
• Update MAPA New Family QuickGuide.
• Develop/adjust template communications for Welcomers to use with their new families.
• Describe desired outreach and timeline to welcoming families.
• Check in with welcoming families at 2-4 times throughout the year to ensure they are receiving what they need to support the new families.
• Check in with new families mid-year and at year-end to request feedback on the program.
• Attend MAPA events throughout the year and set up a welcome table so new families can get questions answered.
• Identify documents and communications from MA that should be translated for monolingual non-English speaking families.
• Total time commitment: approximately 20-25 hours per chair.

**Outreach and Inclusion (2)**

• Working primarily with the VP of Community Engagement and Inclusion, also collaborate with Dean of Students and Dean of Equity & Inclusion, and MAPA Executive Board to “identify barriers to inclusion and work to eliminate them.”
• Work includes ongoing education for MAPA Executive Board and Committee Chairs, which includes assisting Parent Ed chairs to select speakers that further the conversation around diversity, equity and inclusion at MA.
• Organize activities to facilitate community among the MA parents/guardians throughout the year. Past events have included social hikes and outings, as well as Friday Parent coffee, potluck gatherings in Café prior to Parent Education events and a fun evening out at Sweetwater in Mill Valley.
• Communicate upcoming events to parents/guardians by coordinating all announcements with MAPA VP of Communications.
• Total time commitment: approximately 20-25 hrs per chair.

**Parent Education (2)**

• Oversee ParentEd committee (ranging from 5-15 volunteers interested in creating programs that will appeal to the parent/guardian community), conduct 3 to 4 committee meetings, and work with MAPA Executive Board and MA Dean of Students to select and invite speakers for 3-5 Parent Education evenings throughout the year.
• Coordinate with MAPA Outreach and Inclusion Chairs on selections to ensure a variety of speakers.
• Work with MAPA Outreach and Inclusion Committee to identify and support new programs (such as the Buddy Families program, family affinity groups, book groups, resources on the website, etc.).
• Committee shares responsibility for researching potential speakers, coordinating all aspects of booking and coordinating speaker visits, publicity, budget, and publishing brief summaries of speaker talks on MAPA web pages.
• Work with MAPA VP Communications to create Eventbrite registration and market event.
• Total time commitment: approximately 50 hours per chair.

Senior/Faculty Lunch (2 Senior parents)

This is the final event for the senior class at school other than graduation. The Dean of Students organizes speakers from both the faculty and senior class as well as a slide show reviewing the class’s four years at Marin Academy.

• Coordinate food, décor and volunteer servers for a school-sponsored luncheon the day before graduation for the senior class and MA faculty (not parents), immediately following Graduation practice.
• Chairs work with approximately 25 volunteers for 1-2 hours each day of the event.
• Total time commitment: approximately 20-25 hours per chair with majority of time commitment the day prior and the day of the event.

Spirit Barbecues (2-4 chairs; works well for 2 couples)

• Work with Athletic Department to promote MA Athletics and school spirit around athletics.
• Engage with Music and Arts Departments and Student Spirit Captains to include them in planning and event activities.
• Dates are chosen in consultation with the Athletic Director and MAPA Executive Board.
• Plan, promote and host three BBQs on campus open to all MA students, parents, faculty and staff, prior to athletic events during the fall, winter and spring (3 in total).
• Duties include reserving facilities, equipment, coordinating with Spirit Wear committee to have sales at the BBQs, promoting the BBQs through TW@MA and student Senate, purchasing and prepping food and other supplies, recruiting volunteers for setup, staffing and managing the grilling, serving and cleanup.
4-5 volunteers assist this committee at each BBQ. Total time commitment: approximately 20 hours per chair.

**Spirit Wear (4)**

Approximately 16 volunteers assist this committee.

**Spirit Wear: Sales (2)**

- Responsible for running on-campus Spirit Wear sales at key MA events, including Contract Week, New Parent Coffee, Welcome Day, Rally Day and at three (3) Spirit BBQs. In addition, general spirit wear sales are held in the BBLC at lunchtime (occasionally bi-monthly).
- Promote sales via MAPA designated channels
- Recruit volunteers for sales; Train volunteers on recording sales.
- Ordering tables from maintenance.
- Setting up and merchandise tables.
- Pull merchandise from Spirit Wear Closet for sales. Pack up merchandise and return to SW Closet.
- Review all sales transactions for accuracy and submit sales sheets to Chair responsible for inputting sales.

**Spirit Wear: Finance/Inventory and Product (2)**

- Manage budget ($ and margin).
- Maintain detailed inventory and sales spreadsheets.
- Submit detailed sales data to business office after each sale
- Submit month end reports to MAPA.
- Analyze sales data.
- Conduct manual inventory 2x per year
- Place merchandise orders (reorders and product development of new items)
- Physically receive merchandise for quality and accuracy.
- Receive website orders via spiritwear@ma.com and manually fulfill those orders.
- Work with MA Communications and maintain accuracy of Spirit Wear website.
- Work with Student Ambassadors on student feedback/product ideas, social media sales promotion and marketing (hyping) upcoming sales to student body.
- Work with Senate and Spirit Captains on Rally T contest and sale.
Sustainability (1) - **New Chair Position 2020-21**

- Act as the MAPA representative building a culture of sustainability within the MAPA Community.
- Partner with MA Operations team, MAPA Eco-Supplies Chair, Thoreau Chair, Infrastructure Subcommittee and MAPA Committee Chairs to help promote a consistent program for waste reduction and use of sustainable alternatives.
- Work to help gradually change the mindset of sustainability during MAPA events and on campus.
- This committee doesn’t require volunteers.
- Total time commitment: approximately 20-30 hours.