



Title: Alternate Revenue Chair

Position Summary: The objective is to raise additional revenue to support the PG activities and programs that support the enhancement of student life at SAC. The chair is responsible for planning, organizing, and running various alternate revenue activities for the PG, including SAC Rack and other fundraising events.

Duties & Responsibilities:

SAC Rack

- Prepare an overview of proposed SAC Rack activities for the upcoming school year, including dates, times, uniform items, and prices. Review with President & Vice President.
- Prepare all SAC Rack communication material: clothing collection, current and new parent communication to be submitted to Parent Liaison for inclusion in A Look Ahead.
- Obtain approval for all communication from the SAC Communications department.
- Arrange for collection of clothing.
- Deliver clothing to Sewing Centre for inspection. All repairs and dry cleaning are to be outsourced.
- Organize, set up, and run SAC Rack sale at school start-up during New Family Orientation Days. Location of sale TBD with Parent Liaison.
- Collect and organize clothes dropped off throughout the year.
- Bins for clothing collection are stored in SAC Rack.

Other Revenue-Generating Events:

- Seasonal Holiday Sale item to be selected and approved by President.
- Contact suppliers for the item, pricing, and delivery details.
- Discuss previous year's items so as not to duplicate them.
- Prepare and get approval for all communication material and coordinate with Parent Liaison.
- Arrange for samples to be displayed and/or advertised during the sale.
- Develop and manage order summary (used for ordering and distributing orders).
- Organize distribution day (location, delivery time, volunteers, and forms).

Other:

- Maintain a reference binder with all correspondence, guidelines, and procedures pertaining to this portfolio.
- Review and present to the PG any additional alternate revenue opportunities for consideration and meet with the Director of Advancement for approval of new opportunities
- Submit a summary report of annual activities to President, Vice President and Recording Secretary by the end of May to be included in the AGM report.
- Review potential alternate revenue activities annually

Time & Meeting Commitment:

SAC Rack

- May/June – preparation three days, 6 hours/day
- August/September – set-up and sale: 3 days, 6 hours/day

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St. Andrew's College

ST. ANDREW'S COLLEGE PARENTS GUILD

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Seasonal Sale

- October/November – preparation/organizing orders: 12 hours
- December – sale day: 6 hours

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Title: Alternate Revenue Vice-Chair

Position Summary: The Alternate Revenue Vice-Chair assists the Chair in all duties and activities.

Duties & Responsibilities:

- Help organize and oversee all alternate revenue events (SAC Rack, seasonal sale).
- Attend all meetings relevant to the Alternate Revenue portfolio.
- Assume the role of the Alternate Revenue Chair the following year.

Time & Meeting Commitment:

SAC Rack

- May/June – preparation three days, 6 hours/day
- August/September – set-up and sale: 3 days, 6 hours /day

Seasonal Sale

- October/November – preparation/organizing orders 12 hours
- December – sale day 6 hours



Title: Volunteer Chair (Role description to be finalized)

Position Summary The Volunteer Chair provides and promotes volunteer opportunities to the SAC parents and assists in recruiting new volunteers for all PGE lead events.

Duties & Responsibilities:

- Maintain a database of all volunteers on TIF (Track It Forward). Add new volunteers when received and manage graduated volunteers.
- Provide a complete list of volunteers to Parent Liaison for the Volunteer Appreciation event.
- Submit a summary report of annual activities to the President, Vice President, and Recording Secretary by the end of April to be included in the AGM report.
- Manages social media posts in conjunction with the school for all events lead by the PGE
- Provide complete list of volunteers to Parent Liaison for Volunteer Appreciation event

Time & Meeting Commitment:

- 6 hours/month



Title: Family Mentor Chair

Position Summary: The Family Mentor Chair is responsible for coordinating the Family Mentor Program. The program's objective is to ensure that new boys and their families are welcomed and helped throughout the year as they transition into the Andrean community.

Duties and Responsibilities (in chronological order):

Spring of prior year:

- Meet with the outgoing Chair before the end of the school year to determine the program's status for September.
- Review the Family Mentor Package to be familiar with the duties of Family Mentor volunteers.
- Ensure that enough volunteers have been recruited.
- Ensure that all new families to date have been assigned Family Mentors.
- Request that the Admission Office forwards the contact list of all new families as they are accepted on a regular basis.
- Assign Family Mentor as new families are accepted based on the following factors: day/boarding status, grade, language spoken, place of domicile, etc. (Assignments will continue on an ongoing basis throughout the year.)

Summer prior to the school year:

- Meet with the Admission/Advancement team to help coordinate New Family Orientation Days (NFOD).
- Ensure that all new families admitted over the summer are assigned Family Mentors.
- Coordinate Family Mentors' attendance at NFOD.
- Be available to Family Mentors to respond to any questions they may have during the summer and throughout the school year.

Fall:

- Attend NFOD in September, ensuring Family Mentors are assigned to their roles during the days to ensure coverage in all areas.
- Attend debrief sessions with the Admission/Advancement team as requested.
- Attend SAC social events during the year.
- Work with Family Mentors throughout the year as they reach out to SAC New Families encouraging them to participate in all that SAC offers.

Winter (January-March):

- Begin to recruit new Family Mentors for the following school year, ensuring there are adequate mentors for each grade.
- Coordinate a Family Mentor orientation breakfast to be held in March before the break with Admission/Advancement faculty and Parent Liaison.
- Revise and update Family Mentor Information Package with input from Admission and Advancement offices and from the survey completed by Family Mentors in the fall.
- Attend Family Mentor orientation breakfast and present the information package to volunteers.

Spring (March-June):

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- Work with Parent Liaison and Admission/Advancement faculty to coordinate a New Family Breakfast to be held in May. Ensure the Head of School and all additional appropriate faculty are invited to attend. Invite all Family Mentors to attend breakfast and assist with registrations.
- Attend New Family breakfast and welcome new families.
- Attend AGM and volunteer appreciation events.

Other:

- Maintain a reference binder with all correspondence, guidelines, and procedures pertaining to this portfolio
- Involve the Vice-Chair in all meetings, communications, and activities.
- Submit a summary report of annual activities to the President, Vice President, and Recording Secretary by the end of April to be included in the AGM report.

Time and Meeting Commitment:

- Spring of prior year: 8 hours
- Summer: 3 hours
- Fall: 14 hours
- Winter: 5 hours
- Spring: 8 hours



Title: Family Mentor Vice-Chair

Position Summary: Assists the Family Mentor Chair in all activities. The Vice-Chair's role is to coordinate Family Mentors in welcoming and orientating new boys and their families as they transition into the Andean community.

Duties & Responsibilities:

Summer:

- Assist Chair to ensure that Family Mentors attend New Family Orientation Day (NFOD).
- Attend NFOD coordination meetings with the Chair.
- Be available to Family Mentors to respond to any questions they may have during the summer and throughout the school year.

Fall:

- Attend NFOD and assist in assigning Family Mentors to roles for the day.

Winter:

- Assist the Chair in all recruitment activities and help pair up Mentors with new families

Spring:

- Assist the Chair with new Family Mentor orientation activities.
- Attend New Family breakfast in May.
- Attend volunteer appreciation and AGM in June.
- Begin new chair activities as set out in the job description of Family Mentor Chair.

Other:

- Attend all Family Mentor meetings.
- Meet with Outgoing Chair to transition into Chair role and assume the role of Family Mentor Chair following year

Time & Meeting Commitment: 2-3 hours/month



Title: Red & White Gala Chair

Position Summary: The Gala Chair is accountable for all aspects of planning, organizing, and hosting the Red & White Gala. Provides leadership and support to all Gala Committee Chairs and members.

Duties & Responsibilities:

- Determine a date in the summer with Parent Liaison.
- Set a Gala Theme, present the theme for approval, approved by the Head of School in the summer.
- In collaboration with the President and VP, find and book a venue, set the menu, and establish the cost of venue services with the contract. If in the arena, confirm the date with Parent Liaison.
- Book the auctioneer.
- Develop a logo and banner (to be approved by the Communications department) and be available for New Family Orientation Day with the Vice-Chair, Banner #1 September and Banner #2 ticket sales plan and host a Gala kick-off evening in the fall (prior to the Gala)
- Promote the Gala through advertizing material such as flyers and posters at all SAC functions such as Homecoming, SAC plays, parent interviews, etc. Promote the Gala through marketing, such as a booth at Homecoming, the website, etc.
- Prepare an agenda and distribute it at monthly Gala meetings.
- Recruit volunteers and subcommittee chairs for the following: décor, acquisitions, staging, alternate revenue, sponsorship, University Bound, etc.
- Go over the budget with the President, Vice-President, and Treasurer by the end of September.
- Meet with committee chairs to review committee budgets and strategies.
- Book master of ceremonies.
- Arrange for someone to say grace at the Gala (optional).
- Oversee tickets sales and help with marketing if required.
- Oversee the auction donation items and help with live auction items.
- Set dates for site visits for décor, lighting, auction tables, photography, games, band, AV, sound, etc.
- Write a timeline for student/Gala evening volunteers.
- Write an evening timeline and distribute it to all key personnel involved with the event.
- Determine the bidding system for the silent auction.
- Organize check out.
- Table gifts for guests (optional).
- Maintain a reference binder with all correspondence, guidelines, and procedures pertaining to this portfolio.
- Deliver a speech during the Gala to thank everyone.
- Write a letter in the program thanking everyone.
- Hold a final budget meeting after the Gala.
- Hold a wrap-up meeting and discuss profit.
- Involve the Vice-Chair in all meetings, communications, and activities

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- Submit a summary report of annual activities to the President, Vice-President, and Recording Secretary by the end of May to be included in the AGM report.
- Attend grade breakfasts to promote the Gala.

Time & Meeting Commitment:

- Chair monthly Gala meetings from October to April.
- Chair biweekly meetings from February to April.
- Significant time commitment required (approx. 20 hours/month minimum).



Title: Red & White Gala Vice-Chair

Position Summary: The Gala Vice-Chair supports the Gala Chair in all duties and activities.

Duties & Responsibilities:

- Attend all meetings related to the Gala.
- Chair meetings in the Gala Chair's absence.
- May chair one of the Gala's sub-committees.
- Attend social events at the school to recruit volunteers and promote the event.
- Prepare and distribute monthly Gala updates to the Gala Volunteer Committee.
- Assume the role of the Gala Chair the following year.

Time & Meeting Commitment:

- Significant time commitment required (approx. 20 hours/month minimum)



Title: Homecoming & Valentine's Day Chair

Position Summary: The Homecoming and Valentine's Day Chair is responsible for the planning, organizing, and running of all Parent Guild activities at Homecoming and Valentine's Day.

Duties and Responsibilities:

- Plan and organize Homecoming for the upcoming year starting in June.
- Follow the budget provided by the Treasurer.
- Form a committee in June to be responsible for Homecoming and all the activities related to Homecoming.
- Order the tent (check with the school as they may already have one).
- Organize and order children's game activities, e.g., inflatable castle.
- Review the Homecoming manual and update it yearly as necessary to reflect current Homecoming commitments.
- Liaise with the Advancement office concerning advertising, vendor contracts, signage, alumni activities, and "day of" events.
- Co-ordinate/liaise with Outreach Leaders for volunteers for "day of" activities and pre-Homecoming volunteer needs.
- Organize vendors for "day of" Marketplace activities.
- Coordinate coffee/drinks with the Food Services Manager to be available in the tent.
- Assist Middle School Director with Halloween setup.
- In January, begin planning and organizing Valentine's baking for the SAC students and coordinate with Food Service Manager.
- Responsible for tracking SAC aprons used for events (stored in SAC Rack).
- Maintain a reference binder with all correspondence, guidelines, and procedures pertaining to this portfolio.
- Involve the Vice-Chair in all meetings, communications, and activities and prepare them to take over the portfolio.
- Submit a summary report of annual activities to the President, Vice President, and Recording Secretary by the end of May to be included in the AGM report.

Time and Meeting Commitment:

- Attend all meetings related to Homecoming beginning in June: 10 hours/month.
- Attend ad hoc meetings related to Homecoming with SAC rep: 2 hours/month.
- General duties: 4 hours/month.
- To be available to all committees for assistance in executing other events, as Homecoming occurs at the beginning of each school year and duties are completed once Homecoming day ends.



Title: Homecoming & Valentine's Day Vice Chair

Position Summary: Assists the Homecoming & Valentine's Day Chair in all activities.

Duties & Responsibilities:

- Attend all Homecoming meetings.
- May assume responsibility for a specific subcommittee.
- Assume the role of Homecoming Chair the following year.
- Assist with Valentine's Day event.

Time & Meeting Commitment:

- April to September, 10 hours/month
- January and February, 4-5 hours/month



Title: Past President

Position Summary: Serves as a resource to the President and the Executive.

Duties & Responsibilities:

- Chair the Nominations Committee.
- Sit on committees where experience is an asset.
- Provide expertise and perspective on past Parent Guild activities and functions.

Time & Meeting Commitment:

- General duties 8 hours/month



Title: President

Position Summary: The President serves as Chair of all executive, special, general, and Annual General Meetings of the Parents Guild. Assumes accountability and oversees all events organized by the PG. The President acts as a liaison between the parent community and the school's administration.

Duties & Responsibilities:

- Has co-signing authority on cheques written on Parents Guild bank account.
- Oversee all financial transactions and record-keeping.
- Develop the annual budget for PG with Past President and share it with the Treasurer.
- Lead the decision-making process regarding the distribution of funds, such as scholarships, bursaries, endowments, special projects, etc.
- Responsible for providing all committee budgets.
- Sit on the SAC Board of Directors as a voting member.
- May establish ad hoc committees as necessary.
- Provide leadership, direction, and mentorship for all executive positions.
- Involve the VP in all meetings, communications, and activities.
- Maintain communication with all Executive members, keeping them informed of all current school events.
- Work closely with Parent Liaison and Advancement office on combined parent and school activities
- With VP and Past President, review portfolios and job descriptions of Parent Guild Executive.
- Prepare monthly agendas for the Executive meetings and distribute them.
- Edit and approve the Parents Guild meeting minutes prior to the PG meeting and distribute them.
- Prepare the PG report for the Board of Directors for the board's bi-monthly meeting.
- Prepare a letter of introduction for the PG in the summer and give it to the Parent Liaison.
- Maintain a reference binder with all correspondence, guidelines, and procedures pertaining to this portfolio.
- Prepare a report to be included in the AGM report.
- Chair the AGM and deliver the annual report.
- Plan and execute the PGE Christmas luncheon with the assistance of the Social and Welcome Chair.

Time & Meeting Commitment:

- Board meetings: 2 hours/bimonthly
- 20 hours/week



Title: Vice President

Position Summary: The Vice President assists the President in performing the President's duties. In the President's absence, the VP will serve as the Chair of meetings. The Vice President has co-signing authority on cheques written on the Parents Guild bank account.

Duties & Responsibilities:

- Assume responsibility to oversee specific Executive positions/portfolios as designated by the President and keep the President informed of relevant information.
- Member of the Nominations Committee.
- Act as the SAC Parents Guild representative for NISPA (Network of Independent School Parents' Associations of Ontario).
- Attend Board meetings as an ex-officio member.
- Assume the role of President in the following year.

Time & Meeting Commitment:

- 5 hours/week



Title: Social and Welcome Chair

Position Summary: The Social and Welcome Chair is responsible for providing a liaison between the parents and staff to ensure an open and friendly environment with various Parent Guild activities. The Chair plans social events for the parent community and organizes the Grade 8 and Grade 12 graduation decor and gifts. Work closely with the Advancement office to promote these events.

Duties & Responsibilities:

- Coordinate refreshments and decor with the Advancement Office and dining hall for all social events.
- Parent Social events to be paid for in full by the PGE.
- Work closely with Parent Liaison, President, Vice President, and Vice-Chair to plan fall and spring social events for all current parents. This may involve hiring a speaker/entertainer.
- Assist the President with Parent Guild Executive Christmas Luncheon to be held in December
- Arrange set up and tear down of the Christmas trees placed in Rogers Hall, Staunton Gallery, and Memorial Chapel. Decorations are in the SAC Rack, and the trees are stored by Maintenance on behalf of the PGE.
- Organize decor and graduation gifts for Grades 8 and 12 on behalf of the PG.
- Mentor and teach the Vice-Chair in all aspects of the portfolio.
- Maintain a reference binder with all information pertaining to this portfolio.
- Submit a summary report of annual activities to the President, Vice President, and Recording Secretary by the end of May to be included in the AGM report.

Time & Meeting Commitment:

- Attend New Family Orientation Day
- Other duties: less than 4 hours/month



Title: Social and Welcome Vice-Chair

Position Summary: The Social and Welcome Vice-Chair assists the Chair in all duties and activities.

Duties & Responsibilities:

- Help to organize and oversee all social and welcome events.
- Attend all meetings relevant to the Social and Welcome committee.
- Assume the role of the Social and Welcome Chair the following year.

Time & Meeting Commitment:

- 6 hours/month



Title: Treasurer

Position Summary: Responsible for all Parents Guild budgets, financial matters, and transactions and reporting. Has co-signing authority with President and Vice President for cheques written on the Parents Guild bank account.

Duties & Responsibilities:

- Complete and maintain records of revenue and expenses supported by proper documentation.
- Give reports to the Executive on the financial position of the Guild three times a year
 - September
 - January
 - May
- Generate an annual report to be presented at the AGM.
- Submit financials after the AGM to SAC for annual review; upon approval, the report is to be initialled, dated, and filed.
- Submit a brief report of current activities to the President, Vice President, and Recording Secretary one week prior to the Executive meeting.
- Submit financial statements to the President, Vice President, and Recording Secretary by the end of May to be included in the AGM report.
- Present Treasurer's report at the AGM.
- Ideal commitment for treasurer is a two-year term.
- Track revenue and expenses for the Gala and provide reports to the Gala Chair.
- Prepare the budget for the following academic year with the President and Vice President and track revenue and expenses in the budget.

Time & Meeting Commitment:

- 10 hours/month



Title: Class Ambassador Chair

Position Summary: The Class Ambassador Chair provides overall leadership to the Class Ambassador program and liaisons between the PGE and the Grade Ambassadors. Partnering with the Parent Liaison, the Class Ambassador Chair engages the Grade Ambassadors, providing guidance on the program, setting expectations, and outlining communication expectations. The Class Ambassador engages with the Grade Ambassadors regularly and as requested by the PGE President or Vice President.

Duties & Responsibilities:

- In April, look for Ambassadors for the following school year in conjunction with the President.
- In September, hold a Class Ambassador kick-off meeting.
- In October, brainstorm social ideas and share.
- In January, have a refresher meeting.
- After March break, hold another meeting.
- Hold two to three meetings virtually or in-person throughout the year.
- Attend all grade breakfast or coffee Zooms.
- Set expectations and guidelines with Class Ambassadors.
- Engage with Class Ambassadors regularly to ensure effective grade-specific communication.
- Attend monthly PGE meetings, making recommendations on how to best leverage the Grade Ambassadors and, in turn, acting on requests by the PGE to the Ambassadors.
- Hold a Class Ambassador thank-you meeting at the end of the school year.
- Present new Class Ambassadors to the President in June for the following school year.
- Submit a summary report of annual activities to the President, Vice President and Secretary by the end of April to be included in the AGM report.

Time & Meeting Commitment:

- Monthly Executive meeting: 3 hours/month
- Manage Class Ambassador program: 6 hours/month



Title: Class Ambassador Vice Chair (Role description to be finalized)

Position Summary: The Class Ambassador Vice Chair assists the Class Ambassador Chair program and liaisons between the PGE and the Grade Ambassadors.

Duties & Responsibilities:

- In April, look for Vice Ambassadors for the following school year in conjunction with the President.
- In September, assist with the Class Ambassador kick-off meeting.
- In October, brainstorm social ideas and share.
- In January, have a refresher meeting.
- After March break, hold another meeting.
- Hold two to three meetings virtually or in-person throughout the year.
- Attend all grade breakfast or coffee Zooms.
- Set expectations and guidelines with Class Ambassadors.
- Engage with Class Ambassadors regularly to ensure effective grade-specific communication.
- Attend monthly PGE meetings, making recommendations on how to best leverage the Grade Ambassadors and, in turn, acting on requests by the PGE to the Ambassadors.
- Hold a Class Ambassador thank-you meeting at the end of the school year.
- Present new Class Ambassadors to the President in June for the following school year.
- Submit a summary report of annual activities to the President, Vice President and Secretary by the end of April to be included in the AGM report.

Time & Meeting Commitment:

- Monthly Executive meeting: 3 hours/month
- Manage Class Ambassador program: 6 hours/month



Title: Christmas Market Chair

Position Summary: The Christmas Market Chair is responsible for planning, organizing, and running the annual Christmas Market.

Duties & Responsibilities:

- In June, select the date for the market with the Parent Liaison.
- Plan and organize the Christmas Market in September.
- Follow the budget provided by the Treasurer.
- All costs to be paid for by the PGE, except for hot chocolate, tea, and coffee.
- Form a committee responsible for the market and all related activities.
- Organize vendors for "day of" Marketplace.
- Coordinate coffee/drinks with the Food Services Manager to be available.
- Responsible for tracking SAC aprons used for events (stored in SAC Rack).
- Maintain a reference binder with all correspondence, guidelines, and procedures pertaining to this portfolio.
- Involve the Vice-Chair in all meetings, communications, and activities and prepare them to take over the portfolio.
- Submit a summary report of annual activities to the President, Vice President, and Recording Secretary by the end of May to be included in the AGM report.

Time & Meeting Commitment:

- Attend all meetings related to the Christmas Market: 10 hours/month
- Attend ad hoc meetings related to Christmas Market with SAC rep: 2 hours/month
- General duties: 4 hours/month



Title: Christmas Market Vice-Chair

Position Summary: Assists the Christmas Market Chair in all activities.

Duties & Responsibilities:

- Attend all Christmas Market meetings.
- May assume responsibility for a specific subcommittee.
- Assume the role of Chair following year.

Time & Meeting Commitment:

- April to September: 10 hours/month
- January and February: 4-5 hours /month



Title: Member at Large

Position Summary: The Member at Large assists any Chair or committee as requested by the President or Vice President.

Duties & Responsibilities:

- Volunteer at most Parent Guild events.
- Attend monthly Executive meetings.
- Submit a summary report of annual activities to the President by the end of May to be included in the AGM report.

Time & Meeting Commitment:

- Executive monthly meeting: 2 hours/month
- General duties up to 8 hours/month



Title: Communications & Recording Secretary (Role description to be finalized)

Position Summary: The Communications & Recording Secretary is responsible for correspondence and specific communications to the Andean community on behalf of the Parents Guild and keeping an accurate written account of all executive, special, and annual general meetings. In conjunction with the President and/or Vice President and Executive, develops communication and public relations material.

Duties & Responsibilities:

- Take minutes of all executive, special, and annual general meetings, return written report to President for review within one week of the meeting.
- Maintain an accurate list of Vulnerable Sector Screening reports submitted by the Executive and to be kept on file at SAC.
- Distribute the minutes to all members of the Executive electronically.
- Arrange food delivery for PG meetings as required via the Parent Liaison.
- Send notes of condolence, thank you, congratulation, flowers, gifts, etc.
- In conjunction with the President and Parent Liaison, develop communication and public relations material, such as invitations to various PG events and updates to the Parents section of the SAC website
- Submit a summary report of annual activities to the President, Vice President, and Recording Secretary by the end of April to be included in the AGM report.

Time & Meeting Commitment:

- 6 hours/month



Title: Boarding Life Chair (Role description to be finalized)

Position Summary:

The Boarding Life Chair facilitates support to the boarding students and their parents through online events, email and general correspondence.

Duties and Responsibilities:

- Promote activities to help the students and parents feel connected to the Andean community.
- Submit summary report of annual activities to President, Vice-President and Recording Secretary by the end of April to be included in the AGM report.
- Maintain all correspondence, guidelines and procedures pertaining to this portfolio
- Develop further detail around the support that could be provided from the PGE for boarders and their parents

Time and Meeting Commitment:

- 6 hours/month Reviewed Feb/1



Title: Boarding Life Vice Chair (Role description to be finalized)

Position Summary:

The Boarding Life Vice Chair provides support to the Chair, boarding students and their parents through online events, email and general correspondence.

Duties and Responsibilities:

- Promote activities to help the students and parents feel connected to the Andrean community.
- Submit summary report of annual activities to President, Vice-President and Recording Secretary by the end of April to be included in the AGM report.
- Maintain all correspondence, guidelines and procedures pertaining to this portfolio
- Develop further detail around the support that could be provided from the PGE for boarders and their parents

Time and Meeting Commitment:

- 6 hours/month Reviewed Feb/1



Title: Parent Alumni Chair

Position Summary:

The Parent Alumni Chair provides overall leadership to the Parent Alumni program and liaisons between the PGE and past parents. The Parent Alumni engages past parents through events, Zooms and other means to create an engaged group of past parents. The Parent Alumni Chair engages with past parents frequently and as requested by the PGE President or Vice President.

Duties and Responsibilities

- In April, invite out-going parents to join an Alumni "WhatsApp" or an equivalent group chat
- Manage the group chat and provide regular communication in the chat about events happening around the schools
- Invite alumni parents to in-person or Zoom events. Events may include school events such as Homecoming, Christmas Market, MacPherson, Andrean Christmas, The Fall Play, Focus, Celtic Night, The Red & White Gala or Cadet Inspection
- Create small social events around the above events such as meeting at a pub or restaurant before the event
- Send out requests for volunteer opportunities both for events or baking for bake sales
- Attend monthly PGE meetings, making recommendations on how best to engage the parent alumni and, in turn, act on requests by the PGE to the parent alumni
- Submit a summary report of annual activities to the President, Vice President and Secretary by the end of April, to include in the AGM report

Time and Meeting Commitment:

Monthly Executive Meeting: 2 hours/month

Manage Parent Alumni Program: 6 hours/month



Title: Parent Alumni Vice-Chair

Position Summary:

The Parent Alumni Vice-Chair assists the Parent Alumni Chair with liaisons between the PGE and past parents, assists in event planning, virtual calls and other means to create an engaged group of past parents. The Parent Alumni Vice-Chair engages with past parents frequently and as requested by the PGE President, Vice President or Parent Alumni Chair.

Duties and Responsibilities

- In April, invite out-going parents to join an Alumni "WhatsApp" or an equivalent group chat
- Manage the group chat and provide regular communication in the chat about events happening around the schools
- Invite alumni parents to in-person or Zoom events. Events may include school events such as Homecoming, Christmas Market, MacPherson, Andrean Christmas, The Fall Play, Focus, Celtic Night, The Red & White Gala or Cadet Inspection
- Create small social events around the above events such as meeting at a pub or restaurant before the event
- Attend monthly PGE meetings, making recommendations on how best to engage the parent alumni and, in turn, act on requests by the PGE to the parent alumni
- Submit a summary report of annual activities to the President, Vice President and Secretary by the end of April, to include in the AGM report

Time and Meeting Commitment:

Monthly Executive meeting: 2 hours/month

Manage Parent Alumni Program: 6 hours/month