Bright School Parents' Association
2022-2023 Willingness to Serve Form

Here is your chance to participate in the Parents' Association 2022-2023 year. Please be involved! There are so many different jobs in which you can contribute your energy, talents and interests.

Challenge yourself with a leadership role, a chairman's role, or take a support role on a committee. All are vitally important to the success of the Parents' Association purpose.*

Shaded indicates an executive board position

**As per the bylaws of the Bright School Parents' Association: The purposes of this Association shall be to serve as a vehicle for communication and cooperative effort between the parents of Bright School students, its Faculty, Administration and the Board of Trustees. The Association will coordinate the volunteer efforts of the parent community and help educate the entire school about issues pertaining to Bright School.*

INSTRUCTIONS:

Please read over the following volunteer descriptions, and then using the form on the last page, prioritize your preferences with #1 being your first choice.

Return your completed form to Kim Brown in the office by 3 p.m. on **Monday, March 14.**

Parents' Association Volunteer Opportunities

President-Elect: It shall be the duty of the President-Elect to perform all duties assigned to the President in the absence of the President or in the event of an inability to serve. During the term of office, he/she shall familiarize himself with the continuing program of the Association and shall formulate and announce at the Spring Meeting any new program he/she may wish to initiate during the term as President. The President-Elect will organize the annual Christmas program and oversee the Grandparents' Day Committee. Lastly, the President-Elect will be responsible for overseeing a Nominations Committee, which he/she will chair for the Spring elections. President-Elect shall be elected for a term of one (1) year at the end of which he/she shall automatically succeed to the office of President to serve for a term of one (1) year.

Grandparents' Day Chairman: This is a very special day at Bright School! If you would like to be more involved with this long-standing tradition, this is the position for you. Responsibilities will include such things as assisting with invitations, gathering volunteers, and, of course, attending Grandparents' Day in May.

Secretary: It shall be the duty of the Secretary to: carry forward as a preface in the current minute book an official typewritten copy of the bylaws as amended to date, which he shall have available at all membership meetings and at all meetings of the Executive Committee; keep, transcribe, type and sign all minutes of the Association and Executive Committee; handle all correspondence and notices and see that all records of the Association, including correspondence, ledgers, minute books, committee reports, etc. are properly indexed and stored.

Treasurer: It shall be the duty of the Treasurer to keep an accurate record of all funds received and disbursed by the Association; to work closely with the Business Manager to manage funds and to report at each regular meeting on the financial status of the Association. Treasurer is a 2-year term. Currently, Jennifer Benefield is serving as Treasurer-Elect. She will be Treasurer for 2022-2023. Therefore, the position of Treasurer-Elect is open for 2022-2023.

Treasurer-Elect: It shall be the duty of Treasurer-Elect to perform all duties assigned to the Treasurer in absence of the Treasurer or in the event of his inability to serve. During the term of office, he/she shall familiarize himself with the continuing program of the Association. In order to achieve this task, it will be necessary to attend the Executive Board meetings. The Treasurer-Elect will oversee the grade level accounts and communicate with the grade level treasurers regarding their budgets. Treasurer-Elect shall be elected for a term of one (1) year at the end of which he/she shall automatically succeed to the office of Treasurer to serve for a term of one (1) year.

Vice-President I: It shall be the duty of this Vice-President to oversee and assist in the coordination of the school's PA events. The Vice-President will work in cooperation with administration in fundraising events. In addition, this Vice-President will lend creative ideas and support as needed to both the Decorating and Social Committees.

BBQ & Bluegrass Chair: Annually the Parents' Association sponsors a large event to benefit the school. This event will be held August 19, 2022. Advance planning is necessary. Organizational and motivational skills are helpful!

Decorating Chairman: It shall be the duty of the Decorating Chairman to oversee various jobs that will be assigned to brighten up the campus for holidays and special events. This does not include maintenance of the grounds. This position does include removal of fall and holiday decorations as well.

Social Coordinator: It shall be the duty of the Parent Social Coordinator to oversee various grade-level or school-wide Social Events throughout the year.

Vice-President II: It shall be the duty of this Vice-President to oversee the Chairmen of the gift wrap sale, the Bookstore, the Family Dinner Pick Up events and the Used Uniform Sales, and to provide additional support as necessary.

Gift Wrap Fundraiser Chairs (2 positions): Annually the Parents' Association sponsors a large gift-wrap fundraising event to benefit the school. Summer planning is necessary. Organizational and motivational skills are helpful!

Bookstore Chairman-Elect (2-year commitment): This position requires overseeing and coordinating both the inventory and volunteer schedule of the bookstore. For inventory, the chairman will work closely with Kim Brown and with the PA Treasurer to monitor budget guidelines, while ensuring the store is stocked with appealing items. This position has supervisory responsibilities for the Holiday Pop-Up Shop. Bookstore Chairman-Elect shall be elected for a term of one (1) year at the end of which he/she shall automatically succeed to the office of Bookstore Chairman to serve for a term of one (1) year.

Family Dinner Pick Up Chairman: At least twice a year, the Parents' Association will coordinate an advance-purchase dinner from a local vendor for interested parents and faculty/staff. Proceeds will benefit the PA. This is an opportunity to chair a committee whose work begins and ends quickly.

Used Uniform Chairman: The Bright School used uniform sale takes place at least twice a year for parents to buy gently used, recycled uniforms for a great price. This is a fall and springtime commitment that can be managed with flexibility during the week of each sale. This is an opportunity to chair a committee whose work begins and ends quickly.

Vice-President III: It shall be the duty of this Vice President to supervise the individual classroom coordinators (room reps). One or more classroom coordinators will be selected for each classroom. This Vice-President will hold meetings with room coordinators and provide a common line of communication between the coordinators and school events.

Room Representatives: The Room Reps (six per grade level) work with the teachers and the other grade level reps to coordinate classroom volunteers, class parties, the annual play, and any other needs the teachers request. The Room Reps collect and are responsible for any class fees. They will secure volunteers to cover two Teacher Appreciation luncheons and for various P.E. events.

Vice President IV: It shall be the duty of this Vice President to oversee the Chairmen of the Happy Cart, Registration Day, and Teacher Appreciation committees, and provide additional support as necessary.

Happy Cart Chairman: This Chairman will secure volunteers to coordinate Happy Cart treats provided weekly for teachers and staff in both the Early Childhood building and the main building at Bright. The chairman is also responsible for sending reminders to volunteers who have signed up for Happy Cart.

Teacher Appreciation Chairman: The Teacher Appreciation Chairman will oversee a program that acknowledges the teachers and staff. This includes coordinating a Holiday Luncheon and Spring Luncheon. Organization of a holiday gift for staff & faculty is coordinated by this committee. The Teacher Appreciation committee coordinates meals for the teachers and support staff before Open House and Parent's Night.

Registration Day Volunteer Chairman: This Chairman will coordinate the volunteer fair held in August on Registration Day. This fair is an opportunity for each chairman to explain the purpose and responsibilities of their committee and ask for volunteers.

Vice President V: It shall be the duty of this Vice President to oversee the Chairman of the bi-annual Bright World Event and to provide PA representation to the Bright School Wellness Council.

Bright World Chairman: This Chairman will secure volunteers to coordinate an event dedicated to bringing families together for an evening of celebration of community at Bright School. This event will take place in the spring. Coordination of participants, volunteers and event execution is required.

Wellness Council Representative: This Vice President is the PA representative to the school's Wellness Council. Duties include monthly meeting attendance, volunteer coordination and planning responsibilities.

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Name: _____
Home Phone: _____Cell #:_____
E-mail: _____
Please check the appropriate areas of interest. If you check **more than one position, please prioritize (Example: #**1 Vice President III, #2 Teacher Appreciation, #3 Decorating Chairman).

Filling out this form will assure that you are considered for the position of your choice.
Return your completed form to Kim Brown in the office by **3 p.m. on Monday, March 14.**
Questions? Email Kim Brown (kbrown@brightschool.com). Thank you for being involved!

_____ President-Elect
_____ Grandparents' Day Chairman
_____ Secretary
_____ Treasurer-Elect
_____ Vice-President I
_____ BBQ & Bluegrass Chair
_____ Decorating Chairman
_____ Social Coordinator
_____ Vice-President II
_____ Gift Wrap Sale Chairs (2 positions available)
_____ Bookstore Chairman-Elect
_____ Family Dinner Pick Up Chairman
_____ Used Uniform Chairman
_____ Vice President III
_____ Yearbook Coordinator
_____ Room Representatives
_____ Vice President IV
_____Happy Cart Chairman
_____Teacher Appreciation Chairman
_____ Registration Day Chairman
_____ Vice President V
_____ Bright World Chairs (2 positions available)

PLEASE NOTE:
Room Representatives are assigned in August. Those desiring to be room representatives for the 2022-23 school year MUST ATTEND a mandatory meeting in August.