

Calvary Association of Parents - Calvary Association of Parents (CAP) was formed so that parents can supplement and enhance the classroom environment through parental talent and involvement. CES has always relied on the volunteer efforts of parents and guardians to keep the social and fundraising programs going strong. By being involved with the school, parents and guardians set an important example of community service and commitment to their children. Parents and guardians are partners and are needed to take a meaningful and active role to ensure the schools' success and give back and help the school that nourishes and educates our children. To have a healthy school community, all parents are encouraged to take an active role in CAP. Below is a list of several CAP volunteer leadership roles along with a bulleted list of the associated responsibilities.

CAP Committee Leader Responsibilities

CAP President - the role of the CAP president is multifaceted and vital for fostering a strong school community. Key duties and responsibilities include:

- Meeting facilitation: organize and preside over meetings. Schedule, prepare agendas, and lead CAP meetings. Ensuring they run smoothly and stay on track. Communicate with the school admin team on activities and information that needs to go out to the school community (newsletters, flyers, and social media).
- Plan Activities: Oversee the planning and execution of CAP-sponsored events, such as fundraisers and special events.
- Budget: Work with the CFO to manage the CAP budget. Create Paypal links for distribution by the Marketing chair.
- Membership Recruitment: Promote CAP membership and encourage active participation from all parents and guardians.
- Volunteer Coordination: Recruit and coordinate CAP volunteers.

- **Mentor Successors:** Provide guidance and mentorship to future CAP leaders, ensuring a smooth transition of leadership.
- **Delegate Tasks:** Assign specific responsibilities to committee chairs and volunteers, ensuring all aspects of events are covered.
- **Community Engagement:** Engage with local businesses, community leaders, and other stakeholders to support school initiatives.
- **Plan Fundraisers:** Organize and oversee fundraising activities to support the CAP's initiatives and the school's needs.

CAP Secretary - is a crucial role within CAP, responsible for maintaining accurate meeting records and ensuring effective communication of those records. Key duties and responsibilities include:

- Take detailed notes during all meetings, write up the minutes and distribute for review and approval.
- **Organize Documents** - keep all important documents organized, including meeting minutes, agendas, reports, correspondence, and bylaws. Create Signup Genius forms for events.
- Assist in the preparation of CAP communications as needed.
- **Marketing** - assisting with marking of CAP meetings, events, and activities through various channels (e.g., emails, social media, school website).
- **Collaborate on Agendas** - work with the CAP president and other committee members to prepare meeting agendas.
- **Set Up Meetings** - assist in setting up meeting locations and ensuring all necessary materials are available.
- **Attendance Records** - maintain a sign-in sheet for attendance at each meeting and event.

- Provide administrative support to the CAP president and other committee members as needed.
- Coordinate Committees - assist committee chairs in organizing meetings and maintaining records of their activities.
- Welcome new CAP members - provide them with information about the CAP and get them plugged in and involved.
- Training and Transition - provide guidance and training to the incoming secretary to ensure a smooth transition.
- Documentation Transfer - ensure all documents and records are transferred to the new secretary.

Calvary Class Parent (mom/dad/guardian - will communicate for all CAP events) - this role is critical for CAP success. This parent/guardian will be in communication with the parents/guardians of all Calvary students. Class parents will be responsible for drafting and sending emails in a timely manner to effectively communicate important information regarding details related to CAP events, i.e., donations for Fall Fest, donations for Spring Fling, etc. This role assists in marketing events to parents and recruiting volunteers to assist with events, participation in events and donate monetarily (to purchase auction items) or gift items (basket items, small auction items) for events. This individual would also be available to pick up items from classrooms as needed, deliver items to the appropriate storage location pre-event, etc.

Sponsorship Chair (Fall Fest and Spring Fling) - This critical role serves to effectively identify and communicate with donors for both large and small value items to be auctioned at the Fall Fest and/or Spring Fling. This chairperson will actively secure sponsorship, maintain relationships, build new relationships, and coordinate/collect auction items for both major events at the same time.

Marketing Chair (Fall Fest and/or Spring Fling) - This critical role serves to effectively craft marketing materials designed to enhance communication, promote events, and build community engagement. Effective communication and coordination with school administration is needed for timely marketing. Awareness of other local events and how to draw the community to CES events. Excellent written and verbal communication skills. Creativity - ability to create engaging and visually appealing marketing materials. Organizational Skills - strong ability to manage multiple projects and deadlines. Technical Skills - proficiency in using marketing tools and design software (free, no budget). Interpersonal Skills - ability to build relationships and work collaboratively with various stakeholders. Key duties and responsibilities include:

- Develop and implement a communication plan to effectively reach parents, teachers, businesses and the surrounding community.
- Ensure that all CAP activities, events, and news are well-publicized through various channels (take-home flyers, posters for office doors/businesses, social media).
- Create and disseminate marketing materials (flyers, posters, emails, social media posts) for PTA events and initiatives.
- Take pictures of events, for social media with write-ups to share success and gain community following/interest.
- Regularly send posts to the school social media support team for updates, engage with followers, and respond to queries.
- Draft/prepare email newsletter blurbs and send it to the Head of School to include in weekly emails to keep the school community informed about CAP activities.
- Branding - ensure consistency in the CAP's messaging and branding across all platforms and materials for events.

- Work closely with other CAP members and school administration to ensure cohesive communication and collaboration with aligned marketing efforts.
- Use creative marketing techniques to maximize attendance and participation.
- Content Creation - write and design engaging content for newsletters, social media, and the school website and create visuals and videos to enhance communication and event marketing.
- Monitoring and Reporting - track the effectiveness of marketing campaigns and provide regular updates on marketing activities to CAP.

Fall Fest

-Event Chair - oversees coordination of the event.

-Raffle & Silent Auction - Silent auction set up, create class basket, etc. (bidding sheets, clip-boards, pens)

-Food coordinator - maintain food supply inventory, order food, coordination of food pick-up delivery, serve line set-up, clean up

-Vendor coordinator - will identify, contact, communicate with vendors.

Spring Fling (with CES Board of Trustees)

Event Chair - oversees coordination of the event.

-Live Auction - secure auctioneer, set up auction item area for viewing,

-Raffelt & Silent Auction - set up silent auction tables (bidding sheets, clip-boards, pens)

-Quilt Chair - help each grade identify class quilt themes, work with teachers to complete artwork in a timely manner. Get artwork/etc to quilter.

-Vendor/ food coordinator - arrange and work with caterer, dj/ live music, etc.

Winter Wonderland

- Event chair - oversee and carry out the full event
- Decoration chair - theme, marketing, decorations
- Volunteer coordinator - taking pictures, shuttling students (if needed)
- Parade chair float lead - oversee design and build of CES Lighted Christmas Parade float

Teacher Appreciation

- Event chair - oversee and carry out the full the event
- Marketing - create a theme for the week - design materials, decorate, surveys, emails, social media
- Committee members (3-5) - assist with carrying out the week of events, i.e., placing food orders, picking up and delivering food, drinks, etc. Coordination of special gift items, ordering, picking up, delivering, etc. Pre-week decorations (Friday after school); clean-up/break-down Friday after school;
- Raffle Donor coordinator - this person would be in charge of reaching out to local and chair businesses to seek gift cards or other prizes to go into a raffle for teachers.