**Cootes Paradise Home & School Association**

**Executive Position Descriptions**

**President**

* attend Home & School meetings and executive meetings
* plan agenda for meetings
* liaison between Home & School and Cootes Paradise administration
* liaison between Home & School and parent volunteers
* advises and assists Home & School event/fundraising organizers
* manages Council email messages,
* leads and assists on Home & School events

**Vice President**

* attend Home & School meetings and executive meetings
* liaison between Home & School and Cootes Paradise administration
* liaison between Home & School and parent volunteers
* lead and assist on a portion of Home & School events
* acts as back-up for President

**Secretary**

* attend Home & School meetings and executive meetings
* take accurate minutes at Home & School and executive meetings
* distribute minutes to those in attendance and ensure minutes are posted to school website

**Treasurer**

* attend Home & School meetings and executive meetings
* establish budget, with input from Executive and members
* maintains accounting records for Home & School events and fundraising
* write cheques and track invoices/receipts
* make bank deposits
* prepare budget overview/reports for meetings

**Communications**

* attend Home & School meetings and executive meetings
* coordinate timely and accurate communication with parents through school website updates, emails and the Home & School Facebook page
* create newsletter (currently distributed twice a year), print and distribute
* explore new communication channels to enhance Home & School and parent communication