

- **President** – responsible for all of the Moorestown Home and School Association activities for the six MTPS schools; utilizing Vice-Presidents and Trustees for managing day-to-day activities. Liaison to Superintendent/Administration, BOE and other Off-Board Committees; sits as an advisory Trustee on MEF Board. Runs monthly Trustee meetings & periodic District meetings. Previous H&S experience required, preferably at the Trustee level. Diplomacy skills and ability to see the “big picture” necessary, as well as strong organizational and communication skills. This is a desirable position for someone who enjoys knowledge of the inner workings of H&S and our school district.
- **Fund Raising VP** – formerly known as 2nd VP – responsible for all of the Moorestown Home and School Association fundraising activities by overseeing the District Chairs responsible for the Apparel Sale, Book Fair, Cookie Sale, Event, Gift Wrap Sale, Coupon Book Sale, Promotions/Rebates, Restaurant Nights, and Sponsorships. Communicates with these District Chairs regarding start-up of events, troubleshooting, and eCom communications. Attends monthly Trustee and periodic District meetings and reports financial results of fundraisers. Previous experience running fundraisers required, preferably with one of the above-listed activities. Ability to understand budget and finance helpful as this position works closely with the Asst. Treasurer of Ways & Means. This is a great position for someone who loves Marketing and enjoys working with creative, dedicated volunteers.
- **Treasurer** - responsible for managing all of the income and expenses of the Moorestown Home and School Association, except for those related to fundraising. Duties include handling membership monies, committee reimbursements and monitoring district budget line items. Attends monthly Trustee and periodic District meetings and presents updated online financial reports. Writes checks, reconciles accounts and makes deposits as needed. Previous accounting and H&S experience required with knowledge of Quickbooks preferred. This position is perfect for an Accountant and could be performed by someone with a full-time job, as meeting commitments are low.
- **Administrative Luncheon Chair** – responsible for coordinating and executing an appreciation luncheon for the Administration staff on behalf of the Moorestown Home and School Association. Duties include inviting appropriate Administrative staff and members of BOE, obtaining food donations from H&S members and set- up/cleanup of the meal, usually held in May. This is perfect for someone who loves to entertain and create beautiful table/food presentations; very low time commitment as it is a 1-day event.
- **Adult Social Chair** – responsible for planning, organization and coordination of a large, one-day Moorestown Home and School Association fundraising event, such as the Wizards basketball game or the Adult Social. This job involves the scheduling of the event, booking the location for the event, coordinating school volunteers and overseeing all aspects of the event from ticket sales to donations of raffle items. The event for 2017-2018 will likely be Casino Night. If you enjoy party planning, raising money for a worthy cause and working with enthusiastic volunteers, then this is the job for you.
- **Book Fair District Chair** – responsible for overseeing the Moorestown Home and School Association Book Fair fundraisers, which includes communicating with school chairs and maintaining deposits and financial records for the fairs. There are fall and spring Book Fairs in the three lower elementary schools and the Upper Elementary School. This position is the liaison between Scholastic and the 3 Elementary and UES Book Fair Chairs and distributes deposit slips and deposit stamps to them and monitors the scholastic dollars accounts to prevent expiration of these funds. Prior Book Fair experience is necessary to act as a resource for the school chairs. Book Fair is a fun, well-received and well- organized fundraiser, and is the right choice for someone who wants a

limited time commitment as most of the work occurs over the weeks before and during the Book Fairs.

- **Cookie Sales Chair** – Acts as liaison with vendor. Works with the school level chairs in getting them the order forms, taking completed order forms, placing order with vendor, and distributing the completed orders to the school level chairs. Makes deposits on behalf of Home and School of all sales. This can be done by anyone who is organized and has space within their home or garage for boxes of order forms for a day or two
- **Fingerprinting Chair** –responsible for overseeing the District wide initiative of collecting fingerprints as a part of the **Prints of Love** program at South Valley, Baker, Roberts, the UES and WAMS. The **Prints of Love** program is a voluntary fingerprinting program offered to all Kindergarten and NEW students, district wide. This Chair acts as the Moorestown Home and School Association representative and liaison to the School Resource Officer and Burlington County Sheriff's Office. Coordinates dates for fingerprinting at each of the above mentioned schools, acts as a resource for each school's own Fingerprinting Chair through email communications prior to the event, works along side the Chairs and 2 Officers to collect prints on the appointed day and mails the prints directly to the children's homes in a timely fashion. This position is very rewarding as it helps to keep our children safe.
- **Gift Wrap Chair** – Similar to cookie sales chair. Acts as liaison with vendor. Works with the school level chairs in getting them the order forms, taking completed order forms, placing order with vendor, and distributing the completed orders to the school level chairs. Makes deposits on behalf of Home and School of all sales. This can be done by anyone who is organized and has space within their home or garage for boxes of order forms for a day or two.
- **K-3 Father/Daughter Dance** – Responsible for organizing annual elementary school father/daughter dance to occur in the spring. Will work with the Mother/Son Dance chair.
- **K-3 Mother/Son Dance** – Responsible for organizing annual elementary school mother/son dance to occur in the spring. Will work with the Father/Son Dance Chair. This is a one-year position for this year.
- **Kidstuff Coupon Books** – Responsible for working with Kidstuff vendor, distributing books to school chairs, collecting money from school chairs, and returning unused books.
- **Marketing** –responsible for creating Marketing and Publicity initiatives for Moorestown Home and School Association. Works closely with the 3rd VP and President to ensure consistency of message and H/S image. Duties include placement of ads in school Playbills and yearbooks, as well as distribution of H/S marketing materials, such as the H/S brochure. Additional goal is to create a plan to increase membership. This is a new position so it is great for a creative person who understands marketing and has a passion for Home and School.
- **Meet The Candidates Night** – formerly known as the Legislative Chair, this position entails acting as the Moorestown Home and School Association's representative and working with the League of Woman Voters to coordinate, plan, promote and execute the annual Meet the Candidates Night Question and Answer Forum to introduce and get to know the upcoming election's Board of Education candidates. The event is usually held in October and the date is set by the League of Women voters and held in the WAMS Media center. An interest in the election process is helpful but not required. This position has a low time commitment and could be done by a working parent.
- **Membership Chair** – Responsible for compiling the list of members from both the online membership drive and the paper form drive. Responsible for collecting the money from membership. Works with the membership chairs at each of the schools

- **Membership Co-Chair** – Works with Chair, Responsible for distribution of the Calendars to the schools and for collating and distribution of the directory. Works with Chairs at the schools.
- **Scholarships Chair** - responsible for selecting and organizing a review committee to help choose the graduating seniors most deserving to be the Moorestown Home and School Association's scholarships recipients. Duties involve reading and organizing all the applications submitted to the guidance office by the seniors and meeting with your selected committee for one full day in April/May to review the applications and select the recipients.
- **School Merchandise Chair** – One of three Chairs that work together and are responsible for overseeing the Moorestown Home and School Association Apparel Sale fundraiser which takes place in September, however the responsibilities of this job begin in June of the preceding year. Duties include selecting apparel for the sale, coordinating with the vendor regarding selection, styles and pricing. Computer knowledge required as time will be needed to learn the H&S store (volusion) website to open, close and manage the sale; as well as weekly maintenance of the site to process orders, trouble shoot, print packing slips and coordinate with school chairs and the vendor for order fulfillment and delivery. Knowledge of EXCEL spreadsheets required as it is used to track orders. This position is ideal for someone interested in retail sales and in the right hands, this sale has the capability to become a large fundraiser for H&S.