

PSG EXECUTIVE - YOU BELONG HERE!

The Parent Support Group plays an important supportive role in Catholic Education and the goals of St. Joseph School – contributing your talent as a PSG Executive is a great way to stay close to the programs that build our community and support the education of our children!

Please consider volunteering for one of the PSG Executive positions – elections are held at the June meeting (AGM) or at any meeting until all positions are filled. Serving on the PSG qualifies automatically as 15 Parent Participation hours.

President

- Presides at all PSG meetings - maintains order/decorum; receives and submits motions by members; puts questions to vote and announces results. Certifies by signature PSG minutes, PSG orders, and PSG payments as required.
- Coordinates Shrove Tuesday event.
- President does not vote, except by ballot in case of a tie.

Vice President

- In absence of President presides at PSG meetings. Responsible for organizing educational materials for designated PSG meetings.
- Coordinates Christmas Bake Sale and presentation of recognition awards for Grade 7 Graduation/Farewell activities.

Council Liaison

- Acts as intermediary between the School Council and PSG. Attends monthly Council and PSG meetings.

Secretary

- Coordinates agenda and keeps minutes of all business at PSG meetings.

Fundraising

- Can involve 1 or 2 volunteers.
- Coordinates several annual fundraising activities (Art Card for Kids, Read-a-thon, Plants & Chocolates, Christmas Market) along with ongoing new ideas.

Treasurer/Gaming

- Receives and deposits monies directed to the PSG. Keeps up to date records of receipts and expenditures; pays PSG bills and accounts.
- Coordinates Gaming Revenue application (due June 30th) each year and submits end-of-year report. Maintains up to date information on rules and procedures for this application.

Hospitality

- Coordinates several parent/school gatherings (Teacher Appreciation Lunches, Ready-Set-Learn) as well as refreshments for monthly PSG meetings.
- Hosts annual events (Welcome Tea, Drive Thru Breakfast) to welcome new families.

Colt's Café

- Organizes vendors for the hot lunch program and sets up online ordering system.

Social Coordinator

- Can involve 1-2 volunteers.
- Coordinates events such as the family dance and fun fair.

Volunteer Coordinator

- Coordinates volunteer participation from families and community for hot lunch and other PSG hosted events using VolunteerSignUp tool and outreach.

Public Relations

- Coordinates and relays information to school and church communities (weekly newsletter or bulletin), as well as community at large. Helps promote special events.