

School Advisory Board Members

Duties/Job Descriptions

The Chair

The Chair shall preside at all regular and special meetings of the Board. He/she shall plan the agenda in consultation with the Administrator, appoint all Board committees, ensure that all committees are functioning effectively, ascertain that Board policies are implemented, and as required by the pastor, make an annual report to the parish/school.

The vice-chair, in the absence of the chair, shall perform all duties of the chair.

The Vice-Chair

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The Recorder

The recorder shall conduct, receive and dispose of all correspondence as directed. He/she shall prepare and issue all recommendations of the Board. The recorder shall serve as the custodian of the Board's records and documents and record the minutes.

Budget-Financial

To prepare and analyze the school budget to determine if it realistically reflects the general financial and physical needs of the school. The financial chair will work in conjunction with the school assistant bookkeeper to prepare the budget. The chair will submit quarterly reports to the school advisory board for its review.

- A background in Finance is required for this position on the school board.

Nominating

This committee should be composed of two members of the parish council, two school advisory board members, the pastor and the administrator. All adult members of the parish in good standing shall be eligible as nominees.

Communications Committee

Web Master

- Website management and maintenance.
- Calendar management (school, athletics & church)
- Writing/editing for school-wide publications and the website.
- Prepare and maintain the school directory.
- Maintain email lists and phone trees for official school use.

Communication Liaison

- Develop online repository of documents for use by the Advisory Board.
- Collaborate with marketing chair in the creation of marketing materials such as brochures and pamphlets.
- Assist in the development of advertising materials for fundraising events.
- Coordinate with external agencies to communicate school events.
 - o St. Dunstan Catholic Church
 - o Millbrae Channel 8: MCTV
 - o SF Catholic Magazine
 - o SM Times
 - o Peninsula Parent Magazine

Skills Required:

- Writing and editing.
- Proficient in desktop publishing and photo editing applications.
- Knowledge of HTML and website management.
- Knowledge of social media tools.
- Excellent oral and written communication skills.
- Effective time management.

Communications Protocol:

1. Routine Communications Procedure

Wednesday Communication

- Documents and flyers are submitted to principal (copy webmaster) for approval by Monday of publishing week.
- Final copy of Principal's Letter and approved documents/flyers sent to webmaster on Wednesday morning for posting.

Marketing

Purpose:

To assist the school in carrying out its efforts in regard to public relations, communications, marketing and collateral development.

Qualifications:

- Strong organizational skills.
- Excellent writing and communication skills.
- Understanding and experience in on-line and offline marketing efforts.
- Willingness to speak with and negotiate with vendors.
- Detail oriented.
- Proficient in Word, excel and creative design programs.

Responsibilities:

- Together with the Principal, lead the implementation of a comprehensive communications program including the design and preparation of all marketing materials.
- To assist and Principal in the development and implementation of a communications strategy to open communication lines internally among school and parish families.
- To identify people in the local school community to assist the Principal in marketing and public relations.
- To report periodically to the School Advisory Board on development activities.
- Fundraising, Communications and Marketing Chair will work in collaboration to promote and implement school events.

Tactical Efforts:

- Assist the Principal in organizing volunteers for the annual Millbrae Art & Wine Festival.
- Update school open house flyer and brochures as needed.

- Contact local preschools to help promote St. Dunstan school tours and Open House.
- Assist with set up for Open House.
- Assist school board committees with marketing efforts and ideas.
- Collaborate with school webmaster in marketing efforts.

Safety/Maintenance

Safety

- Assist in maintaining each classroom earthquake preparation binder.
- Monitoring and assisting faculty/staff on school ground safety issues.
- Work with faculty safety coordinator.
- Organize safety week in collaboration with the principal.

Maintenance

- Monitor and assist faculty/staff on school ground maintenance issues.
- Conduct a building walkthrough once each semester.
- Maintain checklist of building inspection requirements.
- Work with principal.
- Assist and advise staff/school board on updating school, classrooms, facilities, etc.
- Work in consultation with the principal and pastor on all building/facilities bids.

Fundraising

Qualities

- Enthusiasm.
- Willingness to attend meetings.
- Willingness to lead events.
- Ability to participate in multiple fundraisers.

Roles & Responsibilities

New Fundraisers

- Assist in developing and implementing new fundraisers for the school.
 - o Present new ideas/proposals to board.
 - o Schedule other individuals/groups to present fundraising ideas to board.
- Collaborate ongoing with fundraising chairs to facilitate clear communications to board.
- Provide projected budgets for review as appropriate.
- Implement monitoring plan for budget oversight.
- Coordinate implantation plan with staff, board and school families as indicated.
- Assist with final analysis of event.

Annual Fundraisers

- Serve as a liaison to board and fundraiser chairs.
- Assist with communications to Advisory Board and parents as appropriate.
- Assist with clarifying issues around budget, timeframe, and goals for event.
- Participate in analysis and discussion for future of fundraisers.
- Participate in end of school year plan for scheduling fundraisers for next school year.
- Fundraiser Chair is exempt from classroom obligation.

- Fundraiser Chair will implement and supervise sub-committees for the purpose of fundraising as needed.