

# Home and School Committee Positions

One of the ways you can make a difference at MMES is by volunteering your time and effort through Margaret Manson Home and School (MMHSA). Positions within the MMHSA are open to any MMES parent and do not require previous Home and School experience. More importantly, you can offer whatever time, interest and resource that is best suited for you and your family. Home & School truly appreciates any volunteer effort. Executive and Chair committee positions currently available are listed below. Check back often for new postings.

## CURRENT AVAILABLE POSITIONS (2016-2017)

### EXECUTIVE POSITIONS

- **Co-Chairpersons (2)**  
Creates and sends meeting agenda and coordinates communication between parents, administration and school staff. Presides over meetings, shares responsibilities and delegates duties. Attends Governing Board and represents the membership at the AGM of the QFHSA. Submits annual report to QFHSA and is responsible for all correspondence. Shared responsibility between both Chairs.
- **Co-Treasurers (2)**  
Handles all financial transactions, bill paying, and bank deposits and keeps records of all purchases made. Presents written report at monthly meetings and submits annual budget and financial reports at the AGM. Shared responsibility between both Treasurers.
- **Co-Secretaries (2)**  
Records accurate minutes at all meetings and distributes them to all members. Takes attendance at meetings and presents the minutes from the last meeting for approval. Shared responsibility between both Secretaries.
- **Co-Membership Chairs (2)**  
Compiles a data base of all members and provides membership numbers to each member and to the committees. Promotes annual membership drive and is responsible for membership table at events to encourage new families to join. Collects membership fees and advises QFHSA of any membership changes. Shared responsibility between both Membership Chairs.
- **Publicity (2)**  
Prepares all aspects of Publicity needs for Home and School through Kiddie Mail, e-mail, posters, banners, newsletter, Bulletin Board, Facebook, website etc. Sends information and updates to the QFHSA regarding activities and events that Margaret Manson is a part of.

### OTHER POSITIONS

- *check back soon*

If you are interested in any of the positions listed above or want to learn more about them, contact the MMHSA at [MMHOMEANDSCHOOL@gmail.com](mailto:MMHOMEANDSCHOOL@gmail.com) and leave us your

- 1) full name
- 2) contact information (phone number and e-mail)
- 3) exact position(s) you are seeking or want to inquire more about

**NOMINATION DEADLINE FOR EXECUTIVE POSITIONS: SEPTEMBER 20th, 4pm.**