

*Support*

*Cooperation*

*Communication*

*Educational Enrichment*

Sheridan

School

**APT BOARD JOB DESCRIPTION**

##### POSITION: COMMUNITY SERVICE COORDINATOR Sheridan Building Rep

**PRIMARY RESPONSIBILITIES:**

Kindergarten - Rice

1st grade - Canned Fruit​

​2nd grade - Canned Beans​

​3rd grade - Stuffing Mix​

4th grade - Canned Veggies​

​5th grade - Corn Muffin Mix​

​6th grade - Canned Chicken or Turkey Broth​

​7th grade - Canned Corn​

8th grade – Rice

​Optional for all - $10 Gift Card to Jewel

**Thanksgiving HUGS Food Drive**

Late October/Early November

Sandwich Boards/Collection Bins

Sort Food

Load Trucks

Deliver Food to Pantries

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**School Supply Drive**

Dates Based on Last Day of School (Depending on Snow Days) – Normally in May, but confirm with Exec Community Service rep.

***Executive APT Responsibilities:***

* *Attend Monthly Exec APT Meetings & Submit Reports*
* *Email Anne Whipple to Get Drives/Dates Approved*
* *Email Text for Friday Flyer*
* *Create/Print Sandwich Boards*
* *Create Talking Points for Schools*
* *Create Flyer Templates*

**School Rep Responsibilities:**

* Report to Community Services Chair of the Executive APT Board.
* Place Posters on Sandwich Boards
* Coordinate promotion of the event with President and Communications Coordinator for posting on APT Website and/or social media channels
* Email Principals Regarding Approved Drives and Student Involvement
* Transport Donations from the School to LCC During/After Drive
* Return Bins to Schools
* Take photos (or assign volunteers) of the events to share with the Yearbook committee (for inclusion in the yearbook) and Communications Coordinator (for posting on APT web site and APT Facebook page).

**GENERAL RESPONSIBILITIES:**

* Attend all Sheridan APT Board meetings and functions.
* Prepare and report committee highlights at monthly Sheridan APT meetings.
* Manage expenses to APT budget.
* Submit committee expense report to Treasurer within 10 days of date of expense or event.
* Email monthly committee highlights to APT Secretary by assigned deadline for use at APT Exec meetings and Sheridan APT meetings.
* Assist other Board Members as requested.
* Prepare End-Of-Year-Report, update job description and review & transition with incoming replacement(s)
* Communicate regularly with respective Executive APT Board Representative.
* Maintain membership in District 67 APT.