

*Support*

*Cooperation*

*Communication*

*Educational Enrichment*

Sheridan

School

**APT BOARD JOB DESCRIPTION**

##### POSITION: WELLNESS/FIELD DAY SUPPORT

**PRIMARY RESPONSIBILITIES:**

**ACES Walk**

* Help Wellness teachers as needed with preparations for the ACES Walk (if Aces Walk is on, please check with Sheridan Principal)
* Gather parent volunteers as-needed to help

**Field Day**

* Help Wellness teachers as needed with preparations for Field Day.
* Work with wellness teachers to secure volunteers to help during this event.
* Organize passport booklets, stickers and popsicles for the event.

**Both Events**

* Coordinate promotion of the event with President and Communications Coordinator for inclusion in Friday newsletter, possible APT email, APT social media channels and website posts.
* Take photos (or assign volunteers) of the event to share with the Yearbook committee (for inclusion in the yearbook) and Communications Coordinator (for posting on APT web site and APT social media channels)

**Box Tops for Education**

* Work with Sheridan Wellness staff and coordinate Box Tops for Education collection and submission (as needed).

**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