



MACK PARENT COUNCIL (MPC)

Parent Leadership 2016-2017

CHAIR – *Missy Gill*

This person takes the lead guiding the MPC forward into a sustainable, productive, and healthy future.

- Leads the MPC in concert with the School Administration
- Works hand-in-hand with the Co-Chair to lead the Classroom Representatives group to support programming and teachers
- Supports other MPC Chairs in the coordination of volunteer efforts for all areas of school programming and community life
- Works with Admissions and class reps to create and sustain a healthy new family induction system
- Oversees communication of general parent council information and events to parents through the Boulder Bite, Facebook page, website, or emails sent through the administration or class reps
- Schedules and plans MPC leadership and general meetings

CO-CHAIR

This person takes the co-lead in guiding the MPC. He/she mirrors and shares responsibilities held by the Chair position and also takes the lead around fundraising efforts. He/she will likely assume the CHAIR position the year after to ensure a seamless leadership transition.

- Maintains volunteer sign-in list, tracks volunteer hours, and writes “Volunteer Spotlight” for the Boulder Bite
- Recruits or assumes the role of Annual Giving Campaign Chair. This person works in partnership with School Administration to deliver a successful Annual Giving Campaign that establishes parent leadership as one of the pillars of annual success
- Establishes and leads the smaller scale annual auxiliary fundraising efforts such as: reloadable grocery cards, Scrips, Target Red Card linking, pizza sales, etc.
- Coordinates the sale of Spirit Wear at school events

CHAIR OF COMMUNITY EVENTS – *Becky Hoskins*

This person takes the lead guiding the MPC’s efforts in all areas of community growth, health, and school spirit.

- Together with the MPC and Head of School, identifies dates for annual community events
- Recruits an Event Lead and several volunteers to run each annual community event including: Popsicle Social (Aug), Macknificent Appreciation Fest (Sept.), Mackoween (Oct), Grandparent & Special Friends Day (Nov), Whimsy Market (Dec), Karaoke Night (Jan), Variety Show (May), MackFest (Jun), etc.
- Supports lead and volunteer teams to create an event plan, which the team will present to MPC and Head of School for approval prior to the event. The event plan will describe all activities and timing, and identify needs from the school: grounds / building needs, funding, etc.
- Identifies and plans opportunistic community events for families that aim to connect and grow a stronger school culture (ie: stargazing parties, lunar/solar eclipse events, etc.)
- Works with MPC leaders and Head to establish new community building traditions throughout the school year

CHAIR OF APPRECIATION – *Shirly White*

This person coordinates the MPC's support and appreciation for our teachers, staff, and administration. This role is a great fit for a parent who can only be on campus 1-2 hours per month, and is comfortable coordinating through online apps such as: Sign-Up Genius, Google Drive, Google Forms, Survey Monkey and email.

- Seeks input from staff on how they feel most valued
- Recruits and manages parent volunteers to deliver monthly coffees or lunches for staff
- Recruits and manages parent volunteers to host Staff Appreciation Parties
- Creates a plan for teacher appreciation week; recruits and manages parent volunteers
- Prepares thank-you notes for teachers and staff to sign

CHAIR OF SERVICE LEARNING – *Mara Rose*

One of the three pillars of our school mission is global action. This chair position will support and expand our service learning programming aimed at encouraging children to think globally and make meaningful contributions to our world. This role is a great fit for a parent who has connections with nonprofits, NGOs, or a passion for service learning.

- Works with administration and faculty to understand the types of service projects and organizations that would best support our mission
- Recruits and manages volunteers to support service efforts
- Manages volunteer outreach to a few focused nonprofits and service organizations in the Boulder community and beyond. The volunteers will form relationships, coordinate participation in all-school service days and/or connect the organizations to individual teachers for class-specific experiences
- Manages parent volunteers on all-school service days
- Works with administration to organize Mackunteers days