

# The EEHSP Needs You!

We're looking for more parents to help the Enfield Erdenheim Home & School Partnership! Board positions are open and will be slated for election at our last meeting for the school year next week.

The following positions are open for the 2016-2017 school year:

## Co-Vice President - Fundraiser Coordinator

- Preside over fundraising committee to select fundraising activities and schedules for the school year.
- Appoint fundraising Event Chairs. If an Event Chair cannot be found, be prepared to step in and run the event.
- Work with Treasurer to ensure fundraising activities meet the organization's budget requirements.

## Co-Treasurer

- Work with the Presidents to develop and organize the budget.
- Oversee administration of and report on the status of the EEHSP budget.
- Work with the auditing committee to validate banking and financial records.
- Work with Vice President – Fundraiser Coordinator to ensure all budgetary requirements are met.
- Direct reimbursement and payment procedures and transactions.

## Communications - Information Liaison

- Review EEHSP communications to ensure consistency and accuracy.
- Create and distribute email newsletters (E-blast) communications to the EEHSP community.
- Assist with the maintenance of the web site as needed.

## Director of Purchasing

- Coordinate the procedure for obtaining price quotes for significant purchases.
- Assist EEHSP members with researching materials, vendors and products to ensure best possible prices.
- Responsible for the supplies account and actual purchasing of recess materials, mini grant items and others as needed.

**EEHSP Meeting**  
**May 19, 2016 @ 6:30 pm**  
**Enfield Library**

Email Questions to: [presidents@eehsp.org](mailto:presidents@eehsp.org)