



Enfield • Erdenheim Home & School Partnership

Dear Enfield-Erdenheim Parent or Guardian,

Sept. 15, 2016

The EEHSP is looking for a few interested and dedicated individuals to help complete its 2016-17 Board of Directors. While individual responsibilities vary by position, all Board members participate in two meetings a month – that of the Board itself, as well as the public meeting at which interested members of the public learn about EEHSP’s agenda, activities, and finances as well as what is happening in our children’s schools. Together, the Board oversees the creation, implementation, and funding of programs to better our children’s educational experiences. Training and support (not to mention fellowship and laughter) can be expected. It is never too early (or too late!) to step up and get involved. Consistent with our bylaws, we are advertising all positions.

Co-Presidents – oversee the day to day operations of the Board and its Committees. Sets agenda for year, and runs meetings. This is a large commitment and requires communication and organizational skills.

Vice-President for Grade Levels – serves as a liaison between EEHSP and the grade level representatives, overseeing their administration of our grade level events and helping engage them as ambassadors for EEHSP and its work.

Vice-President for Fundraising – works to identify and investigate fundraising ideas for the organization. The VP for Fundraising will also help administer the current year’s fundraising programs.

Co-Treasurers – keep the books for the organization, disbursing reimbursement checks and recording transactions. Prepare monthly financial statements comparing budget to actual performance. Also work with our outside accountants to prepare our annual tax returns.

Co-Communications Liaisons – are responsible for e-blasts and website maintenance (wordpress) for EEHSP. Some tech skills would be great, though training will be provided. This is a great position to work from home or work, with less ongoing responsibility.

Director of Purchasing – is responsible for maximizing our funds by researching and finding “best prices” for the purchases the organization makes in bulk, or on an as needed basis for our committees. If you are a value shopper, and good at internet research for best pricing, this could be a great fit for you!

Recording Secretary – is responsible for taking minutes at EEHSP meetings, finalizing and distributing same, and updating our bylaws and operating procedures as necessary. This is a great entry position for people looking to get involved but who have limited time availability at present.

Volunteer Coordinator – conducts outreach to incoming K classes, works with committee chairs to staff their committees, and serves as a liaison with the schools to assist with volunteer needs for the classroom.

Come join us! It’s the best way I know to shortcut the learning process of being a parent in the SDST elementary schools – you will very quickly learn what to expect from EVERY grade, with the added bonus of feeling you are giving something back to the dedicated teachers and staff we are so privileged to have at SDST. **Please return the below by September 20th if you are interested.** You can return via backpack mail, or may expedite our receipt of your response by emailing the requested content to Volunteers@eehsp.org.

Fondly,
Lisa Levine Kempner
EEHSP Volunteer Coordinator

I'M INTERESTED IN JOINING THE EEHSP BOARD!
(cut and return via backpack mail in an envelope addressed to: EEHSP Volunteers)

Name: _____ Email: _____

Child Name/Grade/Teacher: _____

Board Position of Interest: _____