

## Leadership Chair - Not a Board Position

# Special Projects

Attend all General Meetings.

Attend trainings offered through Region, State, etc as necessary.

Assist in identifying activity and committee leads, for those activities under your area of responsibility (yearbook, talent show, saw).

Provide monthly newsletter items to keep membership informed of your area of responsibility (ie, spiritwear news, SAW, etc).

Complete Committee Plan of Action Forms for any programs, activities or events to be presented at board meetings by VP of Programs on your behalf, preferably one month prior

Ensure each activity chairperson/volunteer is trained for their specific area of responsibility and has whatever resources he/she needs to work effectively.

Provide either written or oral reports/progress updates of all committees at Board and General Meetings as necessary.

Seek out grants as needed for your area of responsibility.

Coordinate the design, purchase, and sales of Spiritwear (or oversee lead). Have spiritwear available towards the beginning of the year, can only sell over a limited span of time.

Oversee the lead for the creation and sales of annual Yearbook. Yearbook lead should have a photographer at all events, and functions, and programs.

Coordinate Staff Back to School Luncheon before school begins.

Install a garden for the school to take over responsibility for and use (if applicable).

Oversee the lead for the Talent Show.

Build a Staff Appreciation Week (SAW) Committee to plan and coordinate SAW. Create a theme, provide meals, provide small daily gifts, car wash, etc.

Coordinate picture day volunteers with school and photographer.

Keep a list of Special Project volunteers to ensure that the Volunteer Coordinator has a complete list for the end of year volunteer celebration

Upload all pertinent documents to OneDrive by June 30th.

Meet with replacement for following year (if applicable) by June 30th for training.

Work with volunteer coordinator to get any necessary volunteers for events