

## Open Positions

**Secretary** -Shall attend all of Executive and General Membership meetings.

Responsibilities:

A. Recording of minutes of Executive and General Membership meeting and distribute minutes to Board members.

B. Compose a bullet point style list of pertinent Events/decisions of meetings for publication on the Providence website: Send E-news information

**Events Coordinator** -Shall be responsible for support of Yahoo/Boo-Hoo Breakfast, Fall Festival. Support Lower School Parent Council for Grandparent's Day and Teacher Appreciation Week. This position will lead committees to support each event and will be responsible for their successful execution. Event Coordinator's will help assist each other in conjunction with all events throughout the year.

**Fundraiser Coordinator** - The position includes but is not limited to coordinating school fundraisers, researching fundraiser options, working with the Office of Advancement and fundraising companies, forming goals, and proposing a calendar for the school year.