

# **TWIN LAKES CHRISTIAN SCHOOL**

## **HOME AND SCHOOL CLUB**

### **Article I – Name**

The name of the organization shall be the Twin Lakes Christian School (TLCS) Home and School Club (HSC).

### **Article II – Objectives**

The purpose of TLCS HSC is to provide opportunity for parents to be involved and encourage parent participation, to sponsor events which build community and/or raise funds as necessary, to support the education of the children at TLCS by fostering relationships among the school, parents and teachers.

### **Article III – Membership**

All parents, guardians, and staff of Twin lakes Christian School are automatically members. There is no membership fee.

### **Article IV – Selection of Board Members & Chairs**

#### **Section 1 – Nomination**

Board Member and Chair elections are held during the May meeting. Candidates may submit their names prior to the meeting. Self-nominations are accepted. All nominations, written or verbal, must have the nominee's acceptance before appearing on the election ballot. Voting is by voice vote. If more than one person is running for a Chair position, a ballot vote is taken. If new members want to join, they can be voted in at the next regular meeting.

#### **Section 2 – Terms of Board Members**

The Board Members are elected for the period of one school year. Each Board Member shall share responsibilities as agreed upon by all Members.

#### **Section 3 – Terms of Committee Chairs**

Committee Chairs are elected for the period of one school year. Chairs shall serve no more than four (4) consecutive terms in the same position, unless there are no other candidates for that position.

## **Article V – Shared Board Member Duties**

### **Board Members:**

- Attends most HSC Meetings & events
- Helps welcome new members
- Presides over and prepares the agenda for assigned meetings
- Records minutes of assigned HSC meetings and sends to Development Director
- Keeps a record of attendance at assigned meetings
- Sometimes drafts correspondence/communication from the HSC
- Organizes distribution of HSC publicity and communication once approval has been obtained
- Chairs fundraising events
- Attends select HSC Committee meetings throughout the year
- Serves as Principal Liaison
- Assists researching new ways to fundraise outside of school events

### **Beneficial Attributes:**

- Friendly leader
- Warm and welcoming
- Outgoing
- Good listener - makes all attendees feel heard
- Able to make suggestions based on all given opinions
- Is passionate about TLCS and bettering our school
- Organized note taker
- Comfortable with community outreach
- Able to create a sense of community and round up volunteers
- Event planning

## **Article VI – Additional Chair Duties**

### **Community Chair:**

- Leads coordination of community events (Ice Cream Social, Movie Night, Carnival, Misc)
- Bereavement Chair – Coordinated meals and sympathy cards for parents/families grieving
- Sits on one fundraising event committee

### **Beneficial Attributes:**

- Outgoing

- Able to create a sense of community and round up volunteers
- Event planning

#### Publicity Chair:

- Draft some correspondence/communication from the HSC
- Organize distribution of HSC publicity and communication once approval has been obtained
- Sits on one fundraising event committee
- Helps with social media publicity
- Helps all events with publicity
- Coordinate signs to advertise community and fundraising events during drop off and pick up, including the circle and Cross Walk

#### Beneficial Attributes:

- Copywriting skills
- Adequate knowledge of Facebook and other social media
- Create nicely designed signs

Fundraising Event Chairs – A committee chair will be appointed for each major fundraiser conducted throughout the year

- Conducts committee meeting
- Sets overall direction of events
- Ensures successful completion of event

More Committee Chair Positions may be added and elected if other needs arise. Will be nominated and selected by voice vote.

#### **Article VII – Development Director Duties**

##### Development Director:

- Employed by TLCS
- Attends all HSC meetings
- Helps welcome new members
- Co-Chair's all fundraising events
- Office liaison for committees and Chairs
- Email marketing for all events
- Design work for all events

- Helps organize volunteers for events
- Acting Treasurer

\* All Officers of the HSC are considered volunteers for the school and will need to be fingerprinted. Please see the office staff for fingerprint application.

### **Article VIII – HSC Meetings**

The regular meetings of the HSC shall be held a minimum of five times a year. There will be a meeting in May to elect officers for the next school year and a meeting in August to discuss and schedule upcoming events. Three other meetings will be scheduled as well. Items may be added to the agenda by contacting the Development Director prior to the meeting. Separate committees will be formed for each fundraising and community event. Members shall be notified of all meetings one week prior to the scheduled date of each meeting.

### **Article IX – Rules of Order**

The rules contained in Robert’s Rules of Order shall govern the HSC in all cases where applicable.