

Committee Leader Description

Awards – Coordinate recognition for adults who contribute to SHS, in particular: teachers/staff, parents whose last child is graduating and the installation of officers; and to publicize the winners.

Junior Class liaisons – Coordinate class funding efforts, in particular: Basketball Concessions, International Festival booth, Graduation Refreshments. Full details may be found in the Policies for Classes and Liaison.

Sophomore Class liaisons – Coordinate class funding efforts, in particular: Evergreen Sales, International Festival booth. Full details may be found in the Policies for Classes and Liaison.

Freshmen Class liaisons – Coordinate parent bonding and funding efforts, in particular Freshman Parent Football Social and International Festival booth. Full details may be found in the Policies for Classes and Liaison.

IB Liaison – Facilitate communication between the IB department and the PTSA; coordinate the recruitment of parent volunteer proctors and through Sign-Up.

Junior Scholarship Chair – Organize and train the committee to promote the Scholarships and to select the winners. Work with the Treasurer to insure the checks are issued and publicize the winners. Organize art display and reception for participants and their families. Normally the chair presents the awards.

Mini Grant Chair (works with the PTSA Executive Board) – Organize and train the committee to promote the applications to the biannual Grants and to select winners. Work with the Treasurer to insure the checks are issued and publicize the winners.

Nominating Chair (works with the PTSA Executive Board) – Organize the committee and follow the Bylaws in slating the Executive Committee.

Reflections Chair – Organize and train the committee to promote the Competition, select the winners and publicize the winners. Follow the PTSA guidelines for the program.

SHSEF Liaison – Attend the SHSEF and PTSA meetings and update them on PTSA activities.

Teacher Appreciation Chair – Organize the committee to provide and serve three luncheons annually, two coffee carts and show our appreciation in general.

Holiday Giving Chair/Family Support – Works with Sequoia's Parent Center to promote the annual giving to support Sequoia families in need.

Sequoia International Festival – Work with student committee to help organize and promote this signature event whose goal is to raise funds for Grad Weeks, promote Sequoia's student clubs, showcase talent, welcome prospective 8th graders and their families, and invite the community to enjoy the campus.

Website Coordinator – Work with the PTSA VP of Communications to maintain and update the website.

Sign-Up online Coordinator – Work with PTSA Executive Board and committees to be the point person for all volunteer requests that the PTSA requires. Insure that the messages are clear and manage requests to respect the members' time.

Library Coordinator – Communicate with Media Specialist in Sequoia's library to identify volunteer needs throughout the year especially textbook check-out (fall) and check-in (spring). Reach out for parent volunteers through Sign-Up or direct e-mail.

Back-to-school Welcome Help Desk and photo coordinator – Work with PTSA Executive Board and ASB director to plan and implement back-to-school activities including help desk and school photos. Reach out for parent volunteers through online Sign-Up.