

ST. FRANCIS HIGH SCHOOL
GRANDPARENTS' CLUB
COMMITTEE DESCRIPTIONS 2023-2024
7/24/2023

CLUB CHAIR(S)—Sher Jones and Linda Purcell

1. Attend and preside over monthly GPC meetings.
2. Set meeting and social event dates and, in consultation with SFHS liaison, create GPC meeting agendas to be delivered to SFHS Liaison one week prior to each meeting.
3. Ensure succession and recommend Committee Chairs to Advancement Department for approval and appointment.
4. Communicate periodically with Committee Chairs to encourage efforts and brainstorm committee roles and activities.
5. Attend and preside over GPC Committee Chair meetings as needed.
6. Meet and collaborate with Advancement Department as necessary to determine club goals and resolve issues of concern.
7. Attend SFHS President's "Leadership Council" and present informal update to Leadership Council on GPC activities.

SFHS SOCIAL/EVENTS COMMITTEE CHAIR(S)—Theresa Menefee

1. Attend monthly GPC and quarterly President's Leadership Council Meetings and report on Events activities when requested.
2. Ensure GPC has representation at school events such as Back-to-School Night, Tie Dye Booth at Celebrate St. Francis Day, and Freshman Welcome Night.
3. Remind GPC volunteer members to sign up via MVP site online; direct members who need assistance to Service Hours and Technical Support Chair.
4. Ensure GPC volunteers have club brochures and sign-up sheets at Back-to-School Night and Freshman Welcome Night for interested new grandparents as well as to market GPC.
5. Assist co-chairs in planning activities for meetings/events
6. Investigate and secure restaurant for Christmas Luncheon
7. Investigate and secure a park for the annual end of year Grandparents' Club picnic

MEMBERSHIP COMMITTEE CHAIRS(S)—Gloria Wong

1. Attend monthly GPC meetings and report out on Membership activities if requested.
2. Identify and implement methods of recruiting new members and retaining current members.
3. Develop and ensure marketing materials available for GPC recruitment.
4. Make "Welcome to the GPC" calls to new and returning members.
5. Report names/information of new members to SFHS Liaison; include co-chairs in the communications

SERVICE HOURS AND TECHNICAL SUPPORT CHAIR(S)—Susan Fiore and Gilda Garcia

1. Attend monthly GPC meetings and report when requested on Service Hours and Technical Support activities. Attend quarterly President's Leadership Council meetings.
2. Bring copies of school required forms for security clearances to meetings and have them available for interested grandparents.
3. Help grandparents understand what is required to participate in activities during which students are present. Provide tech support to assist new members in joining MVP site.

FACULTY AND STAFF (STAFFULTY) APPRECIATION COMMITTEE CHAIR(S)—Bud & Susie Schaffer

1. Attend monthly GPC meetings and report on Faculty and Staff Appreciation activities when requested. Attend quarterly President's Leadership Council meetings.
2. Plan and promote annual GPC gift-wrapping days for SFHS faculty and staff.
3. Make requests as needed for GPC members to donate wrapping paper, bows, scotch tape, and cash/checks for supplies so the club may continue to offer this appreciation gift to SFHS faculty/staff.
4. Work with SFHS GPC liaison to secure a large room for two or three days of present wrapping.
5. Create a volunteer sign-up system for participating in the gift-wrapping event.
6. Serve as point of contact and leadership for club activities that support and recognize SFHS faculty and staff, such as annual handwritten notes from club volunteers to express grandparent appreciation during "SFHS Faculty & Staff Appreciation Week".

GRANDFATHER LIAISON CHAIR(S)—Bill Benevides

1. Attend monthly GPC meetings and report on Grandfather Liaison activities when requested.
2. Welcome new grandfathers to the GPC.
3. Serve as GPC liaison to SFHS Dads' Club and attend Dads' Club meetings when available. Attend quarterly President's Leadership Council meetings.
4. Promote opportunities for involvement and engagement for grandfathers.

SOCIAL/HOSPITALITY COMMITTEE CHAIR(S)—Theresa Menefee

1. Attend monthly GPC meetings and announce time and place of restaurant where no-host lunch will be held following each meeting. Attend quarterly President's Leadership Council meetings.
2. Secure/reserve private room in restaurant for annual Christmas luncheon and oversee sign-ups and payments for members who wish to attend. Set date in conjunction with Saint Francis advisor and club co-chairs.
3. In conjunction with SFHS Liaison and club co-chairs, reserve spot in park or indoor picnic area for annual spring BYO picnic.

SPIRITUAL & COMMUNICATION COMMITTEE CHAIR(S)—Dorothy Simonelli, Janis Pattison

1. Attend monthly GPC meetings and report on Spiritual Communication activities. Attend quarterly President's Leadership Council meetings.
2. Lead GPC in "Grandparents Prayer" at club meetings/Take meeting notes; email to Co-Chairs.
3. Compose prayer request emails in collaboration with SFHS liaison for club members who are sick, injured, or facing difficulties in their lives.
4. Communicate with GPC members, or others for whom support is requested, who are ill or going through a difficult time in their lives.

ADVANCEMENT COMMITTEE CHAIR(S)—Janis Pattison

1. Attend monthly GPC meetings and report on Advancement activities. Attend quarterly President's Leadership Council meetings.
2. Lead the GPC in support of the fundraising initiatives for SFHS Advancement.
 - a. Thankful Thursday, Crab Feed, Revelry Auction, St Francis Fund
3. Promote SFHS fundraising efforts to grandparents to be directed in support of the GPC Scholarship Fund.
4. Develop the GPC Scholarship parameters, review and recommend candidates with the Advancement Director and GPC.

ANNUAL SFHS AUCTION GIFT LIAISON—Julie Ogan and Lynne Wells

1. Attend monthly GPC meetings and report on SFHS Auction activities as needed. When possible, attend quarterly President's Leadership meetings.
2. Lead the GPC in support and donations for the Annual SFHS Auction.
3. Organize GPC participation in annual Grandparents' Club auction contribution (gift basket).
4. Promote opportunities for GPC involvement and support.
5. Serve as point of contact between St. Francis Admin/Auction Chair and SFGPC Co-Chairs.
6. Oversee development of GPC auction contribution item(s).

