

ST. FRANCIS HIGH SCHOOL  
GRANDPARENTS' CLUB  
COMMITTEE DESCRIPTIONS  
A/O 8/28/2021

CLUB CHAIR(S)

1. Attend and preside over monthly GPC meetings.
2. Set meeting dates and, in consultation with SFHS liaison, create GPC meeting agendas.
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 EVENTS COMMITTEE CHAIR(S)

1. Attend monthly GPC meetings and report out on Events activities.
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. Create sign-up sheets for GPC volunteers to staff these events at the school.
4. Ensure GPC volunteers have club brochures and sign-up sheets at Back-to-School Night and Freshman Welcome Night for interested new grandparents and to market GPC.

MEMBERSHIP COMMITTEE CHAIRS(S)

1. Attend monthly GPC meetings and report out on Membership activities.
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.

SERVICE HOURS AND TECHNICAL SUPPORT CHAIR(S)

1. Attend monthly GPC meetings and report out on Service Hours and Technical Support activities.
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.
4. Provide technical tutorial support to grandparents requiring help in understanding how to set up and record volunteer hours on the SFHS My Volunteer Program (MVP) site.

FACULTY AND STAFF APPRECIATION COMMITTEE CHAIR(S)

1. Attend monthly GPC meetings and report out on Faculty and Staff Appreciation activities.
2. Plan and promote annual GPC gift-wrapping days for SFHS faculty and staff.

3. Make monthly requests 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)

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

#### SOCIAL COMMITTEE CHAIR(S)

1. Attend monthly GPC meetings and report out on Social activities.
2. Identify and promote social activities for members of the club.
3. Identify and promote locations for no-host luncheons following meetings.

#### SPIRITUAL COMMUNICATION COMMITTEE CHAIR(S)

1. Attend monthly GPC meetings and report out on Spiritual Communication activities.
2. Lead GPC in "Grandparents Prayer" at club meetings.
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)

1. Attend monthly GPC meetings and report out on Advancement activities.
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.

#### HOSPITALITY COMMITTEE CHAIR(S)

1. Attend monthly GPC meetings and report out on Hospitality activities.
2. Recruit volunteers to bring refreshments to each monthly in-person meeting.
3. Lead outreach for club members to send in their favorite recipes with potential for a GPC "recipe book".