

GRANDPARENTS' CLUB
COMMITTEE DESCRIPTIONS 2024-2025

CLUB CHAIR(S)—Stella De Souza and Debbie Moreno

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. Secure/reserve private room in restaurant for annual Christmas luncheon and oversee sign-ups and pre-payments for members and friends who wish to attend. Set date in conjunction with the SFHS calendar, St. Francis Advisors and Co-Chairs.
7. In conjunction with SFHS Liaison and club co-chairs, reserve spot in park or indoor picnic area for annual spring BYO picnic as well as annual beginning of year indoor 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 communication.

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

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 APPRECIATION COMMITTEE CHAIR(S)—Sher Jones & Linda Purcell

1. Attend monthly GPC meetings and report on Faculty and Staff (Staffulty) Appreciation activities when requested. Attend quarterly President's Leadership Council meetings.
2. 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".
3. Distribute notecards and office-generated lists of Staffulty.

GRANDFATHER LIAISON CHAIR(S)

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 of SFHS students.

SPIRITUAL & COMMUNICATION COMMITTEE CHAIR(S)—Gilda Garcia

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.

SFHS ALUMNAE/LEGACY LIAISON—Pam Muljat Zanze

1. Attend monthly GPC meetings and report on Alumnae activities. Attend quarterly President's Leadership Council meetings.
2. Contact and welcome new grandparent alumnae members and invite them to join the SFGPC. Keep a directory of contact information and year of graduation from St. Francis.
3. Work with Alumnae to support St. Francis High and its students.
4. Introduce new grandparent alumnae at GPC meetings.
5. Serve as point of contact in events/activities involving SFHS alums.
6. Attend rallies/assemblies where alum grandparents will be invited to be in attendance.

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 GIFT-WRAP EVENT—Bud & Susie Schaffer

1. Plan and promote annual GPC gift-wrapping days for SFHS faculty and staff.
2. 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.
3. Work with SFHS GPC liaison to secure a large room for two or three days of present wrapping; also work with staff to request needed gift-wrap items from SFHS parents on wish list.
4. Create a volunteer sign-up system for participating in the gift-wrapping event.
5. Select a member who will be in attendance for all gift-wrap days to accept and organize gift-wrap lists and location for unwrapped gifts as well as a table(s) for completed wrappings.

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). Report on progress and member involvement at meetings prior to auction.

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