

Green Cove Springs Schools 11/7/22

Green Cove Schools (GCS) Committee Director Job Description

Purpose: To work with the principal and staff of GCS Schools that include Charles E. Bennett Elementary School (CEB), Bannerman Alternative School (Bannerman), GCS Junior High, and Clay High to aid these students and their families who are in need. The GCS School director may also assist other GCS schools that petition MPWC for assistance. In August 2023, a new school located on Route 315 will be added to the list of GCS schools that MPWC serves directly.

Responsibilities:

- Responsible for selection of individual school liaisons, gathers information about the needs of these school chairs, and provides a status report regarding all schools' needs to the President.
- Considers and manages other miscellaneous school requests as needed.
- Works with the Treasurer for funds needed for the committee to accomplish its mission.
- All receipts for purchased items solicited by GCS school liaisons must be retained and surrendered to the Treasurer, along with an Expense Reimbursement Form if necessary.
- Works with the Communications Director to manage messages or requests for assistance to general members via email, with approval of the President.
- With the assistance of the Corresponding Secretary, pens letters to the community pertaining to GCS schools if needed.
- Provides information on school issues/events to the Communications Director to compose articles for publication in the *Magnolia News* when appropriate.

Liaison Responsibilities:

- Maintains regular contact with the principal and staff of respective school.
- Provides the GCS Schools Director with an email each month advising the director of what has occurred, if anything, regarding the school. Organizes MPWC members to respond to any principal's requested projects.
- Retains receipts for purchased items and submit to Treasurer.

Skills required for director: Managing, organizing, word processing and writing skills required.