

Mt. Gallant Elementary School Spirit Wear Committee

Purpose and Responsibilities

The Spirit Wear Committee is responsible for the designing, production & distribution of school apparel.

Duties include product design, production contracts, order/payment procurement, distribution as well as communication with administration and other staff (as needed*) for **SCHOOL-WIDE** apparel items. **This includes communication with PE for Field Day shirt orders.*

Membership

- Committee members should have an interest in creating appealing and school appropriate items with the mission of fostering school spirit & camaraderie.
- Secured Volunteer Approval (through RHSD) is **not** a requirement, however, highly recommended.

Leadership

- The MGES Board VP will elect a chairperson, the chairperson is responsible for delegating tasks, ensuring that projects are completed on time and within budget.
- The chairperson is welcome to recruit others to join the committee but is ultimately responsible for making sure the tasks assigned are completed and is accountable for reporting to the board.
- The chairperson should maintain open communication with Board VP
- The chairperson is welcome to call on the board for assistance at any time.
- *As a Committee Chairperson, it is encouraged that you consider volunteering at major school events with the Executive Board as needed throughout the year as your schedule, time & talents allow.*

Meetings

- The chairperson should expect to attend *at minimum* two MGES board planning meetings (as set by the Executive Board) to be prepared for needs for the year.

Apparel

- Determine types of apparel that would be 'on-trend', relevant and within dress code.
- Ensure that all items are age and environment appropriate.

Orders/Distribution

- MGES Spirit Wear is not considered a fundraiser. Price points should be set reasonably so that items are attainable for majority of the school community.

- Shop around for best production price (although we do have a working relationship with Double B Graphix, and when possible, we love to support local).
- Maintain a reasonable timeline for collecting orders and product turnaround.
- Organize distribution of product, ***please reach out to the board with assistance***

Budget

- Manage the committee's budget responsibly, ensuring funds are used effectively. Budgets and purchase orders should be approved prior to contractual commitment with the Board VP.

Conflict Resolution

- Address any conflicts within the committee promptly and respectfully.
- The chairperson will mediate disputes, but if necessary, involve MGES Vice President and/or full MGES Executive Board.