



Director Role: Spirit Wear

The Spirit Wear Director will oversee the purchasing and sales of Spirit Wear.

Duties and Responsibilities:

- Order, manage and oversee the sales of spirit wear in conjunction with officers and school administration.
- Communicate with the Business Office for Venmo reports.
- Communicate with the Room Parent Director for donations and sale dates
- Provide CDP secretary with event summary after major sales
- The SCDS Fund Ambassador/ Support other CDP Directors

Term According to Current Bylaws:

- Each elected Director shall hold office for a term of one (1) year, and may serve a maximum of three consecutive years

Expected Relationships:

- CDP President
- CDP Treasurer
- Business Office
- Room Parent Director
- Lost and Found Director

Meeting Expectations:

- Attend a minimum of 50% of the CDP Board meetings either in person or via phone
- Facilitate Spirit Wear Sales Program meeting prior to sale if necessary

Approximate Time Commitment Expectations:

- 1-2 hours per week

Busiest Time:

- Ongoing; sale days

Director Role: Used Uniforms Director

The Used Uniform Director will organize the CDP Used Uniform Sales Program.

Duties and Responsibilities:

- Manage the Used Uniform collection and sales program.
- Store Used Uniform inventory racks in designated closet. Keep racks and closet well organized
- Promote and sort donations of Used Uniforms. If you would not put your child in it, do not keep it. No stains, holes, rips, excessive wear and tear, fading. Checking in on inventory and organization every other week or more frequently as needed.
- Communicate with the Business Office for Venmo reports.
- Communicate with the Room Parent Director for donations and sale dates
- Serve as an SCDS Fund Ambassador and support other CDP Directors as needed

Term According to Current Bylaws:

- Each elected Director shall hold office for a term of one (1) year, and may serve a maximum of three consecutive years

Expected Relationships:

- CDP President
- CDP Treasurer
- Business Office
- Room Parent Director
- Lost and Found Director

Meeting Expectations:

- Attend a minimum of 50% of the CDP Board meetings either in person or via phone
- Facilitate Used Uniform Sales Program meeting prior to sale if necessary

Approximate Time Commitment Expectations:

- 1-2 hours per week

Busiest Time:

- Ongoing; sale days

Director Role: Room Parent

The role of the Room Parent Chair is to support the Room Parents in their volunteer efforts with their respective classes and oversee annual faculty/staff appreciation days.

Duties and Responsibilities:

- Act as liaison between CDP Board, Room Parents and teachers
- Oversee coordination of Faculty & Staff Appreciation days
- Recruit 1-3 room parents per grade annually
- Support Room Parents in cultivating a class culture that aligns with the SCDS guiding principles and community code
- E-mail all Room Parents weekly with pertinent information to include in weekly emails to classes including school initiatives, reminders and soliciting of volunteers for various events
- Support Room Parents and Admissions Department with integration of new families
- Give guidance on class gatherings and social opportunities, holiday and group gifting
- Serve as an SCDS Fund Ambassador and support other CDP Directors as needed

Term According to Current Bylaws:

- Each elected Director shall hold office for a term of one (1) year, and may serve a maximum of three consecutive years

Expected Relationships:

- Room Parents of each grade
- Admissions office
- Communications Director
- CDP President
- Lost and Found
- Division Heads
- Head of School Appointee

Meeting Expectations:

- Host monthly Room Parent Meetings
- Attend a minimum of 50% of the CDP Board meetings either in person or via phone
- Meet with and support current and prospective Room parents when necessary
- Faculty/Staff Appreciation Days

Approximate Time Commitment Expectations:

1-5 hours per week.

Busiest Time:

- Ongoing

Director Role: Special Events

The Special Events Director will oversee and execute a variety of events throughout the year designed to engage the community with a fundraising component.

Duties and Responsibilities:

- Oversee execution of assigned event (Examples: Crab Feed, Gingerbread Houses, Holiday Event)
- Complete event template of assigned event and keep all pertinent event records on CDP website.
- Assist in coordinating volunteer staff for planning and executing events
- Support other engagement events not specifically assigned to you.
- Assist in setting event dates, budgets and implementation, ensuring a cost neutral or profitable outcome. (Special events shall never lose money).
- Represent CDP at SCDS functions and in the community
- Provide the CDP Secretary and Treasurer with an event summary
- Serve as an SCDS Fund Ambassador and support other CDP Directors as needed

Term According to Current Bylaws:

- Each elected Director shall hold office for a term of one (1) year, and may serve a maximum of three consecutive years

Expected Relationships:

- CDP Board
- Facilities staff
- Volunteers

Meeting Expectations:

- Attend a minimum of 50% of the CDP Board meetings either in person or via phone
- Facilitate event planning meetings when necessary

Approximate Time Commitment Expectations:

- 1-3 hours per week

Busiest Time:

- Ongoing, most hours are the weeks leading up to events

Director Role: Lost and Found

The Lost and Found Coordinator sorts and organizes the Lost and Found items, bins, closet and racks on a weekly basis and once a month return labeled items to students.

Duties and Responsibilities:

- Once a week check racks and bins. Throw out food in lunch boxes
- Pull out Lost and Found racks to agreed upon locations-upper school and lower school
- Communicate with Division Heads to select locations for parents to access Lost and Found
- Communicate with Room Parent Director and Communications Director to promote/remind the parent community of monthly clean out in weekly emails and 10,000 minutes
- Once a month purge the racks-return labeled items to appropriate grade levels, donate non logo items or toss. Organize volunteers if necessary
- If items are not claimed, labeled AND in gently used condition they should be donated to Used Uniform Sales
- Serve as an SCDS Fund Ambassador and support other CDP Directors as needed

Term According to Current Bylaws:

- Each elected Director shall hold office for a term of one (1) year, and may serve a maximum of three consecutive years

Expected Relationships:

- CDP President
- Communications Director
- Room Parents Chair
- Division Heads
- Passive Sales Director

Meeting Expectations:

- Attend a minimum of 50% of CDP Board meetings either in person or via phone
- Host once a month Lost and Found clean out

Approximate Time Commitment Expectations:

- 1-2 hours per week.

Busiest Time:

- Ongoing, before breaks

Director Role: Holiday Event

The Holiday Event Director plans, organizes, manages, and implements the December holiday event in collaboration with the CDP Board. The holiday event shall be the second largest fundraising event of the year and should have several revenue source components.

Duties and Responsibilities:

- Organize and plan the December holiday event including location, culinary, and facility needs.
- Plan fundraising components and help to solicit businesses for donations for auctions.
- A budget should be prepared annually in advance of the event through the provided CDP event template.
- Create a supporting group of members to help implement the event
- Work with CDP President and Room Parent Director on promoting the event in school emails
- Serve as an SCDS Fund Ambassador and support other CDP Directors as needed

Term According to Current Bylaws:

- Each elected Director shall hold office for a term of one (1) year, and may serve a maximum of three consecutive years

Expected Relationships:

- CDP President
- Room Parents Chair
- Division Heads
- CDP Officers

Meeting Expectations:

- Prepare and hold meetings with supporting group to share budget and timeline of events
- Attend a minimum of 50% of the CDP Board meetings either in person or via phone
- Attend monthly Room Parent meetings leading up to event

Approximate Time Commitment Expectations:

- 1-2 hours per week.

Busiest Time:

- Fall (September – December)

Director Role: Harvest Fair

The Holiday Event Director plans, organizes, manages, and implements the annual Harvest Fair in collaboration with the Lower School Science Teacher.

Duties and Responsibilities:

- Oversee, organize and plan the Harvest Fair including the farmers market, bake sale, tractor rides, zucchini car races and other stations determined.
- A budget should be prepared annually in advance of the event on the CDP Event Template
- Create a supporting group of members to help implement the event.
- Work with CDP President and Room Parent Director on promoting the event in school emails
- Provide a summary to CDP Officers after the event
- Serve as an SCDS Fund Ambassador and support other CDP Directors as needed

Term According to Current Bylaws:

- Each elected Director shall hold office for a term of one (1) year, and may serve a maximum of three consecutive years

Expected Relationships:

- CDP President
- Head of School Appointee
- Lower School Science Teacher
- Room Parent Director

Meeting Expectations:

- Attend a minimum of 50% of the monthly CDP Board meetings either in person or via phone
- Attend Room Parent meetings leading up to event

Approximate Time Commitment Expectations:

- 1- 6 hours per week during the fall

Busiest Time:

- Fall (August – October)

Director Role: LDV (La Dolce Vita)

The LDV Director(s) plans, organizes, manages, and implements the La Dolce Vita event and auction in collaboration with the CDP Board. This could be one or two positions with the party planning and the auction being separate rolls. LDV is our largest fundraising event of the year.

Duties and Responsibilities:

- Organize and plan LDV including location, culinary, AV, auctioneer and facility needs.
- A budget should be prepared annually in advance of the event through the provided CDP event template.
- Procure auction items for the live, big board, and silent auctions in collaboration with the development office.
- Create a supporting group of members to help implement the event and auctions.
- Work with CDP President and Room Parent Director on promoting the event in school emails
- Serve as an SCDS Fund Ambassador and support other CDP Directors as needed

Term According to Current Bylaws:

- Each elected Director shall hold office for a term of one (1) year, and may serve a maximum of three consecutive years

Expected Relationships:

- CDP President
- Head of School Appointee
- CDP Board

Meeting Expectations:

- Prepare and hold meetings with supporting group to share budget and timeline of events
- Attend monthly CDP Board meetings, 50% either in person or via phone
- If available attend monthly Room Parent meetings and any event planning meetings

Approximate Time Commitment Expectations:

- 4-5 hours per week during the planning period

Busiest Time:

- Spring (February – April)

Director Role: Gingerbread Houses

The Gingerbread Houses Director oversees the planning, purchasing of candy and goods, execution of the houses and then helps with distributing the kits for parents to pick up.

Duties and Responsibilities:

- Communicate with the CDP President and Head of School Appointee to ensure timely order of the gingerbread houses
- Estimate appropriate number of houses to purchase and kits to make
- Order candy and supplies for all gingerbread house kits
- Coordinate volunteers to assemble gingerbread house kits
- Coordinate volunteers to assist with the distribution of take-home kits
- Communicate with Room Parent Chair and Communications Director to advertise gingerbread house sales in 10,000 Minutes and weekly room parents emails
- Organize and inventory supplies at the end of the year to ensure items aren't over purchased
- Provide CDP Secretary with event summary after events
- The SCDS Fund Ambassador

Term According to Current Bylaws:

- Each elected Director shall hold office for a term of one (1) year, and may serve a maximum of three consecutive years

Expected Relationships:

- CDP President
- CDP Secretary
- Head of School Appointee
- Room Parent Director
- Communications Director

Meeting Expectations:

- Attend monthly CDP Board meetings, 50% either in person or via phone
- If available attend monthly Room Parent meetings and any event planning meetings

Approximate Time Commitment Expectations:

- 2-4 hours per week during the planning period

Busiest Time:

- August through December

Director Role: New Parent Engagement (Lower and Middle School)

Last year, we introduced two new roles, one for each division, which will be focused on welcoming and supporting new families as they join our school community. These positions will serve as a complement to the role that room parents play in this area, providing one additional contact for new families to help them feel included, supported, and engaged from day one. If you're passionate about building relationships and fostering a strong, welcoming community, this is a fantastic opportunity to make a difference!

Duties and Responsibilities:

- Meet with the Director of Enrollment and Communications to gain insights about new families.
- Before school begins, reach out to new families to introduce yourself as a resource and friend.
- Check in with all new families at various points throughout the year with questions, clarifications, etc.
- Attend the Trustee New Parent Dinner.
- Serve as an SCDS Fund Ambassador and support other CDP Directors as needed

Term According to Current Bylaws:

- Each elected Director shall hold office for a term of one (1) year, and may serve a maximum of three consecutive years

Expected Relationships:

- CDP President
- Director of Enrollment and Communications
- Head of School Appointee
- CDP Board

Meeting Expectations:

- Attend monthly CDP Board meetings, 50% either in person or via phone

Approximate Time Commitment Expectations:

- 4-5 hours per week during the peak time(s)

Busiest Time:

- Ongoing throughout the year