

AFRICAN AMERICAN PARENTING NETWORK COMMITTEE POSITIONS

POSITION TITLE	DESCRIPTION
Chair	The AAPN Chair works closely with the school Administration and Diversity Inclusion Officer in discussing, planning and supporting district issues and events. The Chair and council officers also support individual PTAs, School events, Orientations and with the parent body of CVSD.
Administrative Chair	<p>The Administrative Chair will partner with the Diversity & Inclusion Officer to ensure diversity program is aligned within the district.</p> <ul style="list-style-type: none"> • Attends all committee meetings • Supports the role of or fulfils responsibilities of the Chairperson when asked • Assists in preparing the annual budget with the Chairperson and the Treasurer • Attends periodic meetings with teachers and Parent Teacher Liaison as required
School Ambassador Chair	<p>The School Ambassador Chair is a member of the Chair Committee and will oversee the School Ambassador programming.</p> <ul style="list-style-type: none"> • Attend all committee meetings • Supports the role of or fulfils responsibilities of the Chairperson when asked. • Assists in preparing the annual budget with the Chairperson and the Treasurer. • Assists Volunteer Coordinators as required to ensure parents are fulfilling volunteering requirements • Maintain close liaison with the teacher(s), and school administration • Receive concerns from parents and bring those concerns in confidence to the committee • Conduct parent surveys • Participate in school meetings as necessary • Sphere head School Orientations and ensure AAPN is visible with information or physical presence
Secretary	<ul style="list-style-type: none"> • Attends all committee meetings. • Is responsible for recording and transcribing minutes and making copies for the committee. • Deliver a copy of the transcribed minutes to the Chairperson prior to the meeting. • Posts a copy of the agenda and meeting minutes in the committee portal. • Posts a notice of the next committee meeting • Sends out a reminder notice (email) to all committee members of next meeting • Help with forms and documents requested by the Chairperson • Responsible for ensuring By-laws are current
Treasurer	<ul style="list-style-type: none"> • Attend all committee meetings. • Deposit cheques and conduct banking business on behalf of the committee. • Request an AAPN account at the bank of the Treasurers choice and convenience. • Prepare bank reconciliations on a monthly basis. • Prepare a monthly status report for AAPN • Prepare an annual budget with the Chairperson and Vice-Chairperson(s). • Advise all committee members of their respective budgets in September and ensure they are accountable to these budgets.
Social Media/Website	<ul style="list-style-type: none"> • Update and maintain AAPN's social media sites • Provide updates for Chippewa Valley Schools website as appropriate

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Educational Program Chair	<p>Focus is to coordinate education activities and resources with our African American students in mind to prepare them to achieve optimal success and ensure they have the tools and confidence to excel throughout their educational, social and professional endeavors.</p> <ul style="list-style-type: none"> • Attend all meetings • Coordinate education activities and resources for AAPN students K-12 • Update tools and resources on social media platforms
Special Events Chair	<ul style="list-style-type: none"> • Attend all committee meetings. • Set Special Event Committee meetings and assign Special Event Coordinators to special events throughout the school year. • Discuss with the teachers and Executive Committee proposed special events. • Check ongoing status of special event committee tasks. • Act as a resource support person for the Special Events Coordinators. • Ensure that special events budgets are being adhered to by special events committee members.
Fundraiser Chair	<ul style="list-style-type: none"> • Works with a committee, appointed by the president, to plan and organize fundraising activities • Focuses on raising the amount of funds needed to meet the committee budget • Presents reports on proposed fundraising activities at board and association meetings for approval
Special Needs Education Chair	<p>The Special Needs Education chairs serve as a voice for parents of students with special needs. Our goal is to provide resources and support needed to aid in the success of African American students receiving special education services in the Chippewa Valley School (CVS) District.</p> <ul style="list-style-type: none"> • Acts as a parent resource in collaboration with the CVS Special Education Department. • Solicits information from parents of students who receive special education services regarding needed areas of program development • Participates in problem solving discussion with special education administrators for program improvement • Provides information, expertise, representation and participation in an advisory capacity to the administration
Alumni Chair	<ul style="list-style-type: none"> • This role is filled with a previous parent or student of CVS • Provide historical information and support • Build and sustain an alumni group of CVS students that will provide resources, mentorship and support to our current students • Attends all meetings • Participate in problem solving discussion based on historical knowledge • Bridge network connections
School Ambassadors	<p>School Ambassadors are parent representatives of the AAPN in their child's school to be a liaison for the school, parents and students. There can be one Ambassador per grade at each school.</p> <ul style="list-style-type: none"> • Should have a child enrolled in the school they are representing • Should only serve one school at a time • Willing to serve a one-year commitment

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	<ul style="list-style-type: none">• Be available to attend school functions, a minimum of once per quarter• Make available AAPN notices, information and meetings to school• Collect or direct concerns, ideas, suggestions from parents, teachers or children to the Committee Chair• Should be willing to work well with people and be engaging
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