

Dailard School Foundation

Job Title	Community Liaison
GENERAL DESCRIPTION	
Oversees committee chairs of Hospitality. Assist committee chairs in success of their programs by offering support and/or help as needed. Serve as the liaison between the board, Room parents and Teachers.	
SPECIFIC POSITION DUTIES	
<ul style="list-style-type: none">– Oversees all Hospitality events. (Wednesday Welcome, ACE Awards, Teacher appreciation week and luncheon, Open house dinner)– Liaison between board and parent volunteers- communicating board email initiatives to be communicated with parent room volunteers for mass email to parents via Shutterfly or similar.	
BOARD MEMBER RESPONSIBILITIES	
<ul style="list-style-type: none">– Attend DSF Board Meetings and General Meetings– Be an enthusiastic supporter of all activities and projects of the DSF.– Be an ambassador of the DSF, saying positive things about activities and explaining the DSF to parents who may not understand the purpose of the organization.– Encourage parents to become active participants.– Be host/hostess at any DSF function, making sure everyone is comfortable and feels welcome.– Be willing to assist with other tasks as needed.	
POSITION TERM	2 Academic Year
TIME COMMITMENT	Low

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Community Liaison

1. In charge of Hospitably chairs and all their events -events include:

- Wednesday Welcome awards
- ACE awards
- Teacher appreciation week and luncheon
- Open house dinner

2. Communicates with all room moms:

- About all events
- Teacher appreciation instructions

3. Communicate with Teachers

- About all events
- Asking for volunteers
- Teacher favorites list