

Archers Council Executive Board		
Role	Responsibility	Commitment
Chairman	With the Headmaster, sets goals for and develops the culture of the Archers Council. Oversees the 4 subcommittees (ASC, AABC, FABC & WAC). Prepares the agenda and runs the Executive Board meetings (~6 mtgs per year).	Archers Council meetings, various functions throughout the year.
Secretary	Takes minutes during Executive Board Meetings. Maintains membership list. Supports the Chairman in leading the Archers Council Executive Board.	Archers Council meetings, various functions throughout the year.
Finance Director	Manages the Archers Council financial records and coordinates funds with committee treasurers. Manages all four bank accounts.	Archers Council meetings, various functions throughout the year.
Archers Support Committee (ASC)		
Role	Responsibility	Commitment
President	Organizes and presides over ASC board functions and coordinates with Archers Council and school faculty and staff to ensure ASC & school goals are met.	Weekly responsibilities; monthly ASC board and Archers Council meetings, during school hours
Vice President	Supports the President in leading the ASC Board. Supports the efforts of ad hoc committees.	Weekly responsibilities; monthly board meeting, during school hours
Secretary	Documents ASC Board meeting actions and records voting outcomes. Takes on responsibilities as designated by the President.	Monthly board meeting, during school hours; various functions throughout the year; thank you notes to supporting vendors
Treasurer	Manages the ASC's financial records.	Monthly board meeting, during school hours; balance the books monthly; present the committee's financial standing at the board meetings; work with the Archer Council Finance Director; various functions throughout the year
Events Coordinator	Liasion to ad hoc committee heads (Book Fair, Clothing Closet, Grounds Beautification, Teacher Appreciation, Write-A-Check Campaign, House Mentors). Report on the status of each committee at the monthly ASC board meeting. Coordinate scheduling of events with school administration.	Monthly board meeting, during school hours; various functions throughout the year
Communications	Gets the word out about ASC events and opportunities including Book Fair, Box Tops Fundraiser, Clothing Closet, Grounds Beautification, Spirit Nights, Teacher Appreciation, Write-A-Check Campaign. Social Media savvy is helpful. Coordinate communication of events with school administration. Communicate with Grammar School teachers early in the year to insure each class has a room parent. Communicate directly with room parents regarding events and opportunities.	Monthly board meeting, during school hours; weekly responsibilities; various functions throughout the year
Archers Athletic Booster Club (AABC)		
Role	Responsibility	Commitment
President	Organizes and presides over AABC board functions and coordinates with club leadership to ensure AABC goals are met.	Weekly responsibilities; monthly AABC board and Archers Council meetings;
Vice President	Supports the President in leading the AABC Board. Supports the efforts of Team Parents.	Occasional weekly responsibilities; monthly board meeting; various functions throughout the year
Secretary	Documents AABC Board meeting actions and records voting outcomes.	Monthly board meeting; various functions throughout the year
Treasurer	Manages the AABC's financial records.	Monthly board meeting; various functions throughout the year
Events Coordinator	Ensures funds are raised to support AABC mission. Coordinate scheduling of events with school administration	Monthly board meeting; various functions throughout the year
Communications	Gets the word out about AABC events and opportunities. Coordinate communication of events with school administration.	Monthly board meeting; various functions throughout the year
Fine Arts Booster Club (FABC)		
Role	Responsibility	Commitment
President	Organizes and presides over FABC committee. Coordinates with club leadership to set and meet FABC goals	Weekly responsibilities; monthly FABC board, and Archers Council meetings
Vice President	Supports the President in leading the FABC committee. Supports the efforts of the Fine Arts Liaisons	Weekly responsibilities; monthly FABC board meetings
Secretary	Documents the FABC committee meeting actions, and records voting outcomes	Monthly FABC board meetings, help with events throughout the year
Treasurer	Manages the FABC financial records	Monthly FABC board meetings, help with events throughout the year
Events Coordinator	Ensures funds are raised to support FABC mission, Coordinate scheduling of events with school administration	Monthly FABC board meetings, help with events throughout the year
Communications	Gets the word out about FABC events and opportunities. Coordinate communication of events with school administration.	Monthly FABC board meetings, help with events throughout the year
Write-A-Check Committee (WAC)		
Role	Responsibility	Commitment
President	Manage the campaign. Coordinate with committee members and school officials to publicize and invite donors to give. Work with the Archer Council Finance Director to keep track of donations during the campaign and throughout the year. Send tax receipts to donors.	Weekly in August-October. Daily during the campaign and weekly through December.
Communications	Prepare fundraiser letter for FCA families. Communicate daily through social media during the campaign. Send communications to the front office for AIA publication and to teachers for classroom emails.	Weekly in August-October. Daily during the campaign.
Volunteer Coordinator	Organize volunteers to publicize fundraiser awareness during the campaign and during the fundraiser event(s).	Once a week in September-October and daily during the campaign.
Marketing Coordinator	Take responsibility for the placement and maintenance of outdoor signs for the volunteers and carline.	Once a week in August-October, daily during the campaign.
Event Coordinator	Plan and carry out the Grandparent Breakfast and the Grade Participation Competition (Ice Cream Social for upper school & popsicles for grammar)	Once a week in August, weekly in September-October, daily during the campaign.
<b>Volunteers are needed throughout the year for single events. If you are not interested in an officer position, there are many opportunities to join a committee for the following events and projects.</b>		
ASC Events/Projects		
Role	Responsibility	Commitment

Book Fair	Organize and help run the fairs twice a year (fall Usborne at school, Spring Barnes & Noble)	Twice a year (fall & spring)
Product Label Fundraiser	Help collect, count and mail in product labels.	Monthly
Uniform Exchange	Monthly collection of used uniforms need to clean and organized in the on-campus clothing closet. Uniform Exchanges are held 4 times a year in the evening.	Monthly & quarterly in the evenings
Grounds Beautification	Work with Mr. Sowers to create a project list for the Community Service Day in the spring.	Planning in the spring and supervising the day of the event.
Teacher Appreciation	Monthly opportunities to show appreciation for our teachers as well as a week long event in the spring.	Monthly
Spirit Shirts	Work with Administration to create an approved spirit shirt. Work with T-shirt vendor to get shirts printed and distributed	Summer into start of school year
<b>AABC Events/Projects</b>		
<b>Role</b>	<b>Responsibility</b>	<b>Committment</b>
Fall Banquet	Committee members will work together to coordinate the details of the event (athlete awards, location, catering, decorations, etc.) and ensures the fall athletes (cross country, football & volleyball) are recognized	One time event in the fall
Spring Banquet	Committee members will work together to coordinate the details of the event (athlete awards, location, catering, decorations, etc.) and ensures the spring athletes (basketball, track/field & soccer) are recognized	One time event in the spring
Concessions Coordinator	Ensures that concessions items are available for sale at select events	Once weekly Sept-January
Clash of the Archers	Ensures that Clash of the Archers takes place.	One time event in the fall
Dodge Brawl Tournament	Ensures the tournament takes place.	One time event in the spring
Fall Fest Coordinator	Ensures the Fall Fest takes place	October
Homecoming Coordinator	Ensures Homecoming activities take place	October
Recognition Coordinator	Ensures athletes are recognized throughout the year	Once weekly
Spirit Wear Coordinator	Ensures spirit wear is available for purchase in support of AABC mission	Monthly responsibilites
Scorekeepers	Keeps score at basketball and volleyball games	1-2 hours per game
Team Parents	Helps coaches manage their teams; recruits ticket/concessions volunteers for select games	1-2 hours per game
Ticket/Concession Sales	Sells concessions and tickets at select events	1-2 hours per game
<b>FABC Events/Projects</b>		
<b>Role</b>	<b>Responsibility</b>	<b>Committment</b>
Art Liaison	Works with Art Lead Teacher to assess and communicate program needs. Participate in fundraising, event planning and execution of the arts showcase.	Monthly at the FAB meetings
Music Liaison	Works with Music Lead Teacher to assess and communicate program needs. Participate in fundraising, event planning and execution of winter and spring orchestra concerts	Monthly at the FAB meetings
Theater Liaison	Works with Theater Lead Teacher to assess and communicate program needs. Participate in fundraising, event planning and execution of fall and spring plays.	Monthly at the FAB meetings
Fall/Spring Plays	Work with Theater Lead Teacher to provide volunteer support for the production	September/November
Winter Art Showcase	Work with Art Lead Teacher to provide volunteer support for the art show	November
Spring Art Showcase	Work with Art Lead Teacher to provide volunteer support for the art show	April
Improv/Coffeehouse Fundraisers	Provide volunteer support for Coffeehouse/Improv fundraisers	Monthly
Valentine's Dance Coordinator	Work with administration and parent volunteers to plan and carry out the Valentine's Dance	January-mid-February