



Parents' Guild Position Descriptions - Roles & Responsibilities

Chair

1. Acts to build a spirit of community across the four schools.
2. Works closely with the Office of Advancement to ensure the activities of the Parents' Guild are aligned closely to those of the College.
3. Participates with the Past Chair and Vice Chair in a discussion regarding fund allocation with the Head of College and Director of Advancement.
4. Calls, sets agendas and presides at all meetings of the Parents' Guild.
5. Provides overall leadership and support to all activities of the Parents' Guild through a broad committee of volunteer parents.
6. Is an advisory member of the Board of Trustees
7. Is an ex-officio member of all sub-committees of the Parents' Guild
8. Leads the Parents' Guild to assess progress against plan
9. Coordinates the impact of the Parents' Guild friend-raising and fund-raising through goal setting and performance review.
10. Mentors and supports the Vice-Chair, School Representatives, and Coordinators.
11. The Chair takes the position of Past Chair in the following year unless they are unavailable to serve or unless otherwise determined by the Head of College.

Past Chair

1. Acts to build a spirit of community across the four schools.
2. Works closely with the Office of Advancement to ensure the activities of the Parents' Guild are aligned closely to those of the School.
3. Participates with the Chair and Vice Chair in a discussion regarding fund allocation with the Head of College and Director of Advancement.
4. Assists the Chair and Vice Chair as a leader within the PG to set goals and assess progress and performance.
5. Provides continuity and context between the recent work/events of the Parents' Guild and upcoming plans/work.
6. Mentors the Chair and Vice Chair.
7. Chairs and event and a committee on an annual event, i.e the Fashion Show
8. The Past-Chair cannot continue in a Leadership Steering Committee role in the following year.



Vice Chair

1. Acts to build a spirit of community across the four schools and works with the Parents' Guild to assess progress against action plan.
2. Works closely with the Office of Advancement to ensure the activities of the Parents' Guild are aligned closely to those of the College.
3. Participates with the Chair and Past Chair in a discussion regarding fund allocation with the Head of College and Director of Advancement.
4. Coordinates the friend-raising and fund-raising work of the PG with the Chair, Past Chair and PG volunteers.
5. Assists the Chair and Past-Chair as a leader within the PG to set goals and assess progress and performance.
6. Attends the annual calendar meeting to assist the Chair to coordinate events for the next year and to communicate space requirements to the School.
7. Mentors the School Representatives and Coordinators by listening, sharing, and coaching, welcomes new ideas and respects traditions.
8. Assists in the preparation of a year-end report on PG activities.
9. The Vice Chair takes the position of Chair in the following year unless they are unavailable to serve or unless otherwise determined by the Head of College.

New Parent Representative

1. Support HSC by supporting the integration of new families into the school community.
2. Liaise with the Admissions Department to ensure combined efforts are streamlined and complementary.
3. Act to ensure new families feel welcome, informed and part of the HSC community, including those who may join mid-year.
4. May participate in various events when required such as the annual New Parent BBQ, local festivals, orientations, etc.
5. May be assigned a certain number of new families for which they will be a contact during their first year at the College.
6. May reach out to ensure new families are well informed of upcoming events, opportunities and initiatives related to their child's grade/school.
7. When required, will manage additional volunteers to meet program goals.
8. Mentor and assist the new volunteer in this role at the end of your term.
9. This position is a one year term and can be held by the same candidate for consecutive years.



Montessori, Junior, Middle and Senior School Representatives

1. Act to build a spirit of community within their school and function as a communications conduit between and amongst a particular school and the Parents' Guild.
2. Participate in all general meetings of the Parent's Guild.
3. Provide an update each month on major activities that have taken place or are coming up for their school.
4. Celebrate successes!
5. This position is a one year term and can only be held by the same candidate for three consecutive years.

Uniform Sale Representative

1. Work closely with the Campus Store to ensure inventory needs.
2. Organize sales during the year (historically, two prior to the first day of school, and one in the Spring) and coordinate volunteers to assist with set-up, and tear-down .
3. Work with the Advancement Department to ensure accuracy of revenue and expenses.
4. Mentor and assist the new volunteer in this role at the end of your term.
5. This position is a one year term and can be held by the same candidate for consecutive years.

PG Communications Representative

1. Work with the Advancement department to ensure accurate and timely information for parents.
2. Maintain the PG web portal on MyHSC.
3. Mentor and assist the new volunteer in this role at the end of your term.
4. This position is a one year term and can be held by the same candidate for consecutive years.

Interguild Representative

1. Represent the HSC Parents' Guild at Interguild events. (*Interguild is an organization which brings together representatives of Guild/Parent Associations of CIS Independent Schools in Ontario.*)
2. Participate in this network to share ideas and best practices, and bring information and ideas back to HSC's Parents' Guild.
3. Attend Interguild events on behalf of HSC's Parents' Guild where possible and relevant.
4. This position is a one year term and can be held by the same candidate for consecutive years.