

Seton PRO Board Openings

2017-2018 School Year

The following Seton PRO Board positions are currently available for the 2017-2018 school year:

President

The President presides at quarterly meetings of the PRO Parent membership and quarterly meetings of the PRO Board. Oversees the operations of the PRO as a whole and its committees. The position also includes, but is not limited to, the following:

- Responsible for updating the Seton *PRO Board Handbook* and *PRO Handbook* each year.
- Working closely with the PRO Treasurer to update the annual PRO Budget
- Present to parents at Back to School night, Open House, and other school events as needed.
- Attend Seton Board of Directors' meetings as an observer

Hospitality Co-Chair

The Hospitality Co-Chairs are responsible for organizing volunteer parents to solicit food and drink donations, purchase refreshments and supplies as needed, and all hosting duties to applicable to many school events. Coordinate a large team of volunteer parents to provide adequate coverage at all hospitality events. Oversee a team of volunteers to solicit food and drink donations for hospitality events. The hospitality events vary from year-to-year.

Programs Coordinator

The Programs Chair helps facilitate the quarterly PRO Parent meetings to encourage and record attendance. Solicits donations from area businesses in order to provide door prizes for attendees at the Quarterly PRO Parent meetings throughout the school year. Sends thank you letter to donors and sends stipends and/or thank you letters to PRO Series speakers after each quarterly meeting as necessary.

Beautification Chair

Beautification is responsible for the enhancement of the grounds on Seton property. Works with the SGSC on the Adopt-a-Street clean-up two times each year. Oversees the Garden Club volunteers to maintain the gardens and flower pots. Organizes a crew of volunteers for thorough grounds spruce-up before the Open House and before the Spring Musical.

If you are, or anyone you know is, interested in joining the PRO Board for an open position, please contact Tim Cook at tcook@level1propertysolutions.com, or 703-798-7550.

Thank you and God bless