

Seton PRO Board Openings

2018-2019 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.

Treasurer

The Treasurer is responsible for all PRO Board and membership financial record keeping. The position includes the following:

- PRO Board expenses and disbursements
- PRO Membership Balance Sheet
- Communicate all relevant financial information to Office Administration.

Publicity/Communications

The Publicity/Community Liaison is responsible for keeping the surrounding neighborhood and community aware of upcoming Seton events. This position includes the following:

- Design and distribute newsletters throughout the school year to keep in touch with neighboring residents and businesses about any Seton events that may affect them
- Coordinate advertising in the media for the Spring Musical, including posting signs and banners
- Promote the Spring Musical in the Catholic Herald, club publications and area church bulletins

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.

Safety/Security

The Security Chair advises the school administration on safety and security issues for the students, teachers and the building. The position includes the following:

- Facilitate inspections to assess the condition of building safety and security matters
- Work with the PRO Board to determine best practices to raise awareness and educate school administration, faculty, students and families on matters related to safety and security.

Theater Liaison

The Theater Liaison oversees the Performing Arts Committee, which aids in the production of the Fall Play, Senior Play and Spring Musical. The position includes the following:

- Work with the Senior Play and Fall Play Director(s) to provide needed support.
- Work with the Producer and Director of the Spring Musical to help coordinate volunteers.

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