

# Seton PRO Board Handbook

## 2018-2019 School Year

The PRO Board is comprised of volunteer parents who take a lead role in various positions to help Seton work towards its goals and to act as a central point of communication for Seton parents. The PRO Board is here to offer an organized and dedicated voice for the Seton parent community, and support the school in providing Seton students with the best possible Catholic education and formation.

The PRO Board positions are as follows:

PRO Board Position	Name	Cell	Home	Email	Position Start	PRO Board Start
<b>President</b>	Kimberly Dalrymple	703-244-4988	703-594-0430	<a href="mailto:kimberly@dalrymple5.com">kimberly@dalrymple5.com</a>	August 2018	September 2014
<b>Secretary</b>	Beth Caron		703-455-4147	<a href="mailto:beth.caron@gmail.com">beth.caron@gmail.com</a>	August 2017	August 2017
<b>Treasurer/Membership</b>	Michael Bingham	703-910-7414		<a href="mailto:BinghamM@gao.gov">BinghamM@gao.gov</a>	August 2018	August 2018
<b>PRO Volunteer Coordinator</b>	Maria Hartung	717-387-3177	571-393-3040	<a href="mailto:wifeofpaulhartung@gmail.com">wifeofpaulhartung@gmail.com</a>	August 2016	August 2016
<b>Ad/Spirit Campaign</b>	Charlotte Guyant	540-522-2472	540-347-1943	<a href="mailto:guyantfamily@yahoo.com">guyantfamily@yahoo.com</a>	July 2015	January 2010
<b>Theater/Arts Liaison</b>	Matt Moore	703-474-7946		<a href="mailto:m@ttmoore.com">m@ttmoore.com</a>	August 2018	August 2018
<b>Student/Teacher Liaison</b>	Mary Merill	703-220-3708	703-359-6539	<a href="mailto:the_merrills@verizon.net">the_merrills@verizon.net</a>	August 2018	August 2015
<b>Hospitality Chair</b>	Kristin Forman	703-201-8717	703-330-8794	<a href="mailto:formantutor@yahoo.com">formantutor@yahoo.com</a>	August 2015	August 2015
<b>Hospitality Co-Chair</b>	Jenny Luetkemeyer		540-364-4364	<a href="mailto:jennyluetkemeyer@msn.com">jennyluetkemeyer@msn.com</a>		
<b>Hospitality Co-Chair</b>	Philip Ashton	610-213-3495		<a href="mailto:pashton2@hotmail.com">pashton2@hotmail.com</a>	September 2017	September 2017
<b>Hospitality Co-Chair</b>	Jen Ashton	267-970-4512		<a href="mailto:jen.ashton@outlook.com">jen.ashton@outlook.com</a>	September 2017	September 2017
<b>Boosters</b>	Jorge Rangel	703-470-0716	703-802-3949	<a href="mailto:joyjorge@verizon.net">joyjorge@verizon.net</a>	November 2014	November 2014
<b>Beautification</b>	Simone Reddington		703-361-3675	<a href="mailto:simoned123@yahoo.com">simoned123@yahoo.com</a>	October 2017	October 2017
<b>Programs Coordinator</b>	Cathy Carolla		703-738-6452	<a href="mailto:ccarimj@gmail.com">ccarimj@gmail.com</a>	August 2018	August 2018
<b>Alumni Liaison</b>	Michaela Grinder	703-927-3751		<a href="mailto:michaela.grinder@gmail.com">michaela.grinder@gmail.com</a>	August 2016	August 2016
<b>Community Relations/Publicity</b>	Bridget and John McCardell	703-785-6886		<a href="mailto:themanymacs@gmail.com">themanymacs@gmail.com</a>	August 2018	August 2018
<b>Safety/Security</b>	Tim Cook	703-798-7550	703-361-8147	<a href="mailto:tcook@level1propertysolutions.com">tcook@level1propertysolutions.com</a>	August 2018	August 2014

Below is a PRO Meeting Schedule for the 2018-2019 school year:

Date	Weekday	Time	Meeting Type	Location	Attendance
September 13, 2018	Thursday	7:00 PM	PRO Board Opening Meeting	City Tavern	Optional for Board Members
October 25, 2018	Thursday	7:30 PM	PRO Board Quarterly Meeting	Mrs. Carroll's room	PRO Board Members / Open Invitation to Seton Parents
October 29, 2018	Monday	7:00 PM	General Quarterly PRO Meeting	Faustina	All Seton Parents
January 24, 2019	Thursday	7:30 PM	PRO Board Quarterly Meeting	Mrs. Carroll's room	PRO Board Members / Open Invitation to Seton Parents
January 28, 2019	Monday	7:00 PM	General Quarterly PRO Meeting	High School Gym	All Seton Parents
March 21, 2019	Thursday	7:30 PM	PRO Board Quarterly Meeting	Mrs. Carroll's room	PRO Board Members / Open Invitation to Seton Parents
March 25, 2019	Monday	7:00 PM	General Quarterly PRO Meeting	Faustina	All Seton Parents
June 6, 2019	Thursday	7:30 PM	PRO Board Quarterly Meeting	Mrs. Carroll's room	PRO Board Members / Open Invitation to Seton Parents
June 10, 2019	Monday	7:00 PM	General Quarterly PRO Meeting	Faustina	All Seton Parents

# *Seton PRO Board Positions*

Below is a brief description of the active PRO Board positions. Positions may be added or removed as needed in accordance with the process outlined in the PRO Board Bylaws. Position responsibilities may change based on the needs of the school and/or PRO Board throughout each school year.

## **President**

### ***Job Description***

The President presides at quarterly meetings of the PRO Parent membership and monthly/quarterly meetings of the PRO Board. Oversees the operations of the PRO as a whole and its committees.

### ***Specific Responsibilities***

- Provide opening remarks and topics for PRO Board meetings
- Open quarterly PRO Parent meetings and directs the agenda, including the introduction for speakers and topics
- Communicate with Seton Administration on relevant issues and directives to the PRO Board

## **Secretary**

### ***Job Description***

The Secretary records and distributes the minutes of the Board meetings and notifies the members of upcoming meetings and other pertinent information.

### ***Specific Responsibilities***

- Distribute previous meeting minutes and handouts at PRO Board meetings
- Record detailed minutes throughout the meeting to be distributed for review and approval by the Board
- Distribute requests to vote by email when necessary, as well as tally and communicate vote results to all PRO Board members
- Send meeting reminders for upcoming meetings and PRO Board events
- Requests/orders flowers, Mass intentions, etc for members of the Seton community who are in a time of need or mourning.

## **Treasurer/Membership**

### ***Job Description***

The Treasurer is responsible for all PRO Board and membership financial record keeping. The Treasurer is also responsible for maintaining PRO Point records for all members.

### ***Specific Responsibilities***

- Maintain accurate financial records for the PRO Board, including, but not limited to the following:
  - o PRO Membership dues and buyouts
  - o PRO Board expenses and disbursements
  - o PRO Membership Balance Sheet
  - o Communicate all relevant financial information to Office Administration in order to properly record membership dues, balances, expenses, etc.
  - o Record and maintain member PRO Points during the school year.

## **PRO Volunteer Coordinator**

### ***Job Description***

The PRO Volunteer Coordinator completes annual updates to the PRO Handbook for all Seton families and the school. This position manages the initial updating of volunteer sign-up links to facilitate volunteer opportunities to all Seton families throughout the school year. Facilitates communication between parent volunteers and the PRO Board.

### ***Specific Responsibilities***

- Sends initial PRO Membership communications to all Seton families prior to the start of each school year and communicates the deadlines and expectations.
- Works closely with the Membership Chair, and sends routine reminders to volunteers regarding opportunities and needs.

## **Ad/Spirit Campaign**

### ***Job Description***

The Ad Campaign Chair oversees the largest annual fundraising event at Seton. The Ad/Spirit Campaign Chair is responsible for a large team of volunteers and manages the campaign process and timelines in order to maintain clear communication with the school administration, Spring Musical staff, and Seton families throughout the Ad/Spirit Campaign.

### ***Specific Responsibilities***

- Confirm yearly goals and timelines with school administration

- Oversee the process which includes, but is not limited to, working closely with the following people:
  - o School Administration
  - o Student Assembly Coordinator
  - o Incentive Acquisitions Team – design and implement incentive plans for all parties involved in the Ad/Spirit Campaign
  - o Contract Coordinator
  - o Claimed Ad Coordinator
  - o Ad Sales Coordinator
  - o Seton Alumni Liaison
  - o Posters Mentor
  - o Computer Tech Coordinator
  - o Computer Tech Assistant
  - o Data Entry Staff
  - o Ad Book Staff

## **Student/Teacher Liaison**

### ***Job Description***

The Student/Teacher Liaison assists the School Administration to help meet the needs of the faculty and communicates with the SGSC Advisor and other student group and activity leaders to help implement opportunities and events to enhance student formation and development.

### ***Specific Responsibilities***

- Communicate with the faculty at the start of the school year to solicit supply requests, which may not be provided by the school.
- Provides support to school administration for specific supply requests in order to perform due diligence and confirm best availability and pricing
- Works closely with SGSC Advisor to enhance communication between the student body and the PRO Board.
- Works with group leaders and advisors to help develop and facilitate extracurricular activities and events for student development and formation.

## **Boosters**

### ***Job Description***

The Boosters Committee Chairman assists the Athletic Director in promoting and raising funds for the Athletic Department.

### ***Specific Responsibilities***

- Work with the Athletic Director to facilitate the Colonel P. Golf Tournament each Fall, including, but not limited to:
  - o Promoting the event to achieve maximum participation
  - o Soliciting donations and sponsorships from area businesses

- Coordinate dates, times and location of the event
- Collaborate with the Athletic Director to coordinate fundraising events and gather resources to promote the growth of the Athletic Department
- Coordinate a team of volunteers to set-up and sell refreshments at Seton sporting events

## **Alumni Liaison**

### ***Job Description***

Alumni Liaison will serve as a contact between the PRO Board and the Alumni Association in order to disseminate information about the school, coordinate special events, and lead fundraising outreach to Alumni. They would establish communication channels to someone within each graduating class.

### ***Specific Responsibilities***

- Work with the Athletic Director and Boosters Chair to facilitate the Colonel P. Golf Tournament each Fall, including, but not limited to:
  - Promoting the event to alumni
  - Soliciting donations and sponsorships from alumni
- Collaborate with the Boosters Chair and school administration to coordinate fundraising events and gather resources to promote communication with Seton alumni

## **Hospitality**

### ***Job Description***

The Hospitality Committee is responsible for hosting numerous meetings and events throughout the school year. Due to the magnitude and scope of this responsibility, multiple co-Chairs typically fill this position. The 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.

### ***Specific Responsibilities***

- 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. Typical events include, but are not limited to, the following:
  - Opening School Mass: Welcome reception for families
  - Quarterly PRO (Parent) Speaker Series Meetings
  - Junior High School Back to School Night
  - High School Back to School Night
  - Military Appreciation Luncheon

- Science Fair Judge's Breakfast
- Junior Parent College Guidance Breakfast
- Christmas Staff Luncheon
- Junior High Awards Night: 8<sup>th</sup> Grade Graduation

## **Community Relations/Publicity**

### ***Job Description***

The Community Liaison is responsible for keeping the surrounding neighborhood and community aware of upcoming Seton events.

### ***Specific Responsibilities***

- Design and distribute multiple newsletters throughout the school year to keep in touch with neighboring residents and businesses about any Seton events that may affect them
- Design and 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

## **Beautification**

### ***Job Description***

The Beautification Chair is responsible for the beautification of the grounds and landscaping on Seton property.

### ***Specific Responsibilities***

- Work with the SGSC on the Adopt-a-Street cleanup two times each year.
- Oversee the Garden Club volunteers to maintain the gardens and flower pots.
- Organize a crew of volunteers for thorough grounds spruce-up before the Open House and before the Spring Musical.

## **Theater Liaison**

### ***Job Description***

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

### ***Specific Responsibilities***

- Work closely with the Senior Play and Fall Play Director(s) to provide any needed support for theatre-related concerns.
- Work closely with the Producer and Director of the Spring Musical to help coordinate volunteers for various tasks to include, but is not limited to, the following:
  - Set design

- Set artwork and props

## **Programs**

### ***Job Description***

The Programs Chair helps facilitate the quarterly PRO Parent meetings to encourage and record attendance.

### ***Specific Responsibilities***

- 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
- Advertise upcoming Quarterly PRO Parent meetings in the Sentinel
- Available to help recruit and coordinate speakers as needed for each PRO Parent Meeting
- Collect and record the names of attendees for each PRO Parent meeting to submit to the Seton office for accurate record-keeping

## **Safety/Security**

### ***Job Description***

The Security Chair advises the school administration on safety and security issues for the students, teachers and the building. This position is also the liaison for local law enforcement and city officials on all matters of school security.

### ***Specific Responsibilities***

- Conduct routine inspections to assess the condition of building safety and security matters
- Obtain cost estimates and provide suggestions for any needed safety and security-related concerns and/or upgrades
- 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.

# Seton PRO Board Bylaws

## **PRO Board Positions**

Available PRO Board positions are offered to the entire PRO general membership and are filled by a majority vote of the PRO Board.

PRO Board members are allowed to serve in their position for up to three consecutive years. If a PRO Board member opts to resign prior to the end of their term, or once their term reaches the last semester of their fourth year, the available position(s) will be posted in the Sentinel once per month until the last edition of the school year.

If a person reaches the end of their third consecutive year in such a position, and no candidates have applied for the open position, the person may remain in that position on one-year term for the next school year. The same recurring renewal process will apply for each year after.

In order for a PRO Board position to be *removed* from the Board, the motion must be requested by an active PRO Board member during a Quarterly PRO Board meeting, and seconded by another active PRO Board member. The request is then up for vote by the PRO Board in accordance with the voting guidelines in the PRO Board Bylaws. A majority vote is required to have a position or member removed.

In order for a PRO Board position to be *added* the Board, the motion must be requested by an active PRO Board member during a Quarterly PRO Board meeting, and seconded by another active PRO Board member. The request to add the position is then up for vote by the PRO Board in accordance with the voting guidelines in the PRO Board Bylaws. A majority vote is required to have a position added. If it is determined that a position is to be added, a follow-up vote is required to determine how and when the position is to be made available (i.e., how it is to be introduced and made available to the membership for applications, and a timeline as to when the position will be filled and activated on the PRO Board).

Each PRO Board member is expected to keep all Meeting minutes and maintain accurate records of projects and expenses for their respective position. Records should be kept in such fashion that they can be easily transferred to the next person in that position (whether it be electronically or on paper).

## **PRO Board Meetings**

The PRO Board will hold four quarterly Board Meetings each school year. Meetings are mandatory for all Board members. If any PRO Board member is absent from two or more Quarterly Board Meetings in a single school year, they may be asked to step down from their position. If such a situation arises, the participating PRO Board



members will be asked to vote on whether or not the position should be vacated and made available to new candidates.

Participation in the quarterly PRO Board Meetings would require physical attendance or “calling in” to listen and participate by phone.

PRO Board Quarterly Meetings should be limited to one hour and the typical agenda is as follows:

- 1 min. - Roll
  - 1 min. - Opening prayer
  - 5 min. - Review/confirm minutes from previous Quarterly PRO Board Meeting
  - 30 min. - Update on past and future activities from each PRO Board member
  - 5 min. - President’s report
  - 10 min. - Vote on any issues up for PRO Board vote
  - 5 min. - Review of action items
  - 1 min. - Closing prayer
- “Visitor Time” (post-meeting input and Q&A with visiting Seton parents)

PRO Board may hold recurring *optional* PRO Board meetings to review relevant topics and prepare for upcoming quarterly meetings. Optional PRO Board meetings may be scheduled by the President, or by the PRO Board members if a quorum of members agrees on the need and date.

### **PRO Board Voting**

In the event that any issue is up for vote at a quarterly PRO Board meeting, the President will make a brief introduction of the issue during the President Report portion of the meeting. After the introduction, Board members will be given the opportunity to comment on the issue (three minute maximum per Board member).

Once all comments have been made, the Secretary will call roll and ask for each participating Board member’s vote. Once all votes have been made, the Secretary will read back the votes and tally the result for confirmation.

Voting via email is an available option when deemed necessary. When voting by email is necessary, the PRO Board Secretary or PRO Board member who initiated the vote will distribute the details of the vote. Votes must be returned by email to the PRO Board Secretary and the PRO Board member who initiated the vote. The Secretary will tally the votes and communicate the results by email to the entire PRO Board.

Optional PRO Board meetings are not to be used to for any PRO Board voting, unless the issue is urgent enough in nature that it cannot be delayed until the next mandatory Quarterly PRO Board meeting. In the case the vote cannot wait, a vote is

only final if there is PRO Board member attendance and final voting results that qualify as a quorum for the entire PRO Board.

The President will only submit a vote in the case of a tie after all participating Board members have voted.

### **Record Keeping**

The Secretary is responsible for logging all minutes during each Quarterly PRO Board Meeting. The Secretary will distribute minutes to the PRO Board via email within one week following each quarterly meeting, and Board members have one more week to comment and/or make any corrections. After that one-week period for comments, the minutes will be finalized and recorded.

### **PRO Board Member Expense Guidelines**

Each PRO Board member has the authority and responsibility to manage their respective budget. Once the PRO Board approves the budget for the year, each member determines how their allocated funds are used (up to the budgeted amount). The PRO Board must approve any monies spent above the budgeted amount.

Although each PRO Board member has the authority to use the budgeted funds, the PRO Board must be notified (at a PRO Board meeting or in writing) in order to confirm that the funds are appropriate for the department and purpose. That is, the PRO Board must approve that the purchase is appropriate for PRO funds.

PRO Board members may not use any funds that are not appropriate for their respective department.

Each PRO Board member is responsible for proper recording and communication of expenses. Whether purchases are made and due for reimbursement, or expenses are approved and will be paid for by the school directly, it is the PRO Board member's responsibility to notify all relevant parties. For example, a detailed email must be sent to the school office and copied to PRO Board Treasurer so that purchases/reimbursements can be made and recorded accurately. If reimbursements are needed, the PRO Board member must ensure that all original receipts are submitted. Expenses must be explained in detail for proper recording and future review (do not simply note a category or event).