

Board Member of Central Home School Group

Board Members will attend and see to the business of Central Home School Support Group. Duties include managing the members in the jobs under her area of direction. This includes communicating, following up, assisting with problems, and making sure all information is disseminated in a timely manner by communicating with coordinators under her. She will assist in creating a budget for the next fiscal year as well as communicate with the Member Outreach Ministry (MOM) Coordinator as Board member becomes aware of needs within the group.

BoxTops/HarrisTeeter Together in Education Fund Raising Program Coordinator

The BoxTops/Harris Teeter Link Coordinator will advertise the BoxTops and Harris Teeter *Together in Education* Link program(s) through CHSG email announcements. This should be done once at the beginning of the year and then periodically throughout the year to encourage group participation.

BoxTops:

BoxTops postmark deadlines to General Mills are October 31 and February 28 of each school year. The Coordinator will request all BoxTops to be mailed to them or dropped off at the Central Church of God Welcome Center Homeschool Box to be picked up by the Coordinator 10 – 15 days prior to these deadlines. The Coordinator will then need to go to www.boxtops4education.com and use the "Coordinator Sign-in":

School ID Number: 957005
Zip Code: 28079

At this point click on "Coordinator 101" for Submissions Requirements. The submission form will need to be printed, completed and mailed along with the BoxTops in the appropriate manner. The address is included on the webpage.

The check will be mailed directly to the CHSG Treasurer and credited to the Teens on a Mission (TOM account).

Harris Teeter Together in Education Fund Raising Program (TIE)

Prior to commencing making announcements to the group, the coordinator will need to familiarize themselves with the *Together in Education* Fund Raising Program (*TIE*) for schools. Any questions about the program can be addressed by calling 1-800-432-6111 and asking for the person in charge of *TIE*. Central Homeschool Group already has a permanent account number established.

The coordinator will need to be able to log on to www.harristeeter.com. Click on Community in the right hand corner of the site and a dialog box will appear, click on *TIE* Coordinator Login.

Name: TIE6265
Password: chsg (case sensitive)

This site will give the number of participants and the amount accrued to date.

An email should be sent out in August of the school year to remind members and their supporters (friends and family) to re-link their VIC card to our group. **Everyone** must re-link each year beginning in August. Our link number is: 6265.

CHEA/NCHE Contact/CHEA Card Distributor

This person will represent Central Homeschool Group at all CHEA and NCHE meetings twice a year, spring and summer. Follow up with any issues related to the fitness and integrity of homeschool support groups. Forward any E-mail loop communications to the board. Provide one annual job to support CHEA functions; at this time, this is CHEA Card Printing & Distribution.

She will take a current CHEA card to a copy center (Office Depot, Office Max, etc.) and with an updated school-year date for the coming year, order business cards. The CHSG Director will determine the quantity. (Sometimes, it is less expensive to order a higher quantity than required and 3,000 were ordered for 2008-09.) Once cards are produced, present them along with a receipt to the CHEA Director.

Director of Central Home School Group

This person will facilitate the business of Central Homeschool Support Group. Under her direction are the Board Members and Board Advisors (Web Design & Maintenance, Treasurer and Newsletter Editor.) She will coordinate and lead business meetings of the Board. Besides this, her duties include but are not limited to:

- Contact/Help Mom
- Will contact all new members to welcome, and make referrals as needed
- Write articles to be circulated on the chat line, as needed
- Conferring with Board to make contacts for Board appointments
- Update CHEA information for groups
- E-mail updated information to Handbook Updater

E-Coordinator

Coordinates all electronic activity including e-mail loop, web development and maintenance, web contacts, and moderating Yahoo Group.

Distribute all information received to all members via e-mail on a daily basis. Average 15 to 30 emails per month. Must be able to compile an Address Book and keep updated to include all new members who join monthly. The e-mail address used for this job is emailnews@centralhomeschoolgroup.com.

- **Web Development and Maintenance**

Responsibilities include keeping the website looking sharp and up to date. This involves uploading the calendar adjustments, pictures as needed, placing requests in the CHSGCHAT e-mail loop for updated pictures.

May also include redesign of graphical elements or modification of visual theme for the web site. Basic knowledge of current website language a must. General knowledge of javascript, cascading style sheets (CSS), FrontPage (or other web design tool such as Macromedia Dreamweaver or Visual Studio .NET) a plus. Proficiency in graphic design applications also a bonus. This person will advise the Board as necessary.

- **Web Contact Coordinator**

The e-mail address used for this job is: info@centralhomeschoolgroup.com

- The contact person will monitor and check and at least once a week the website e-mail.
- Any questionable e-mails should be directed to the Board.

- **Yahoo Group Moderator**

The Yahoo Group Moderator manages CHSG's Yahoo group by setting up/editing the e-mail database through Yahoo at the beginning of each year, adding new members to the list through the year and monitoring posts as needed. The moderator should have a basic understanding of Yahoo Groups and how to manage the group as a moderator.

EVENT COORDINATOR

- Meet with each event planning team in August/ September (*with the exception of the Family Kick-Off Planning Team. They need to be meet with in early summer*) to plan out the events for the year (pick dates, etc.)
 - Meet with each Event Team prior to each party to plan themes (for Holiday Parties), designate responsibilities, etc.
 - Ensure that the Event Planning teams create an initial email announcement two months prior to each event. Review these initial emails, before they are sent out to the entire group. (It is suggested that you also request that your Board member review.)
 - Request the CHSG contribution from the Treasurer. Each event is allotted \$25. A check will be sent to you. You may cash this and use it toward supplies.
 - Taking the group contribution into account, decide how much to charge per child, (typically \$3 to \$5 per child).
 - After the RSVP deadline, you will know how many children will be attending. At this point, distribute the appropriate amount of money (collected from children's RSVP fees). Each party planner is to stay within their assigned budget. **NO ADDITIONAL MONIES WILL BE REIMBURSED.**
 - Works out details via phone/ email as the event date approaches.
 - Ensures that the planning teams send out weekly email reminders through CHSG chat, including RSVP deadline, for each party.
 - Help with party set up and clean up.
 - Planning teams are to turn in all receipts and leftover cash to you. A Cash Reconciliation form is to be completed and sent to the CHSG Treasurer with any extra cash once the event is over. (Forms are available by emailing the Treasurer).
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FAMILY KICK-OFF PICNIC PLANNING TEAM

- Meet with Event Coordinator in early summer to plan out the picnic date and assign duties.
- Secure park facility or other grounds for event. Request any rental funds through Treasurer. Usually a max of \$50.
- Create initial picnic email announcement. Send to Event Coordinator and your Board member to review before sending out to the entire group.
- Send out weekly email reminders through CHSG CHAT, including RSVP deadline.
- Act as contact person for the picnic, taking RSVP's, etc.
- Assign dishes to those who RSVP to ensure an equal distribution of the types of food, and an adequate amount of food and drinks.
- Purchase paper products for the picnic and decorations, if any. Save all receipts to be turned in to Treasurer for reimbursement.
- Arrive early, set up picnic, and clean up afterwards.

***When compiling your email announcement, please use these 'prompts' to guide you in including pertinent information:*

- *Your name and phone/email*
- *Title or name of activity*
- *RSVP date*
- *Directions*
- *Day, date and time/with alternate rain date, including duration, and place*
- *Brief summary of activities*

FIELD DAY PLANNING TEAM

- Meet with Event Coordinator in early Fall to plan out the Field Day date and assign duties.
- Secure park facility or other grounds for event. Request any rental funds through Treasurer.
- Create initial Field Day email announcement. Send to Event Coordinator and your Board member to review before sending out to the entire group, (initial email announcement should be sent out 2 months prior to Field Day date).
- Send out weekly email reminders through CHSG CHAT, including RSVP deadline.
- Act as contact person for the Field Day, taking RSVP's, etc.
- Any purchases made, save all receipts to be turned in to Treasurer for reimbursement.
- Arrive early, set up for Field Day, and clean up afterwards.

***When compiling your email announcement, please use these 'prompts' to guide you in including pertinent information:*

- *Your name and phone/email*
- *Title or name of activity*
- *Cost, if any, with cancellation policy,*
- *Who to send money to with address*
- *RSVP postmark date for receipt of payment, (no later than 1 week prior to Field Day)*
- *Directions*
- *Day, date and time/rain date, including duration, and place*
- *Target ages*
- *Brief summary of activities*

Field Trip Coordinator

- Meets with planners in June/July to plan out the field trips for the year, (can meet again in Dec. /Jan. to plan for spring if necessary).
 - Distributes field trips among the planners, being mindful to plan for the different age groups (families, elementary, middle-high school students.)
 - Supplies the planners with initial preparation materials, (brochures, etc)
 - Monitors planners' progress and provides assistance as needed.
 - Ensures that the Planners create all initial field trip email announcements two months prior to each field trip. Reviews these initial emails, before they are sent out to the entire group.
 - Ensures that the Planners send out weekly email reminders through CHSG CHAT, including RSVP deadline, for each field trip.
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Field Trip Planners

- Meets with Field Trip Coordinator and other Planners in June/July to plan out the field trips for the year, (can meet again in Dec. /Jan. to plan for spring if necessary).
 - Will help come up with ideas for field trips. Works with the Coordinator, to ensure that everyone is assigned an equal number of field trips to plan.
 - Goes to Field Trip Coordinator with any questions/issues that come up in the planning/executing of the field trip.
 - Creates an initial field trip email announcement two months prior to each field trip. Send these initial emails, to the Coordinator to review before sending to entire group.
 - Send out weekly email reminders through CHSG CHAT, including RSVP deadline, for each field trip.
 - Good to publish your cell phone number in case someone is late/lost and to get theirs on RSVP
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Graduation Coordinator

- Meet with parents of graduates to form parent committee in early fall to plan out the graduation date and assign duties. Takes notes from meetings, sends email reminders, and is responsible for newsletter communications. All members of parent committee will meet monthly.
- Secure facility or other grounds for event.
- Coordinator will assign parents the following duties:
 - Coordinate ordering invitations, announcements.
 - Coordinate ordering diploma covers, caps and gowns.
 - Coordinate the Speaker/ Emcee - With committee input, selects and contacts speaker and/or emcee for ceremony.
 - Coordinate the Photo Area/Grad Tables: This is an area set up for pictures of grads with family. Grad tables are for pictures of grads, and gifts for grads. Guests would come here to sign in a book or leave a note of encouragement.
 - Treasurer: Collects monthly payments, collects receipts, pay bills; make budget info available to committee.
 - Coordinate ceremony (presentation of graduate videos, diplomas, etc.)
 - Coordinate reception (facility, food, tables, decorations, etc.)
 - Filming/video, etc, of the ceremony.

With other committee parents, arrive early, set up, and help clean up afterwards

HOLIDAY PARTY PLANNING TEAM

- Meet with Event Coordinator at the beginning of the year to begin planning for the parties and be assigned duties.
- Act as contact person for the parties, taking RSVP's, etc.
- Purchase decorations, craft materials (if used), snacks, drinks, etc. (Note: Central COG has a "NO CONFETTI" policy.)
- Create an initial email announcement two months prior to the parties. Submit to Event Coordinator and your Board member for review before sending out to entire group.
- RSVP's are only to be held with receipt of payment by a specified postmark date.
- Contact Sherry Kendrick, at Central Church of God, to reserve dates for the Holiday parties, and for any other special planned events using church facilities. At that time, also book the rooms needed, request extra garbage cans, vacuum cleaner, and any other equipment needed, as well as requesting use of the kitchen, if needed.
- Send out weekly email reminders through CHSGchat, including RSVP deadlines for the parties.
- Work with the Events Coordinator to solicit TOM help for the party, if needed.
- Set up parties, help out with games and activities for the children, and clean up afterwards.

***When compiling your email announcement, please use these 'prompts' to guide you in including pertinent information:*

- *Your name and phone/email*
- *Title or name of activity*
- *Cost, if any, with cancellation policy,*
- *Who to send money to with address*
- *RSVP postmark date for receipt of payment, (no later than 1 week prior to parties)*
- *Directions*
- *Day, date and time, including duration, and place (usually the FLC)*
- *Target ages*
- *Brief summary of activity*

LNO (Ladies Night Out) PLANNING COORDINATOR/LIBRARIAN

The LNO Coordinator communicates with her assistant(s) in order to plan meetings and sets dates for the Ladies' Night Out events. Meetings are planned on a quarterly basis with approximately four meetings per year. Meetings will be preferably planned for the months of September, November, January and March, but are subject to change.

With the aid of her assistant(s), she is responsible for

- The selection of topics.
- Securing meeting location.
- Coordinating snacks, refreshments and nametags.
- Securing speakers, if any.
- Attending and leading the meetings for CHSG, unless she has made prior arrangements with the assistant(s).
- Sending thank you notes to speakers as necessary.
- Write up an LNO announcement to be sent to the board member for review. The deadline for the announcement is the first of the month for the next month's LNO
- Send several LNO reminders through CHSG CHAT and Email News throughout month of scheduled LNO.

The coordinator will have a budget to work with in obtaining meeting supplies such as door prizes, refreshments, gifts or gift certificates for speakers, postage for thank you notes, etc. Receipts are to be turned in to the Treasurer for reimbursement.

- **Librarian**

The Librarian will house and store all CHSG media material that is available to the entire group. There are books as well as tapes available for check out. She is to keep a current record of all checked-out items and phone the borrower after 30 days to return items. All items should be returned within 30 days.

The Librarian should choose certain times of the month to open her home to those wishing to check-out items. In doing this, she should advertise the open dates and times using the CHSG CHAT and Email News (emailnews@centralhomeschoolgroup.com), sending her announcement to her board advisor by the first of the month. The Librarian may also take items to Central Church of God and either schedule a meeting there or leave them in the Welcome Center Homeschool Box works well also. She may also have members pick items up at her home if she wishes.

The Librarian should also bring a selection of books and tapes to the LNOs (Ladies Night Out) when appropriate to give members an opportunity for checking out items.

At the end of each school year, the Librarian will inventory all books and media, updating the Resource Listing Guide and forward to the Handbook Updater by the last week of June.

LNO (Ladies Night Out) PLANNING ASSISTANT

The LNO assistant meets with the coordinator to help plan meetings and set dates for the Ladies' Night Out events. Meetings are planned on a quarterly basis.

In assisting the coordinator, she might assist in or handle the following as directed by the coordinator:

- The selection of topics
- Securing meeting location
- Coordinating snacks, refreshments and nametags
- Securing speakers, if any
- Attending and leading the meetings for CHSG, if the LNO Coordinator cannot attend.
- Sending thank you notes to speakers as necessary.
- Write up an announcement to be sent to the board member for review. The deadline for an announcement is the first of the month for the next month's LNO.
- Send reminders through CHSG CHAT or Email News throughout the month before RSVP deadline.
- Email LNO/Librarian a personal reminder to attend and bring CHSG Library resources to meeting.

Member Outreach Ministry (MOM) Coordinator

Organizes a group of woman who bless homeschool families in crisis or unusual situations with meals, rides or childcare. It is her job to call the family in crisis. She will offer meals, when it would be convenient to deliver, any food allergies, etc. and to get directions to their home. She will determine any other needs the family may have (rides, laundry, childcare, etc.) She then calls the MOM Assistants to prepare and deliver meals to these families and coordinate any other assistance as needed. Coordinators will receive supplementary list of willing CHSG group members who specified they would help in time of need.

Member Outreach Ministry (MOM) TEAM

The MOM team will work with the Member Outreach Ministry (MOM) Coordinator in preparing and delivering meals, providing a ride or childcare to CHSG members who are in crisis or unusual circumstances (birth of baby, extended illness, etc.)

PARK PLAYDATE COORDINATOR

- In August, review area parks and choose at least 4 in the area, which are in a close proximity to the majority of the group. Choose a day of the week, preferably a Thursday or Friday, and assign a different park every other week.
 - Post Park Days 1 month in advance via CHSGchat.
 - No need for rain dates, since there is a scheduled Park Day every week.
 - RSVP if desired, just to post on CHSGchat so folks will know who's thinking of going.
 - You do not have to attend each one. Just set it up! ☺
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(TOM) Teen Coordinator

The coordinator of this teen subgroup of CHSG has the responsibility of working with and following up with communications between the teens and the teen assistants in coordinating activities and events for and by the teens. The teens have named their group Teens on a Mission aka TOM and have chosen to combine monthly outreaches and service projects with their fellowship events.

The coordinator will hold a mandatory meeting in July/August with TOM TEAM assistants for training procedures and to determine direction for the school year.

The coordinator will stay informed about outreach opportunities that Central supports and perhaps have TOM assist in our own church's need for volunteers. Shannon and Anna Burton can provide a list of ministries within our church and also some that we, as a church, support but are not a part of our church.

All arrangements for use of meeting rooms and use of church vans must be made by the Coordinator to Sherry Kendrick (sherry@centralchurchofgod.org) and never be made by teens or the assistants.

Ensure that the e-mail announcement for each event is sent to the board advisor. Ideally, the event should be promoted through TOMCHAT and emailnews@centralhomeschoolgroup.com for two consecutive months prior to RSVP deadline, sent weekly.

All BoxTops monies are to be used for the "fun/fellowship" events. There is a budget from CHSG for outreach supplies. The Coordinator will have that information.

TOM TEAM

A TOM TEAM assistant is assigned at least one month and sometimes two in which she/he will coordinate, make arrangements with service agencies or design their own outreach/service project for the teens. This assistant will also coordinate a "fun/fellowship" type event before or after the outreach. The TOM TEAM assistant will also aid the other TOM TEAM assistants with transportation, chaperoning, and having fun at the fellowship events.

TOM TEAM assistants will have a mandatory meeting with the TOM Coordinator in July/August for training procedures and to determine direction for the school year.

All arrangements for use of meeting rooms and use of church vans must be made by the TOM Coordinator and should never be made by teens or assistants.

The TOM TEAM assistant will make sure all deadlines are met and is responsible for writing the event announcement as well as a follow-up article after the event to post on the TOMCHAT and CHSGCHAT. A draft of the email should be sent to the TOM Coordinator prior to submitting on TOMCHAT and CHSGCHAT.

All BoxTops monies are to be used for the "fun/fellowship" events. There is a budget from CHSG for outreach supplies. The coordinator will have that information.

Treasurer

The Treasurer is to keep the accounting of all CHSG monies from each department (Membership, Member Support, LNO meetings, Children's, Teens, special projects/events, etc.) using QuickBooks Pro. The Treasurer will give a fiscal accounting at CHSG board meetings, when asked. The Treasurer will distribute and follow-up on all Cash Reconciliation reports for each CHSG event where funds are received from members. Will also distribute reimbursement checks in exchange for legitimate receipts. Any questionable reimbursements must go through the board advisor or Director. The Treasurer will maintain the CHSG PayPal site and download funds and allocate when paid through PayPal.

WELCOME WAGON COORDINATOR

- **New & Returning Member Welcome Package Coordinator**

The New Member Welcome Package Coordinator must have e-mail access and check it often.

- Receives new member information via e-mail.
- Applications sent to board members for job placement. Job assignments are not made after October 1 (testing deadline) if it is not necessary.

Items to be emailed for Welcome Packages:

- Welcome Letter
- Handbook
- Resource Guide
- Organizational Chart
- Directory
- Job Description
- CHEA Handouts

- **New & Late Member Application Processor**

The Application Processor must have e-mail access and check it often.
The application information will be e-mailed to the members handling:

- Directory Maintenance
- New & Late Returning Member Welcome Package
- E-Coordinator
- Treasurer
- Board Members
- TOM Director (if they have teens in grades 7th-12th)

- **Returning Member Application Processor**

The Returning Member Application Processor must have e-mail access and check it often. This person will receive applications via e-mail from the CHSG website, at which time the applications are directed to the New/Late Member Application Processor.
The application information will be e-mailed to the:

- E-Coordinator
- Treasurer
- Specified Board Members (for Job assignment)
- TOM Director (if they have teens in grades 7th-12th)