



### Essential Duties

- Build an ad hoc committee of volunteers sufficient to secure necessary items to fulfill plan.
- Identify a recognition and appreciation plan for CMS Staff.
  - The components for this potentially week-long event occur throughout the last week each February, coinciding with teacher conferences.
  - Components may include any of the following or additional ideas:
    - Treats for teachers and staff throughout the week
    - A thank you breakfast, lunch, or dinner for staff (before or after teacher conferences).
    - Posters and fliers or other materials recognizing staff posted throughout school.
    - Token of appreciation (i.e. shirt, pen, notebook, gift card, other item).
    - Arrange for chair massages or manicures.
    - Other ideas at <http://www.ptotoday.com/filessharing/category/5-teacher-appreciation>
- Based on the identified plan, recommend an event budget to the CMS PSO Executive Board before 12/31 of current school year which covers the plan components.
- Meet as necessary to coordinate and communicate plan in order to implement during planned dates.
- Using sponsor letter as a template, draft a letter specific to Staff Appreciation to circulate to local businesses in order to secure donations for food, beverage, and other items.
- Coordinate procuring all items needed for event including donations.
- Coordinate with office staff for event space and other needs.
- Provide plan, budget, and progress updates to CMS PSO Executive Board at December and January Board meetings and to membership at the December and January membership meetings.
- Complete an Event Coordinator Feedback form within one week of the event conclusion.



### Average Hours

- 1-3 hours per week depending on number of volunteers and level of organization.
- Provide update at Executive Board meeting prior to Membership meetings in December and January.



### Time Span

- This role is a 3 month commitment, to conclude upon clean up on final day of teacher conferences, the last Thursday each February.