

# CAP Volunteer Positions

## Executive Board Positions

- President:
  - Preside over general CAP meetings and executive board meetings; serve as the official representative of CAP; hold an annual audit of the financial records of CAP.
- Vice President:
  - Oversee the committee system of CAP; assist the president and chair meetings in the absence of the president.
- Secretary:
  - Record and distribute minutes of all general membership meeting; hold historical records and attendance records for CAP; manage communications such as email; Facebook, bulletin board, and CAP website.
- Treasurer
  - Serve as custodian of CAP finances. Collect revenue, pay authorized expenses, report financial records and prepare budget for following year to present for approval at June's executive board meeting.

## Board Positions

- Primary Representative
  - Represent CAP to primary school level teachers to ensure optimum communication; participate in distribution and pick up of payback books in the classrooms; assist in teacher appreciation during handout opportunities
- Middle Representative
  - Represent CAP to middle school level teachers to ensure optimum communication; participate in distribution and pick up of payback books in the classrooms; assist in teacher appreciation during handout opportunities
- High Representative
  - Represent CAP to high school level teachers to ensure optimum communication; participate in distribution and pick up of payback books in the classrooms; assist in teacher appreciation during handout opportunities
- Pizza Tuesdays
  - Place orders and coordinate volunteers
- Payback Book Fundraiser
  - Arrange for order form and book deliveries
  - Coordinate volunteers stuffing envelopes, distributing books, collecting money, etc
- Spirit Wear
  - Collect order forms, tally amounts, place order, distribute items
- Box Tops Fundraiser
  - Collect, count, organize and mail in box tops
  - Organize box top contests

- Restaurant Fundraiser
- Thanksgiving Lunch
  - Collect and tally order forms/money
  - Order food, purchase supplies
  - Organize volunteers to bring food, help with check in and clean up
- Student Appreciation
  - Organize student surprises! This could be hot chocolate, candy, etc
- Teacher Appreciation
  - Oversee coordination and implementation of activities (breakfast, lunch, treats) within approved budget.
- 8th Grade Recognition
  - Oversee coordination of event within approved budget.
- High School Graduation Night Coordinator
- High School Baccalaureate
- Library
  - Coordinate volunteers; hours of operations; adding donated and new books to library
- Game Night
  - Publicity, organize volunteers, arrange for refreshments, etc.
- G6
  - Collect, tally, count order forms/money
  - Publicity, coordinate with G6
- Donation Coordinator
  - Go into the community to find donations for PBIS, Ice Cream Social, Box Top Prizes, etc
- Watch Dog Top Dog (needs to be a male role model)
  - Coordinate volunteer schedule for dads, uncles, grandpa's, etc