



## PSP OFFICER POSITIONS

Executive Team Members include the President, Vice President, Treasurer, and Secretary. These members will attend informal board meetings, meetings with school administration, and general meetings, which is usually about 1-3 meetings per month during the school year. The other team members can send a member from their committees to these meetings when needed. The Events, Communications, and Fundraising Director positions also have ability to have a co-director if multiple individuals are interested in the role

### **PRESIDENT**

The President coordinates the PSP team, organizes board meetings and agendas, and helps create and coordinate the PSP Calendar of Events. He/she also approves all PSP official communications including the newsletter, social media posts, and website updates. The President runs all PSP meetings and works as the liaison to the Gateway administration team and to the RAFOS administration team as needed.

### **VICE PRESIDENT**

The Vice President works closely with the President to assist with presidential duties as needed and helps with email communication and connecting with the directors and committees.

### **TREASURER**

As Treasurer, you would be expected to handle check requests, which involves picking up and dropping off paperwork 1 to 2 times a week in the Gateway office. You will also learn to use our financial tracking spreadsheets and present account balances at all PSP meetings. You will also act as the PSP financial liaison to the PSP team, the Gateway administration team, and the RAFOS administration team as needed.

### **SECRETARY**

The Secretary is the PSP record keeper. The Secretary keeps notes of all informal meetings and creates the minutes for the official PSP meetings within a timely manner to share with the team for approval. The Secretary works closely with the other members of the Executive Team to assist where needed.

### **EVENTS DIRECTOR**

An Events Director is crucial for planning the events that bring our Gateway community together. Without the creative and hard work from an Events Director and committee, these events cannot take place. The Events Director will oversee the Events Committee, and he/she will connect with the Fundraising Chair and PSP team to help create and organize the PSP events calendar. The Events Director will also be the liaison to the PSP team about upcoming event needs.

### **COMMUNICATIONS DIRECTOR**

The PSP Communication Director will take the lead on all PSP social media posts, the monthly PSP Pulse newsletter, and the PSP website. As the Communications Director, you will gather information and articles from other board members and committee members and present them in a cohesive way to the Gateway community. We have templates and programs that are helping with this role, and the President will approve all communications prior to release.

### **FUNDRAISING DIRECTOR**

The PSP cannot run smoothly without fundraising! As Fundraising Director, you will oversee the Fundraising Committee and be the fundraising liaison for the PSP team. This committee plans and organizes fundraisers and helps lead the Annual Giving Campaign tracking and incentives.



## PSP COMMITTEES

Joining a committee can be a great way to get involved with your student's school! To plan events for such a large school, we need the support of our amazing Gateway families! Current committee needs include the following:

### **FUNDRAISING COMMITTEE**

You will work closely with the Fundraising Director to help promote the Annual Giving Campaign, restaurant fundraisers, and other fundraising efforts. The funds raised will support campus enhancement, student enrichment, classroom accounts, and so much more!

### **EVENTS COMMITTEE**

As we start to incorporate more in person events again, we will need your help to create and plan family centered events to help build our Gator community. These events could be dances, movie nights, art nights, or any events that can help bring families together for some fun!

### **AUCTION SUB-COMMITTEE**

The auction is a big event that requires a lot of planning and help, and for this reason, it will have its own lead and committee. This committee will plan and organize an annual auction to help raise funds for either the Annual Giving Campaign or a specific fundraising need. The Auction Sub-committee lead will work closely with the Events Director, and a member of this committee will report auction updates and needs at PSP meetings as needed. Being a part of this committee would help the PSP team raise a large amount of funds to support our school and students in a fun way!



## PSP PARENT ROLE LEADS

Leads for the Parent Roles (Room Parents, Music Docents, and Art Docents) will help to train and prepare parents that have taken on a classroom role. These leads will also act as liaisons to the PSP team and will help to take inventory of any supplies needed for their team. These roles can have co-leads as well if multiple individuals are interested.





Do you want to  
contribute to  
school culture and  
campus  
enhancement?



# JOIN THE *PSP* TEAM!

Would you like to  
help make  
decisions about  
how AGC funds are  
spent?

Do you want to team  
up with other parents?

Are you excited about  
making a difference in  
our school community?



Join the PSP team to help plan  
events that foster community  
among our students, families,  
and school!

More info at [GatewayPSP.org/volunteer-information/](https://GatewayPSP.org/volunteer-information/)  
or email [GatewayPSPteam@gmail.com](mailto:GatewayPSPteam@gmail.com)