President (1) – Chairs the Executive Board. Presides over general and board meetings; coordinates work of the board; is ex-officio member of all committees except Nominating Committee; represents Dogwood at all meetings and functions as invited; and confers regularly with the Principal.

Vice President Operations (1) – Member of the Executive Board. Acts as aid to the President; performs duties of President in his/her absence; chairs Appropriations Committee and coordinates Dogwood’s parent/teacher volunteer awards; manages and supports the Class T-Shirts, Yearbook, Library Liaison, Beautification, Health and Wellness and Legislative chairs.

Vice President Events (1) – Member of the Executive Board. Acts as the aid to the President; coordinates Kids Kan activities and plans incoming/outgoing parent volunteer board luncheon. Manages and supports the Family Movie Night, Dolphin Tale Ball, Mom/Son Event, Field Day, Cultural/Fine Arts and Book Fair chairs.

Vice President Hospitality (1) – Member of the Executive Board. Acts as aid to the President; supports the Teacher Treats, Teacher Appreciation and Community Cares chairs; plans events throughout the year to promote family fellowship, including Veterans Day, Grandparents’ Day, Cop Stop, back to school event(s) and others as needed.

Secretary (1) – Member of the Executive Board. Records minutes of all board and general meetings; makes typed copies available to board, Principal and Faculty Advisor(s); keeps roster of board members and attendance at meetings.

Treasurer (1) – Member of the Executive Board. Keeps full and accurate records of deposits and payments; balances checkbook each month; meets with President, President-elect and out-going Treasurer to write proposed budget; prepares report on revenue and expenses as needed; has records examined annually; files IRS Form 990 annually. Serves on the Appropriations Committee. Manages and supports the Ways and Means chair.

Assistant Treasurer (1) – Assists the Treasurer by making deposits, balancing the checking account monthly, assisting with Quicken and other tasks as needed.

Beautification (1) – Works with teacher sponsors to plan activities for and support the Environmental Club. Raises awareness about environmental issues. Coordinates Earth Day, Walk to School Wednesdays and flower bed maintenance.

Book Fair (1) – Works with librarian to plan and coordinate Book Fair that benefits the school library. Promotes the event and enlists volunteers needed for a successful event.

Class T-shirts (1) – Coordinates the design, purchase and distribution of class shirts.

Communications (1) – Compiles and distributes Dogwood newsletters; updates social media and website.

Community Cares (1) – Keeps the Dogwood community abreast of teachers, staff and families in need or struggling with difficulties due to illness or loss of any kind. Coordinates support as needed.

Cultural and Fine Arts (1) – Works to provide cultural and fine arts opportunities to Dogwood students through exhibits, contests, performances and workshops. Works with administration and the art and music teachers to plan and implement Fine Arts Night.

Dolphin Tale Ball (1) – Coordinates and plans the Dogwood father/daughter event. Promotes the event, enlists volunteers, sets up decorations, and coordinates door prizes and snacks.

Family Movie Night (1) - Coordinates and plans the annual Dogwood movie night. Promotes the event, enlists volunteers, selects and sets up movie, and coordinates food options.

Field Day (1) – Coordinates this school-wide week of fun. Works with room parents to enlist volunteers and supplies by grade level.

Health & Wellness (1) – Health & Wellness procures all clinic supplies and anything needed by the school nurse. The chair also coordinates the staffing of the school health clinic.

Legislative (1) – Responsible for apprising the parent group board and its members of legislation, ordinances, policies and other governmental actions.

Library Liaison (1) – Coordinates library volunteers to help with shelving and processing of books; assists with special programs, including author visits and the summer reading program; promotes the library and its programs to parents.

Membership/Directory (2) – Works to encourage membership in Dogwood’s Parent/Teacher organization, manages the membership database, and produces and provides directories to its members.

Mother/Son Event (1) – Coordinates and plans the Mother/Son event by selecting a theme, promoting the event, enlisting volunteers, setting up decorations and coordinating entertainment.

New Parent Liaison (1) – Assists new families with their transition into Dogwood, including planning the Kindergarten Meet and Greet and the new family open house and coordinating mentor families and the printing of the Student Guidebook.

Publicity (1) – Informs our community of the great things Dogwood students, teachers and administrators accomplish. Creates displays for the trophy cases.

Room Parents (1) – Oversees grade captains and room parents to ensure all parents are well-informed and have ample opportunity to participate in school events.

Springfest (2) – Responsibilities include soliciting sponsors, enlisting volunteers, organizing auction, coordinating concessions and setting up games for this fun fundraiser.

Teacher Appreciation (1) – Coordinates Teacher Appreciation Week, the annual back-to-school breakfast for faculty and staff and conference night meals for teachers.

Teacher Treats (1) – Coordinates monthly teacher treats.

Ways and Means (1) – Coordinates fundraisers throughout the year at various local retailers and dining establishments. Also oversees the major, school-wide fund-raising event in the fall and serves on the Appropriations Committee.

Yearbook (2) – Responsible for the designing, organizing, selling, printing and distribution of the Dogwood yearbook in conjunction with the Yearbook Club and teacher representative. Coordinates with class photographers for pictures.