

## Director(s) of Enrichment

Appointment by President after approved by Executive Board

<b>Qualifications:</b>	PTA Member
<b>Term:</b>	Board Members Commit to one year of service. There are no term limitations.
<b>Weekly Commitment:</b>	2-3 Hours on average Communications & planning related tasks can be done at home, while After School Enrichment Monitoring & Support is often needed between 3:40pm-5:00pm Mo/Tue/Thu/Fri and on Wednesdays between 1:30-2:45pm as needed, depending upon parent volunteer participation.
<b>Specific Time Commitments:</b>	Required participation at monthly Board Meeting. Provides board update on all Enrichment related activities, and participates in the review and approval of spending and board related decisions. Attend Quarterly, evening General Membership meetings: September, January, March and June
<b>Busiest Times of Year:</b>	2-3 hours per week consistently throughout school year
<b>Responsibilities:</b>	The Director of Enrichment researches enrichment opportunities, cost, and instruction + facilities scheduling. This Director then recommends the seasonal schedule of offered classes, manages the enrollment process, organizes associated communications with Parents, Teachers, and Office Staff, and maintains process protocols to meet our School, District, and PTA policies & guidelines.