

Springfield Well Educated Heart Homeschool Group

Name:

Best Contact Info:

Position interested in: (Check all that apply)

All Positions are a 1 Year Term

- President- Preserves vision of SWEH. Cares about the concerns and welfare of all SWEH members. Conducts Board Meetings as often as sees fit. Consults and utilizes their board. Appoints or fills positions that need to be filled. Plans Mothers and Planning Meetings with the Board. Becomes SWEH website Admin. Keeps track of its members and paperwork. Coordinates meeting location for the planned activities. Coordinates announcements to group throughout their term. Interviews prospective families interested in joining. May delegate administrative responsibilities to Secretary.
- Secretary – Assists president in administrative responsibilities. Responsibilities may differ each year depending on the needs of the president. Attends and takes notes at board meeting and planning meeting.
- Treasurer- Prepares a budget which is discussed and approved by the Board. Collects funds from SWEH body. Distributes funds to Committee members and all SWEH mentors who provide a Reimbursement Form. Keeps track of all SWEH funds and their usage with an itemized record. Attend and report at Board Meetings.
- Arts Activities Chair - May appoint committee members. Oversees SWEH rotation schedule and plans weekly arts activities. Presents their planned arts activities at the July Mothers Planning Meeting prior to the school year. Leads Arts Activities each week (may be delegated to a committee member if unable to attend). Attend and report at Board meetings, (may be delegated to a committee member if unable to attend). Coordinates and leads the Well-Educated Heart Catch the Vision Introductory Course monthly meetings for members taking part in the training.
- Well-Educated Heart Catch the Vision Introductory Course – This is a training position for the Arts Activities Chair, Nature Study Chair, and Childcare Chair. Members participating in this course shadow and assist the Arts Activities Chair. Members participating in this course meet monthly to discuss the vision of SWEH utilizing the Well-Educated Heart Catch the Vision Introductory Course.

- Nature Study Chair - May appoint committee members. Oversees SWEH nature rotation schedule and plans weekly nature study activities. Presents their planned nature study activities at the July Mothers Planning Meeting prior to the school year. Leads weekly Nature Study activities (may be delegated to a committee member if unable to attend). Attend and report at Board meetings, (may be delegated to a committee member if unable to attend). Must have completed the Well-Educated Heart Catch the Vision Introductory Course.
- Gardening Chair - May appoint committee members. Corresponds with Springfield Botanical Gardens personnel concerning garden plot. Oversees SWEH garden plot schedule, plans weekly gardening activities, and leads gardening activities. Presents their planned gardening activities at the July Mothers Planning Meeting prior to the school year. Delegates maintenance schedule for garden plot during the summer months and must maintain garden plot in their personal time if unable to delegate. Attend and report at Board meetings. May delegate responsibilities to a committee member if unable to attend.
- Field Trip Chair- May appoint committee members. Presents their planned field trips at the July Mothers Planning Meeting prior to the school year. Plan and execute field trips with Committee throughout the year. Provides all field trip related information to SWEH president 1 month prior to the field trip to be posted to the SWEH communication platform, (may be delegated to Committee members). Collect funds from SWEH members if necessary for field trips with a cost, (may be delegated to a committee member). Attend and report to Board Meetings, (may be delegated to Committee member if unable to attend).
- Party Chair- May appoint committee members. Plan and execute four parties throughout the year. Fall Party (September), Thanksgiving Party (November), Valentine's Day Party (February), Summer Celebration (June or July). Parties may change according to Committee suggestions but must be approved by the Board. Use appropriate funds and submit Reimbursement Forms. Attend and report to Board Meetings, (may be delegated to a committee member if unable to attend).
- Childcare Chair - May appoint committee members. For children typically ages 3 and under who cannot participate in SWEH activities and whose parents are leading other activities. Plans activities suitable for toddlers. Presents their planned arts activities at the July Mothers Planning Meeting prior to the school year. Leads toddler activities each week (may be delegated to a committee member). Must have completed the Well-Educated Heart Catch the Vision Introductory Course.

