

# SS PETER & PAUL SCHOOL COMMISSION POSITION DESCRIPTION

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**POSITION TITLE:** President  
**PARISH LIAISON:** Principal and Pastor  
**COGNIZANT OF:** Peter, Paul, and Parents (PPP)  
**MEETING DATE:** First Thursday of the Month

## **Primary Role:**

The President provides leadership, oversight, and guidance for all areas of School Commission. The President is responsible for identifying items for discussion at commission meetings, preparing and distributing agendas to members, presiding over regular meetings, and appointing ad hoc committees when needed. The President is the School Commission member cognizant of activities associated with Peter, Paul, and Parents.

## **Specific Responsibilities:**

- Oversee the review and revision of School Commission Constitution, By-Laws, Policies, and Position Descriptions
- Prepare monthly meeting agendas – confer with the principal on topics
- Attend all PPP Meetings; report back to School Commission upcoming events or issues in our school parent community.
- Assist the Finance Commission member when needed.
- Assist with setting up/serving coffee after masses when SSPP School is sponsor
- Support all members of School Commission as needed

# SS PETER & PAUL SCHOOL COMMISSION POSITION DESCRIPTION

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| <b>POSITION TITLE:</b> | <b>Vice President</b>                     |
| <b>PARISH LIAISON:</b> | <b>None</b>                               |
| <b>COGNIZANT OF:</b>   | <b>Sports</b>                             |
| <b>MEETING DATE:</b>   | <b>As published by Athletic Directors</b> |

## **Primary Role:**

The Vice President is responsible for performing the duties of the President when the President is absent or unable to act in support of School Commission activities. The Vice President is the School Commission member cognizant of activities associated with Sports.

## **Specific Responsibilities:**

- Attend all Sports Committee Meetings; report back to School Commission any issues or upcoming events in our sports community.
- Assist with setting up/serving coffee after masses when SSPP School is sponsor
- Support the President with the review and revision of School Commission Constitution, By-Laws, Policies, and Position Descriptions

## **Example of Previous Year Activities:**

- Created School Commission Position Descriptions

# SS PETER & PAUL SCHOOL COMMISSION POSITION DESCRIPTION

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**POSITION TITLE:** Secretary  
**PARISH LIAISON:** None

## **Primary Role:**

The Secretary is the official recorder of issues, discussions, and decisions made at regular and special School Commission meetings. The Secretary will present School Commission meeting minutes to the School Commission for their approval prior to distribution to the general school population. The Secretary is also responsible for handling Commission correspondence at the direction of the President.

## **Specific Responsibilities:**

- Take minutes during monthly School Commission meetings and transcribe the minutes for the commission to review.
- Distribute meeting minutes through weekly newsletter
- Create and distribute Member Roster and Dates to Remember each September.
- Assist with setting up/serving coffee after masses when SSPP School is sponsor
- Support other members as needed.

# SS PETER & PAUL SCHOOL COMMISSION POSITION DESCRIPTION

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**POSITION TITLE:** Evangelization  
**PARISH LIAISON:** None

## **Primary Role:**

Identify and develop the role of Evangelization in the school. Focus on the evangelization of students and family through organized events including service projects and social opportunities. Communicate status and progress of evangelization opportunities to School Commission.

## **Specific Responsibilities:**

- Distribute evangelization write-ups
- Assist with setting up/serving coffee after masses when SSPP School is sponsor
- Support the President with the review and revision of School Commission Constitution, By-Laws, Policies, and Position Descriptions

# SS PETER & PAUL SCHOOL COMMISSION POSITION DESCRIPTION

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**POSITION TITLE:** Finance  
**PARISH LIAISON:** Finance Committee  
**MEETING DATE:** Fourth Wednesday of the Month

## **Primary Role:**

Responsible for developing and maintaining annual operating budgets (School, PPP, and Sports), calculating costs and per student expenses. Review monthly budget information, investigate expenditures (as necessary), and present results to School Commission members.

## **Specific Responsibilities:**

- Background in finance preferred
- Assist with setting up/serving coffee after masses when SSPP School is sponsor
- Support the President with the review and revision of School Commission Constitution, By-Laws, Policies, and Position Descriptions
- Provide support to special parish projects as needed.
- Train Incoming Finance Commission Member
- Attend Parish Finance Committee Meeting

## **Examples of Previous Activities:**

- Support Parish Development Committee with cost analyses for increasing school size

# SS PETER & PAUL SCHOOL COMMISSION POSITION DESCRIPTION

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**POSITION TITLE:** Long Range Planning  
**PARISH LIAISON:** None

## **Primary Role:**

Identify and prioritize the School's Long Range Planning requirements. Responsible for developing and updating plans with feedback from other School Commission members. The Long Range Plan must be submitted to the Principal who will submit it to the Diocese in October.

## **Specific Responsibilities:**

- Assist with setting up/serving coffee after masses when SSPP School is sponsor
- Support the President with the review and revision of School Commission Constitution, By-Laws, Policies, and Position Descriptions

## **Examples of Previous Activities:**

- Planned, developed, administered and compiled school, preschool, and Parish surveys
- Chairperson for the Open House on the Sunday before Catholic Schools Week.

# SS PETER & PAUL SCHOOL COMMISSION POSITION DESCRIPTION

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**POSITION TITLE:** Marketing/Alumni Relations  
**PARISH LIAISON:** None

## **Primary Role:**

Develop and communicate the school Marketing Plan. One of the objectives of the Marketing Plan is to identify ways to increase and maintain student enrollment. The Marketing Plan will emphasize the value of a Catholic Education and support the mission and philosophy of SS Peter & Paul Catholic School. The high quality performance of our past and present students (e.g. test scores, honor rolls, etc.) as well as the diversity of our academic and extracurricular programs will be used as an example of the impact SSPP can make on a student.

## **Specific Responsibilities:**

- Plan and coordinate Marketing's presence at Registration Activities during Catholic Schools Week (i.e. Sunday Registration in Gym)
- Schedule, coordinate, and assist with Coffees after masses when SSPP School is sponsor
- Develop Alumni database and develop marketing plan to connect with alumni of SSPP School.
- Support the President with the review and revision of School Commission Constitution, By-Laws, Policies, and Position Descriptions

## **Examples of Previous Activities:**

- Support Pre-Registration tasks
- Developed telephone call scripts for use when contacting prospective families for the school
- Developed and implemented initial communications plan including brochures, distributing information to newspapers, bulletin & newspaper announcements, and Pulpit speeches, bill boards, yard signs, and school banners.

# SS PETER & PAUL SCHOOL COMMISSION

## POSITION DESCRIPTION

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**POSITION TITLE:** Building and Grounds  
**PARISH LIAISON:** Building and Grounds Committee  
**MEETING DATE:** First Saturday of each Month

### **Primary Role:**

Identify and prioritize school Building and Ground issues and interface with the Facilities Manager, the Business Manager, and the Parish Property and Grounds Committee. Review prioritized items and gather necessary information to facilitate decision making for the Parish Building and Grounds Committee. Review status of all projects at monthly School Commission meeting.

### **Specific Responsibilities:**

- Support monthly Parish Work Party
- Encourage school parents and school groups to attend monthly work party
- Assist with setting up/serving coffee after masses when SSPP School is sponsor
- Support the President with the review and revision of School Commission Constitution, By-Laws, Policies, and Position Descriptions

### **Examples of Previous Activities:**

- Enhanced School Security - conducted review of school security requirements, added Security Monitoring Camera, removed shrubs near building, changed external lighting, installed special door locking devices on classrooms, and conducted school walk-through with Cary Police Officer and Security Committee. Helped install new playground equipment and school safety mulch.



# SS PETER & PAUL SCHOOL COMMISSION POSITION DESCRIPTION

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**POSITION TITLE:** Special Projects  
**PARISH LIAISON:** None

## **Primary Role:**

Responsible for unique or one-time projects that do not necessarily align with any other School Commission assignment. Support other School Commission members' activities as necessary, with the intent of learning finance as a training position. Review status of all projects at monthly School Commission meeting.

## **Specific Responsibilities:**

- Assist Finance and Building
- Identify special projects which are unique and require leadership to complete them
- Assist with setting up/serving coffee after masses when SSPP School is sponsor
- Support the President with the review and revision of School Commission Constitution, By-Laws, Policies, and Position Descriptions