

## **ATTENTION: PARENTS/GUARDIANS OF THE GRADUATING CLASS OF 2021**

We are in the process of setting up a smaller version of the grad parent committee. If you are interested in being a part of this committee, could you please contact Mrs. Walterson at Shannon.walterson@sjasd.ca, and indicate which category you would be interested in signing up for. We ask that you submit your request to be a part of the committee by Friday, October 16th. The roles include:

- **Chair** – Organizes and coordinates the entire event. Runs any meetings and provides an agenda. Delegates work and jobs among other committee members. Presents the toast to the students if there is a grad dinner.
- **Secretary** - Takes meeting minutes. Tracks decisions made and votes on topics. Presents the minutes at each meeting.
- **Treasurer** - Tracks the money. Keeps accurate records. Signs off on purchases (with the chair). Presents updated treasury reports to the committee.
- **Covid Officer** – Responsible for monitoring public health updates and ensuring all committee members are provided with relevant information regarding the COVID-19 health crisis.
- **Director of Communication** - Communication coordinator between the safe grad parent committee and the parent body of grads. Communicates using a variety of platforms, including email, newsletters, social media, and the school website.
- **3 additional members at large** – will be responsible for helping with decision making, securing vendors for the safe grad event, and filling the additional roles that are not included this year (ex: decorating, entertainment, security, etc).

Please be aware that most meetings will take place online using platforms like Teams or Zoom, so if you are willing to be part of the safe grad parent committee, you need to be prepared to communicate using these platforms.

Finally, we are attaching with this email a handout of the possible scenarios for both grad and safe grad of 2021. They include a variety of options that could happen based on the public health guidelines at the time.

Thank you very much for supporting our efforts for Grad 2021.