

## Volunteer Overview & Interest Form: **Community Outreach Team (COT) Committee Chair/Co-Chair**

Thank you for your interest in being a part of the Community Outreach Team and role of co-chair. We are fortunate All Saints School supports opportunities to put our values into action through community outreach. Giving our children opportunities to see the power of their actions to make positive change is a meaningful way to get involved as a parent volunteer. And you fill a much needed volunteer role in keeping alive a vibrant and well planned committee for years to come.

### **Community Outreach Team Mission**

All Saints school is committed to fostering outreach in support of social consciousness and the virtues of justice and compassion.

The Community Outreach Team's role is to help in building a foundation of compassion and giving in our children that reflects our Catholic values. We provide ongoing, age appropriate community service projects for each grade with the support of our teachers, school staff and parent volunteers.

### **Chair/Co-Chair Objective**

The committee co-chairs coordinates with school leadership, COT grade liaisons, teachers and others to activate defined service projects throughout the school year. Co-chair's role is to lead the overall efforts of COT, promote and advocate on it's behalf with school staff and the school community.

### **Successful Chair/Co-Chair is...**

- **Enthusiastic about community service.**
- **Organized and timely.**
- **Communicate concisely with strong spelling/grammar.**
- **Can coordinate with COT liaisons, school staff, PRC, families and non-profit organizations.**
- **Willing to rally liaison volunteers, students and families and encourage participation.**
- **Available to lead COT meetings, 4-5x/year, with additional phone/email coordination.**

### **Term and Responsibilities**

- One or more years served on COT as volunteer or liaison is required.
- Two-year term. Selected by ingoing/outgoing chairs and representative from SAC.
- Completes the annual Fair Share hours obligation.
- Co-Chairs primary goal is to lead the committee in support of its mission. It is a wonderful opportunity to create enthusiasm and motivation for service work, planting the seeds for a lifetime of giving and compassion in our students.

- Promote Community Outreach Team's presence and service work:
  - Build awareness with students and families of needs in our community and the variety of organizations that support those needs.
  - Build awareness and active participation in service work to help achieve successful school evaluations and accreditation with the Archdiocese.
  - Create awareness to support marketing efforts of school enrollment and recruitment of new families to the All Saints community.
  
- Work with School Advisory Committee (SAC) in how COT can support All Saints strategic plan and overall school mission. Provide SAC updates and progress throughout the year.
  
- Schedule, create agendas and lead 4-5 committee meetings with grade liaisons and a school staff representative. Meeting schedule is set at the start of the term/school year. Meetings are typically scheduled every two months during the school year and are approximately one hour long in the morning on a school day. (8:30am, after drop-off in school Pavilion.)
  
- Collaborate with liaisons on their defined grade project, which are repeated each year. Chair/co-chairs share the project plan, timing, non-profit contact information and sample emails and flyers that can be used to support their efforts. Chair/co-chairs support liaisons for any needs or concerns throughout the project and term.
  
- Collect, update/edit and/or create documentation of the committee projects and communications.
  - Project descriptions, liaison role and responsibilities
  - Liaison project notes passing from year to year
  - COT and project descriptions on school website
  - Role of COT at new parent meetings and open houses
  - Yearbook (photos and project end summaries)
  - Year End Giving Report (photos and project end summaries)
  - Recruiting volunteers for liaison and managing interest form process
  
- Respond to email communication sent to [cot@allsaintsportland.com](mailto:cot@allsaintsportland.com)
  
- Keep an open line of communication and shared information with head of Parent Resource Committee (PRC)



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**COMMUNITY  
 OUTREACH**

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