**Ignite – Titan Parents**

**CONTACT** – ignite@aaiutah.org

Ignite is the AAI Charter School parent organization. Ignite has been established to organize volunteers to support the mission and vision of AAI, act as a liaison between AAI staff, AAI Board of Directors, parents, students, and raise funds to support these goals.

**PURPOSE**

The purpose of Ignite is to challenge our potential as parents to support the education of our children at the American Academy of Innovation by providing service for school functions, engaging in fundraising projects, encouraging parental and community involvement, and cooperating with school staff and administration in providing quality educational opportunities.

**MEMBERSHIP**

**Regular Membership:** Any parent, guardian or other adult standing in loco parentis for a student at AAI may be a member of Ignite. Any Regular Member is eligible to be an Officer or other member of Ignite Appointed Committees.

**Honorary Membership:** All parents and/or legal guardians from American Academy’s Founding Families shall have the right to participate in the AAI Ignite as Honorary Members. Honorary Members shall have the same rights are Regular Members. Honorary Membership status must be renewed each school year and will be done at the discretion of the Ignite Leadership Team.

**Faculty Membership:** All faculty and staff who currently are employed by American Academy of Innovation shall be eligible for membership in AAI Ignite. Faculty Members shall have the right to attend and participate in all meetings and activities of AAI Ignite. Faculty Members shall have the right to a Teacher Representative position on Ignite Committees. Faculty Members shall have the right to vote on all issues before the membership and in elections. If a Faculty Member is also a parent, guardian, or other adult standing in loco parentis for a student at the school, that member must abide by the Faculty Membership rules while employed at American Academy of Innovation.

**MEETINGS**

**Regular Meetings:** Monthly meetings will be held on the first Tuesday of each month during the school year.

**Special Meetings:** Additional meetings may be called. Time and place of special meetings will be announced at least seven days prior to meeting.

**FINANCES**

**Budget:** The budget for Ignite will be set by the Ignite Leadership Team based on anticipated revenue and expenses for the year. AAI Ignite is not a separate legal entity from the American Academy of Innovation and therefore all money collected would be made out to AAI directly. The budget set by Ignite shall be used to guide activities of AAI Ignite for the school year.

**Loans:** No loans shall be made by AAI Ignite to its officers and/or members
TERM OF OFFICE

The term of each position shall be one year, beginning on August 1 and ending on July 31 of each year. More than one term may be served, a maximum of four terms in any office may be served consecutively. After a two-year hiatus from any Ignite Leadership Team position, the member would again be considered eligible for office.

IGNITE ORGANIZATION

Ignite Leadership Team: President, President-Elect, Treasurer, Secretary

President: The President shall be the primary Leadership of AAI Ignite, shall in general supervise and control all of the activities of AAI Ignite. The President shall preside at all Ignite meetings. The President shall select and appoint the chairpersons of all Committees and shall be an ex-officio member of all committees of AAI Ignite. The President shall be the primary contact for the AAI Director and AAI Board Chair. The President shall serve on other boards or committees representing Ignite as needed.

President-Elect: The President-Elect shall in the absence of the President perform all duties of the President. The President-Elect shall be an aide to the President and perform such other duties as are assigned by the President. After one term as President-Elect, the President-Elect shall assume the office of President.

Secretary: The Secretary shall keep the minutes of the AAI Ignite meetings, shall see that all notices are duly posted, and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or Ignite Leadership Team. The Secretary shall also keep an annual record of all the activities of AAI Ignite. The Secretary may have an assistant who may attend the AAI Ignite meetings in their absence however the second appointed Secretary would not be an official Ignite Leadership Team member.

Treasurer: The Treasurer shall have charge of and be responsible for AAI Ignite budgets and shall receive and give receipts for monies due and payable to AAI from all Ignite sources. The Treasurer shall make disbursements as authorized by the President, or Ignite Leadership Team in accordance with the budget adopted by the Ignite team. The Treasurer shall present a visual financial report quarterly at AAI Ignite meetings and at other times as requested. This position may be held by two people at the discretion of the Ignite Leadership Team.

Communications Coordinator: The Communications Coordinator shall be responsible for publicity for all events of AAI Ignite. The Communications Coordinator shall be responsible for overseeing the production and distribution of reminders for Ignite events and meetings. This may include fliers distributed in teacher’s mailboxes, emails, and/or social media. The Communication Coordinator is responsible for the production of the AAI Ignite newsletter. The Communications Coordinator may have an assistant who may is not a voting member of the Ignite Leadership Team.

Volunteer Coordinator: The Volunteer Coordinator shall organize the master volunteer list, coordinate special projects with youth volunteers, and coordinate volunteers for, but not necessarily chair events. The Volunteer Coordinator is responsible for tracking and reporting parent volunteer hours. The Volunteer Coordinator may have an assistant who is not a voting member of the Ignite Leadership Team.
Events & Program Coordinator: The Events and Programs Coordinator shall schedule and coordinate, but not necessarily chair, events and after school enrichment programs, and work with the Volunteer Coordinator to determine volunteer need. The Events and Programs Coordinator may have an assistant who is not a voting member of the Ignite Leadership Team.

Fundraising Coordinator: The Fundraising Coordinator will work with volunteers, parents, students, staff, and the community and will oversee all of the fundraising activities for AAI Ignite. Duties would include, among others; attend monthly Ignite meetings, work with AAI administration to plan key fundraising dates, coordinate with volunteers to assign important volunteer positions, establish fundraising timeline, interface with local businesses, and develop strategies to improve AAI fundraising strategies.

STEAM Coordinator: STEAM Coordinator will lead a team of volunteers to drive focus on STEAM related events including but not limited to annual STEAM Fair, STEAM specific fundraising, partnering with companies to support STEAM, understanding AAI’s current and future needs as it relates to STEAM, and identifying STEAM job shadowing opportunities for students.

Faculty Representative: The Faculty Representative will act as advisor and liaison between school staff and Ignite Leadership Team. This position is voluntary or may be assigned by the AAI Director.

ADDITIONAL POSITION EXPECTATIONS:

6th Grade Room Parents: Minimum of one parent for each teacher in 6th grade. Plan at least 2 class parties a year. Coordinate teacher appreciation activities by working with parents from class assigned. Touch base with teacher at least monthly to establish needs for volunteer support and work with Volunteer Coordinator and classroom parents to ensure needs are filled.

Staff Appreciation: Key Events includes First week of school, staff appreciation week, and parent/teacher conferences. Coordinate meals by establishing volunteer sign-ups electronically (ex. MealTrain) for parent/teacher conference days. Coordinate setup and cleanup for all Staff Appreciation functions. Plan and invite AAI families to sign up for meals, treats, snacks, and small gifts for each day of Staff Appreciation Week. Work with front desk to distribute messages directly to families via email and leave a posted flyer in the staff lounge in advance so staff can plan for meals in advance. Additional notes – ensure you plan for plates, bowls, napkins, cups, and utensils for all the functions, and have dish soap, and wipes to clean up with. You'll want to have ziplock bags, or containers for leftovers to put in the staff fridge. Be aware of food allergies and communicate this out to families. Be proactive, find out each of the Staff’s birthdays, and have volunteers decorate their door, or desk, or other creative idea. Leave them a little treat. Put out a small staff survey, find out their food allergies, their favorite foods, their favorite books, restaurants, fruit, drink, music, things they'd like to have for their classrooms, desks, etc. Establish a place within the school that key items that are used at each function can be kept (possibly in the utility area of the kitchen or a specific cabinet in the staff lounge). Recommended to establish a budget for staff appreciation.