

To: Director, Jerry Rushing

October 21, 1984

Board Liaison, Gary S [REDACTED], Don B [REDACTED]

Parent Group

From: Art J [REDACTED] President Parent Group

Subject: Organization Planning for 1985

Ladies and gentlemen:

I have for several weeks now been collecting information and seeking council with many parents concerning the roll of the parent group in support of the Straight Inc. program in Cincinnati. This has been a very informatave and satisfying experience. I wish more of you could have shared this experience with me.

It is now time to begin the planning process for 1985. It is also time for the torch to pass from many of those parents who have left to us a legacy of excellence. I wish to express my sincere thanks for their gift of care and awareness which they from time to time have extended to us when we needed it.

The schedule we are working towards is as follows:

- Define a functional orginazation (attached)
- Identify parent planning group (Oct 26)
- Scope of parent group activity confirmed
- Responsibility assigned (Oct 26)
- Planning process completed (Nov 5)
- Formal plan completed (Nov 9)
- Submit plan to board and executive staff (Nov 12)
- Obtain final approvals (Nov 21)
- Implement 1985 plan

Attached you will find a proposed functional organization. Your review and input concerning its confirmation and implementation is invited.



STRAIGHT INC PARENT'S BOOSTER CLUB

OBJECTIVES:

Maximize parent involvement opportunities
Minimize operational cost of program

FUNCTIONAL ORGANIZATION:

VP of Operations

Parking control:
Sign-in desk:
Refreshments:
Raffles:

VP of Projects & Activities

Scheduled events:
Special events:
Michigan parents:
7 Steppers:

VP of Physical Plant

Planning:
Building -
Grounds -
Maintenance:
Inside crew -
Outside crew -

VP of Outreach

Parent info center:
Community info center:
Internal activities:
External activities:

VP of Communications

Newsletter:
Emergency:
Liaison:
Advertising:
Surveys:
Recognition:

VP of Parent Support

Financial:
Educational:
Transportation:

VP of Procurement

Supplies:
Services:

STRAIGHT INC PARENT'S BOOSTER CLUB

FUNCTIONAL DESCRIPTION:

- VP of Operations** - This position is responsible for staffing and operation of the building on open meeting nights and other special events.
- VP of Projects & Activities** - This position is responsible for staffing and co-ordination of scheduled and special events of Cincinnati Straight parents and co-ordination with Michigan and 7 Stepper's parents of their events and activities.
- VP of Physical Plant** - This position is responsible for staffing, planning and executing both new and maintenance activities required to properly care for the Straight Inc. building and grounds.
- VP of Outreach** - This position is responsible for staffing and operation of the parent and community information centers and staffing and co-ordination of both internal and external outreach activities.
- VP of Communications** - This position is responsible for staffing for collection and distribution of information in co-operation with Straight Inc. administrative staff to maximize the effectiveness of the program and parent group resources.
- VP of Parent Support** - This position is responsible for staffing and working with Straight Inc. staff to identify the needs within the parent group and offer relief and assistance where possible.
- VP of Procurement** - This position is responsible for staffing a team to identify sources of supplies and services needed to support program and parent activities and to work with Straight Inc. administrative staff for proper acquisition and distribution.