

January 2016

**Permanent parent jobs**

**Job Parent(s) Responsibilies**

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| **Board 1st Board 2nd Board 3rd** | **Kari Friederike**  **Parichard** | enrollment, communication new/current HD families, parent evenings  communication staff  finances |
| **Keys** | **Dani** | key copies, lists, refunds |
| **Emergency Plan** | **Johanna** | telephone tree, organisation of cover |
| **Repairs**  **Landlord** | **Ben & Jan**  **Felicia** | repairing small things and organising big fixes at HD  communication |
| **List-up-dater** | **Felicia** | addresses, team cover, weekend cleaning, parent jobs |
| **Minutes** | **Louise** | minutes of HD meetings, parent evenings |
| **Shopping**  **Presents** | **Ceylan**  **Nina** | grocery shopping and other stuff  birthday presents for teachers, interns, bufdis |
| **Bufdi** | **Friederike** | search, registration, contact person |
| **Garden** | **Mickey & David** | taking care of front garden |
| **Safety Control** | **Petra** | first aid kits, Unfallkasse, Gesundheitsamt, fire extinguishers |
| **HD trip**  **Event Coordinator** | **Johannes**  **Louise & Odd** | booking, organisation  coffee and cake, holidays… |
| **Website** | **Austin** | Up-Dating HDs website |
| **Basement** | **Helen & Arttu** | Clear, sell, talk with teachers what they need |