



Muir Lake Community League

Job Description – School Liaison

Position Title	MLCL Executive Officer (voting position)
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No experience required.

Instructions for School Liaison

- Acts as Community League Spokesperson.
- Attends Parent Council meetings once a month at the Muir Lake School. Relay information about hall events/activities/news to parent council and school admin.
- Relays information between Muir Lake School and Muir Lake Community League, any school information, especially regarding hall use by school.
- Prepare for and contribute to Board discussions on decisions regarding school/hall agreement, including rates for school rentals, parking lot maintenance, sewage, and playground.
- September Newsletter Update – First School Council Meeting and any other school events, relevant to the community without the year.
- Provide a list of school board members and emails for the Event Coordinator for the VIP night before April every year.

Perks for School Liaison

- Free MLCL membership for the following year.
- One Free rental on a Sunday (Not June/July/August), or a weekday in the summer.
- Board members will not pay fundraising fee on Kid's sports
- Get one free ticket on an event during the year (excluding MLCL BINGOs).