Parents’ Club of Stanford University
Job Description for NSO
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Updated February 2012

**Overview.** NSO for the Parents’ Club is typically held on the Tuesday during the week of New Student Orientation. The NSO Co-Chairs are responsible for the following:

- Working with the Parents’ Club 2nd VP of Benefits to identify volunteers for the following venues:
  - Parents’ Club Sales Booth in White Plaza
  - Parents’ Club Table in Old Union
  - Parents’ Club Sales and Cake Samples at the Welcome Dinner

- Working with the Parents’ Club President to identify panelists for the Parent Panel

- Providing support on the day of the event to ensure all areas are covered and to resolve any issues that arise (this is a full-day commitment).

There is a detailed binder with contacts, timelines, etc., so there is no need to reinvent the wheel. This job does not require a major time commitment other than the day of the event. All preparation can be scheduled at your convenience except for a kick-off meeting with the Stanford NSO team and a prep meeting with the Parent Panel. It is helpful but not required for one or both of the Co-Chairs to recruit volunteers at Parents’ Club meetings prior to the event.

**Detailed Job Description.** The kick-off meeting for this event typically happens in June. Edith Wu has been our Stanford contact for the last few years (edithwu@stanford.edu); the Parents’ Club President will confirm whether she will continue to be your contact. At that meeting, you will review the schedule of the day and confirm what items/support will be supplied by Stanford vs. the Parents’ Club, using the supply list from previous years as your guide.

You will work with the 2nd VP of Benefits to solicit volunteers at the End-of-Year Luncheon in June and the Welcome Tea in September. She will solicit names; you will place them as needed into the volunteer slots. You will confirm participation by the Parents’ Club Sales team and confirm their volunteer requirements for the day.

You will work with the Parents’ Club President to identify potential Parent Panel participants and offer them a personal invitation to attend. Panelists must be identified by the end of August and are requested to attend a luncheon with Julie Lythcott-Haims (Stanford’s Dean of Freshmen) a week or so prior to NSO to review process and procedures.
On the day of the event, you will arrive early to assist with set-up (around 7:30am). Each Co-Chair will supervise one area (Sales Booth or Parent Lounge). Typically, the Parents’ Club President and VP are available as floaters to provide extra coverage as needed. Whichever Co-Chair is handling the Parent Panel should attend that event to ensure all goes smoothly. Both Co-Chairs will assist in breaking down those two areas and then getting the Sales Table and cake samples ready at the Welcome Dinner (typically held at the ARC). The day ends once the parents have all entered the Welcome Dinner. You will assist the volunteers in packing up all the Sales items, and are then free to go (around 7:30pm).

**Budget and Reimbursement.** There is a budget for this event for paper supplies, printing, etc. You can not exceed this budget without permission from the Board.