

**Flintridge Preparatory School  
Parents Association**

***Executive Board and Committee Chair Positions***

**EXECUTIVE BOARD**

**\*These Executive Board positions are two-year commitments. In the first year, the volunteer provides back up to the primary chair, and then takes the lead in the second year.**

**1. President**

The Executive Officer of the Parents Association shall preside at all meetings of the Parents Association (PA) and Executive Board. The President shall be a member *ex-officio* of all committees. With the counsel of the Administrative Liaison and the assistance of the Nominating Committee, the President shall designate the Parliamentarian, as well as all Committee Chairs and Grade Level Coordinators. Basic computer skills needed.

**2. Vice President – Book Day\***

Works with librarians and Administrative Liaison to organize parent volunteers and run the book and locker distribution to students. Approximately 100 parent volunteers are on campus during a four to five hour time period. Must be very organized, have the ability to troubleshoot, and have great people skills. Two individuals hold this position – one elected as new each year. First-year parent volunteer provides back up to primary VP and then takes over in second year. Position begins work during summer.

**3. Vice President – Hospitality\***

Responsible for various “welcoming events” at Prep. Events include holiday decorations (December and January) and morning Spring Grade Level Coffees (May). Helps meet and greet at evening Grade Level Coffees in October. Solicits and organizes parent volunteers for the holiday decorations – put up and take down, including decoration theme, if any, inventory of decorations, and needed replacements. Organizes and runs Spring Grade Level Coffees – speaks at each meeting and keeps it moving. Two individuals hold this position – one elected as new each year. First-year parent volunteer provides back up to primary VP and then takes over in second year.

**4. Vice President – Membership\***

In charge of the membership drive for the PA. Develops membership campaign and speaks at several PA events. Speaking requirements are Spring Grade Level Coffees (morning), PA meetings, and presence at the back-to-school Family BBQ (new family welcome tent). Works with the Development Department so that the membership drive does not interfere with the Annual Fund campaign. Prepares membership reports for President and provides updates in the fall and winter at PA meetings. Needs to have good organizational and computer skills (Word and Excel) and be detail-oriented. Two individuals hold this position – one elected as new each year. First-year parent volunteer provides back up to primary VP and then takes over campaign in second year. Position begins in the spring, just after election.

**5. Treasurer**

Responsible for maintaining the PA books, budgeting and cash management. Reports at PA meetings and provides updates to President and Administrative Liaison as needed. Currently manages all budgets, bank accounts, and handles reimbursement of expenses. Works with Prep finance office, the PA President, and the Administrative Liaison regarding PA budget and expense. Financial background is strongly recommended and should be familiar with Excel and QuickBooks.

**6. Recording Secretary**

Responsible for taking minutes of each PA meeting, circulating drafts for comment, finalizing minutes, and providing to Communications Director for publication on Prep website.

**7. Parliamentarian (appointed by President)**

Responsible for reviewing and updating PA Bylaws as needed and ensuring that President and Board's actions comply with Bylaws as written. In charge of appointing and coordinating the Nominating Committee with the President and Administrative Liaison. The Nominating Committee shall select candidates for subsequent year's Executive Board, and fill the Committee Chair positions. Specific duties include soliciting and selecting candidates for open positions and handling the election process. Excel and computer skills needed.

**COMMITTEE CHAIRS**

**\*These Committee Chair positions are two-year commitments. In the first year, the volunteer provides back up to the primary chair, and then takes the lead in the second year.**

**1. Family BBQ\***

Works with Father's Club Liaison, Father's Club President, and Father's Club Event Chair. Duties include acquiring and setting up decorations in keeping with the BBQ's theme including dining table centerpieces, raffle tables, check-in tables, dessert table, buffet tables and the stage. Beforehand, solicits and organizes parent volunteers to help with packaging raffle items, packaging raffle tickets (to be sold by Father's Club), decorating and set up.

**2. Grandparents Day\***

Organizes parent volunteers for Grandparents Day. Works with Administrative Liaison on decorations, flowers, set up, and clean up.

**3. Picture Day\***

Solicits and organizes parent volunteers for this event.

**4. Faculty and Staff Appreciation Lunch (May)\***

Organizes and facilitates a luncheon on campus for faculty and staff. Responsibilities include selecting theme, preparing and sending invitations to faculty and staff, set up and decorating for event.

**5. Homecoming Royal Court Breakfast\***

Organizes and facilitates the Royal Court Breakfast, which consists of two girls and two boys for grades 7 through 11, and three girls and three boys for grade 12. The breakfast is from 7:30

until approximately 8:10 a.m. Responsibilities include obtaining gifts for court and providing food for event.

**6. Homecoming Game\***

Responsibilities include ordering flowers, decorations for stadium (coordinate with Cheer & Dance Team), and coordinating parent volunteers for this event including set up and clean up.

**7. Library Liaison**

Solicits and coordinates monthly parent volunteers who staff the library during lunch so that the librarians can have lunch together. Volunteers close the library each Thursday, working from 4:00 p.m. to 5:00 p.m.

**8. Performing Arts Liaison\***

Provides communications link between Parents Association, Theater Arts Department and community regarding events and potential for assistance.

**9. Mailing**

Organizes parent volunteers for the summer mailing and other pertinent mailings to Prep parent community throughout the year. Job is as needed August through May.

**10. PA Spring Luncheon\***

Organizes and coordinates annual end-of-year luncheon (off-site), including theme, invitations, decorations, menu, soliciting and organizing parent volunteers, and seating arrangements. Works with President and Administrative Liaison regarding program, parent volunteers and senior mother tributes. Excel and computer skills needed.

**11. Grade Level Coordinators**

There are two Grade Level Coordinators for each grade 7 through 12. The GLCs plan and organize the grade level parent parties and the summer student parties (in advance of school), provide support for specific grade-level activities outside of the classroom, email grade-specific information throughout the year, and work with the Director of Communications.

**12. Senior Horizons\***

Works with 12th grade GLCs, organizes parent volunteers to compile senior packets and wrap gifts for guest speakers. Coordinates parent volunteers to provide breakfast for seniors on the senior patio on Friday prior to leaving on the bus. Two Senior parents and one Junior parent needed. Junior parent trains the first year and then leads the following.

**13. Volunteer Archivist**

Works on a variety of projects for the communications office, including helping to develop processes for archiving and accessing archival photos and historical memorabilia, developing photo file management processes, scanning and saving high-resolution photos, and assisting on special projects to celebrate VIPs, anniversaries, and special events. In addition, the archivist will develop timely social media “throwbacks,” annual fund appeal slide shows, email templates, and other special projects for use online and in other media. Should have strong research skills, strong technical skills, and be a visual thinker. Knowledge of design programs, iMovie or similar simple movie formats, and website content management are a plus.