

**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: 1) soliciting and organizing parent volunteers for the holiday decorations – put up and take down, including decoration theme, if any, inventory of decorations, and needed replacements (December and January); 2) greeting new parents at the new parent meetings for seventh and ninth graders (Spring); and 3) organizing the Grade Level Coffees, including speaking at each meeting and keeping the meetings running (Spring). 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 – Prep Community Speaker Series\***

In charge of overseeing a volunteer committee to organize the selection and booking of the Prep speaker as well as organizing the speaker special event. VP is in charge of forming and managing the committee to create the speaker event including location, marketing material, food, invitations and attendance. VP works with Prep communications and administrative departments to ensure maximum marketing presence for the Prep community. Approximately 15 parent volunteers are involved in the 9-month process with monthly meetings. Coordinates the responsibilities of individual committee chairs to ensure a successful event, which is designed to accommodate between 200 to 250 attendees of the Prep community. Must be very organized, ability to trouble shoot and have great people skills. Two individuals hold this position – one elected as new each year. First year volunteer provides back up to primary VP and then takes over in second year. Position works during the school year to secure the speaker a year in advance for the speaker program.

**5. Treasurer**

Responsible for preparing the PA annual budget. Ensures that: 1) PA Committee Chairs submit check requests in a timely manner; 2) approves check requests for proper expenses with accompanying receipts; and 3) submits approved check requests to the Prep Finance Department, which prepares the checks. Works with Prep finance office, the PA President, and the Administrative Liaison regarding PA budget and expenses. Reviews the monthly PA financial statements prepared by the Prep Finance Department and monitors any budget variances. Reports at PA meetings and provides updates to President and Administrative Liaison as needed. 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 and decorations for the stadium for the homecoming game and for the dance (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 to disseminate information to parents. Computer and e-mail skills needed.

**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.