



## 2018-2019 Parent Association Board Nominations

NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

NAME OF STUDENT(S): \_\_\_\_\_

I am interested in holding the following position(s) on the 2018-2019 Parent Association Board: (please check all positions you would consider holding)

- President
- Vice President
- Secretary
- Treasurer
- Parliamentarian
- Hospitality Committee Chair
- Nominating Committee Chair
- School Service Committee Chair
- Volunteer Services Committee Chair
- Fundraising Committee Chair

ROLE	EVENTS & OTHER RESPONSIBILITIES
President	Everything
Vice President	Room Parent Liaison
Secretary	Minutes & Records
Treasurer	Money
Parliamentarian	Parent Orientation Back to School Night Catholic Schools Week
Hospitality Chair	Hospitality Committee Parent Meetings Welcome Back Party Grandparents/Special Friends Day Teacher Appreciation Week
Nominating Chair	Slate the Board every year
School Service Chair	School Service Committee Mother/Daughter Event Father/Son Event Mother/Son Event Father/Daughter Event
Volunteer Chair	Volunteer Committee Recruit Volunteers for various committees and events Maintain Parent Service Hours logs for all families
Fundraising Chair	Fundraising Committee Gala Committee Fun & Fitness Committee Springfest Committee

**The PRESIDENT shall:**

- Have served as an Officer of the PA or as a Chairperson of a Standing Committee for a minimum of 1 year prior to becoming president. If no Officer or Chairperson accepts the position of president, it will then be open to the general membership.
- Preside at all regular and special meetings of the PA Executive Committee, and all PA meetings
- Oversee all Board Positions and Committee Chairs to ensure jobs are being completed in a timely matter
- Meet with the principal on a monthly basis

**The VICE PRESIDENT shall:**

- Preside in the absence of the president
- Act as a liaison between the executive board and the room parents
- Chair ad hoc committees as requested by the president
- Perform the duties of the president when the president is unable to do so
- Attend all PA Executive Committee meetings

**The SECRETARY shall:**

- Be responsible for recording the minutes of the PA Executive Committee and general meetings
- Provide copies of minutes for all meetings after consultation with the president and principal
- Maintain a permanent record of all minutes and resolutions
- Forward a copy of all minutes to the PA president and principal
- Attend all PA Executive Committee meetings

**The TREASURER shall:**

- Receive the monthly financial reports from the business manager
- Report to the PA Executive Committee at each regular meeting
- Insure all PA activities are operating within their budgets
- Be responsible for acquiring all receipts, bills or invoices that account for disbursements, and for keeping an up-to-date file of all receipts, bills, and invoices
- Attend all PA Executive Committee meetings

**The PARLIAMENTARIAN shall:**

- Assist the president as needed
- Coordinate Parent Orientation, Back to School Night and Catholic Schools Week
- Chair Executive Committee meetings if the president and vice president have a conflict of interest or wish to participate in discussion
- Assist the presiding officer by keeping track of the order of those wishing to speak, motions, amendments, voting, etc., during meetings.
- Attend all PA Executive Committee meetings

**HOSPITALITY COMMITTEE****Purpose**

To provide hospitality for school events and to promote school community

**Responsibilities**

- Reports to Hospitality Chair
- To coordinate hosting responsibilities for all parent meetings
- To coordinate annual Welcome Back Party
- To coordinate Grandparents and Special Friends Day
- To coordinate events for Teacher Appreciation Week
- To coordinate any other events as specified by the president

**NOMINATING COMMITTEE****Purpose**

- To solicit suggestions from parents of people to serve on the PA Executive Committee
- To solicit from parents where they would like to serve on committees or on the PA Executive Committee
- To utilize the room parents as a source for suggestions for committee members
- To present a slate annually of officers and committee chairs

**Membership**

The Nominating Committee shall consist of the president, the vice president, and the parliamentarian.

**Responsibilities**

- To develop a questionnaire to solicit needed nominating information to fulfill the above stated purpose
- To send the questionnaire to all school parents and to summarize the information received by April 30th
- To select a slate of officers and committee chairs by May 30th
- To place parents on committees by May 30th who have the skills to complete the committee responsibilities as stated in the committee charges
- To receive approval of the slate from the pastor and principal

### **SCHOOL SERVICE COMMITTEE**

#### **Purpose**

To promote school service and community, and to coordinate parent/student events.

#### **Responsibilities**

- Reports to the Service Chair
- To recruit and support subcommittee members to put on events
- To communicate school events and activities to the parents
- To plan and coordinate the following annual events:
  - Mother/Daughter
  - Father/Son
  - Mother/Son
  - Father/Daughter
- To plan and coordinate any other events as specified by the president

### **VOLUNTEER COMMITTEE**

**Purpose** To meet the needs of all PA committees relating to volunteers by coordinating parent volunteer services and maintaining records of the parent volunteer program.

#### **Responsibilities**

- Reports to the Volunteer Chair
- To coordinate service obligations and volunteer opportunities
- To research and identify service and volunteer needs of the school, parish, and PA committees
- To identify and recruit volunteers
- To compile and categorize a list of volunteer opportunities
- To develop an email list for volunteers
- To organize ways to recognize and thank volunteers
- To ensure service records are maintained
- To prepare end of year report to bill for unperformed service
- To evaluate and propose changes and policies for service

### **FUNDRAISING COMMITTEE**

#### **Purpose**

To develop and coordinate the yearly fundraising plan for the benefit of the school.

#### **Membership**

The Fundraising Committee shall consist of the Fundraising Chairperson and the chairpersons of the fundraising events and activities.

#### **Responsibilities**

- Reports to the Fundraising Chair
- To recruit and support chairpersons for each fundraising program or event including the annual Gala, Springfest and Fun & Fitness day
- To evaluate and propose future changes for fundraising events and programs
- To develop the fundraising plan for the school year in the spring
- To coordinate and seek approval for all fundraising activities and their respective budgets
- To establish goals, budget and criteria for each event
- To set yearly fundraising goals with the principal and business manager