

**PAMKA**  
**THE PARENTS' ASSOCIATION OF MONTCLAIR KIMBERLEY ACADEMY**

**BOARD MANUAL**  
**2018-2019**

**PAMKA**  
**General Information**

201 Valley Road, Montclair, NJ 07042  
973-746-9800

PAMKA Advisor: Talia Selove

PAMKA President: Tina Jordan  
Website: [mka.org](http://mka.org)  
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**THE PAMKA MISSION STATEMENT**

PAMKA is a parent volunteer organization established to provide opportunities for parents to participate in the support and enhancement of the students' educational experience at Montclair Kimberley Academy (MKA). PAMKA pursues its mission working in cooperation with the school administration through activities consistent with the policies and goals established by the Board of Trustees of MKA.

PAMKA achieves its objectives by:

1. Directing its financial, volunteer, and organizational resources to broaden and supplement the educational environment of MKA students and faculty.
2. Communicating information essential to each family's participation in the daily life of school.
3. Fostering a strong MKA community through parent involvement in programs, social gatherings, and special events.
4. Sponsoring safe social events for students.

PAMKA actively raises funds and organizes volunteers to achieve these goals.

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**PAMKA CALENDAR OF EVENTS**  
**2018 - 2019**

September 7	New Parent/Host Family Reception
<b>September 7</b>	<b>PAMKA Board Meeting (8:15 a.m.)</b>
September 18	PAMKA Tri-Campus Coffee at PS (8:15 a.m.)
September 25	PAMKA Tri-Campus Coffee at US (7:00 p.m.)
<b>October 2</b>	<b>PAMKA Board Meeting (8:15 a.m.)</b>
October 29 – November 9	Tri-Campus Outreach Thanksgiving Drive hosted by MS
November 2	PAMKA Book Fair Faculty Tea (11:00 a.m.)
November 2-7	PAMKA Campus Book Fairs
<b>November 8</b>	<b>PAMKA Board Meeting (8:15 a.m.)</b>
November 12	Tri-Campus Blood Drive hosted by US
December 3-7	Tri-Campus Giving Tree Holiday Drive hosted by PS
<b>December 4</b>	<b>PAMKA Board Meeting (8:15 a.m.)</b>
December 4	PAMKA Lecture Series
December 7	PAMKA Slate Holiday Luncheon
December 12	Faculty Trust Grants Meeting
<b>January 8</b>	<b>PAMKA Board Meeting (8:15 a.m.)</b>
February 1	Faculty-Student Basketball Game at MS
<b>February 5</b>	<b>PAMKA Board Meeting (8:15 a.m.)</b>
February 23	Parenting Workshops
February 27	Faculty and Staff Appreciation Day
March 4	Tri-Campus Blood Drive hosted by US
<b>March 5</b>	<b>PAMKA Board Meeting (8:15 a.m.)</b>
<b>April 2</b>	<b>PAMKA Board Meeting (8:15 a.m.)</b>
April 12	PAMKA Spring Fundraiser
May 11	Cougar Pride Day
<b>May 15</b>	<b>PAMKA Annual Meeting/Breakfast and Transition Meeting (7:45 a.m./8:15 a.m.)</b>
<b>May 21</b>	<b>PAMKA Board Meeting (Incoming '18-'19/Outgoing '17-'18 Boards - 8:15 a.m.)</b>

In addition to the events listed above, there will be events specific to each campus that will be included on the campus calendars.

## **PAMKA RESOURCES**

### **The PAMKA Office**

The PAMKA Office is located at the Middle School. The office is available for use for small meetings (up to 6 people comfortably).

1. If you would like to hold a meeting at the school, use the PAMKA office whenever possible. The office may be reserved through Talia Selove in Development (tselove@mka.org).
2. The Higgins Common Room is available for larger meetings and can be reserved through Carol Ippisch, Assistant to the Headmaster (cippisch@mka.org). If the room needs to be arranged in a certain way, please let Carol know.

### **The PAMKA Closet**

The PAMKA closet is located off the Penick Lobby in the Middle School. Items in the closet include secretarial supplies, PAMKA stationery, treasurer supplies, Teen Center goods, decorations/supplies related to Book Fair, Spring Fundraiser, Cougar Pride Day and other special events, Spring Fundraiser records and other miscellaneous items.

1. The key may be checked out in Development office.
2. The closet has been organized so that each activity has a space. Please return items to the proper place. Please keep a working inventory of items in the closet. Doing so is part of finishing your job. Please be considerate of those who come after you.

### **Contracts**

PAMKA reps may have the need to have contracts signed during their terms of office. Some examples include contracts with the Book Fair supplier, Spring Fundraiser vendors, Cougar Pride Day vendors, Project Graduation venue and raffle license applications.

1. The MKA Chief Financial Officer (CFO) must review and approve all contracts prior to signing. This includes all contracts and licenses.
2. The MKA CFO or Business Manager must sign all contracts and obligations of PAMKA.

## Communication

### **Written Correspondence:**

PAMKA Officers and Committee Chairs have the responsibility to communicate with parents regarding PAMKA events. Written correspondence is usually delivered to parents via an all-school mailing or emailing, the Brookside Bulletin at the Primary School, through inclusion in the monthly Middle School mailings and the periodic Upper School mailings, and through various targeted mailings/emailings (e.g. new parents).

1. All correspondence should be reviewed first by the Committee Chair or PAMKA Vice-President to whom you report.
2. All correspondence should then be sent to the PAMKA President and the PAMKA Liaison. Final approval will include all proofreading comments.
3. A hard copy or electronic version of all mailings should be given to the PAMKA Liaison.
4. A hard copy or electronic version of all invitations, flyers, announcements, etc. should be given to the campus receptionists in addition to the PAMKA Liaison.
5. PAMKA stationery is located in the PAMKA closet. If you are planning a large mailing, please check supplies in advance. If supplies are low, please contact the PAMKA Secretary.

### **PAMKA Weekly Email Blast:**

Each Friday, an email blast goes out to the entire MKA community highlighting three or four items (i.e. events, reminders, changes in schedule) relevant to that particular week.

1. The email blast listings should be written by the appropriate committee chair or board member, and then submitted to the Communications Vice President.
2. The email format recommends short missives –more detailed descriptions can be posted on the PAMKA website or formatted as articles in the PAMKA President’s Letters.
3. The deadline for email blast submissions is noon the Wednesday prior to the Friday they are sent.

### **PAMKA President's Letter:**

PAMKA officers and the committee chairs are encouraged to communicate with parents via the President's Letter and the PAMKA website. The Communications Vice President will publish a list of copy deadlines for each issue of the President's Letter. All items to be published should adhere to the following guidelines:

1. Articles, "Save the Date" notices, photos, etc. must be submitted to the Communications VP by the copy deadline to ensure their inclusion in the issue. It is the responsibility of the individual chair or VP to anticipate the need for publicity for upcoming events and to be aware of the publishing schedule.
2. Short articles should be written by the appropriate committee chair or board member. They will then be edited by the Communications VP and submitted for approval to the PAMKA President and the PAMKA Liaison.
3. Event publicity items submitted to the President's Letter should also have a "website version," whenever appropriate.

### **PAMKA section of the MKA website:**

Each PAMKA community event (e.g., Book Fair, Cougar Pride Day, etc.) should have a comprehensive website plan ranging from "Save the Date" messages to final reports with photos and financial results. This plan should be submitted to the Communications VP as soon as it is available to allow for planning of the website pages. Items submitted for the PAMKA website should adhere to the following guidelines:

1. The website plan and messages should be written by the appropriate committee chair or board member.
2. Items submitted by a committee chair should first be reviewed by the corresponding Vice President.
3. They will then be reviewed and edited by the Communications VP, the PAMKA President and the PAMKA Liaison before being posted.

### **Mailings:**

#### Arranging for Mailings

Contact Talia Selove in Development at least 3 days in advance with any plans for a mailing.

#### Contact for Labels:

Contact the Admissions Office at 973-509-7930 for labels for MKA families. Call Diane Lundy in Development at 973-509-7932 for labels for Trustees and MKA administrators without children in the school.

### Information Admissions Will Need:

Admissions can provide labels for small and large groups. They will need to know:

One label per family or one label per child?

Mailing to second parents as well as the parent with whom child is living?

What grades are needed? Pre-K through 12, just the Primary School, etc.

### Notice/Lead Time Needed for Label Requests

Admissions requests 5 school days notice (particularly from mid-October through mid-March). Often labels are ready sooner.

Call Admissions at 973-509-7930 with any other questions.

### **Publicity - Using the Carline Signs**

The carline signs at the campuses are designed for your use to publicize PAMKA events and activities. Committee chairs should check with individual Campus VPs to reserve the carline signs. The PAMKA President will resolve any conflict schedules. The size of the carline signs is as follows:

Width – 20” x Length – 30”

### **Suggestions for How to Run a Meeting**

#### **Prior to the Meeting**

- Send a meeting reminder-via email or telephone.
- Prepare an Agenda including Goals and Objectives.
- Review minutes from prior meeting and include any unfinished business on the agenda.
- Include all individuals giving a report and notify them in advance.

#### **The Meeting**

- Begin on time.
- Call meeting to order and introduce new people accordingly.
- State the meeting purpose and review the agenda.
- Ask someone to take the minutes, which should include the names of everyone in attendance.
- Always be positive and speak clearly.
- Be sure that all comments are addressed to you as Chair. This avoids side conversations and enables you to maintain control of the meeting. Give everyone an opportunity to speak both pro

and con. Tactfully remind people of rules of order and to keep on topic.

- Set an atmosphere conducive to free expression of opinions and new ideas.
- Keep the meeting moving-stick to the time frame and agenda.
- Be objective and listen with an open mind. Lead and guide; do not dictate.

### **Other Hints**

- **Set meeting norms on the first meeting date.**
- Lead, but be willing to give control over to the Committee and trust decisions and solution of problems to the group.
- Don't be overly technical or officious.
- Use humor to reduce tension.
- A good leader prepares well, uses parliamentary procedure in an enabling manner, delegates authority and responsibility, establishes a tempo to accomplish business in the allotted time and makes a continuing effort to maintain interest and to encourage active participation.



**PAMKA Organizational Chart**

**2018-2019**

**President**

**Secretary**

**Finance VP**

Treasurer  
Book Fair  
Winter Boutique  
Spring Fundraiser  
Faculty Trust Grants

**Community VP**

Campus Outreach Chairs  
PAMKA Lecture Series  
PAMKA Parenting Workshops  
KIPP NJ Tutoring

**Communications VP**

**Volunteer Coordinator VP**

New Parent Liaison  
Nominating

**Special Events VP**

Special Events Campus Chairs (3)  
Cougar Pride Day

**Campus VP (PS)**

Grade Reps  
3<sup>rd</sup> Grade Memory Book

**Campus VP (MS)**

Grade Reps  
MS Bookstore Coordinator  
Teen Center

**Campus VP (US)**

Grade Reps  
Survival Shop  
Project Graduation  
College Counseling Office

## **PAMKA BOARD OF OFFICERS**

### General Responsibilities

#### **Attend all Board meetings.**

- A written report with recommendations for action must be submitted the Friday before Board meetings.
- Although each member represents a specific area of responsibility, all Board members shall be informed about and take responsibility for Board decisions.

#### **Attend all PAMKA sponsored events**

- Includes annual meetings, campus coffees, Cougar Pride Day, fundraisers, lecture series, etc.
- Your presence indicates your support both as a parent and as a PAMKA Representative.

#### **Coordinate and preside at periodic meetings with your committee chairs**

- Assist the chairs with forming their committees.
- Early in the fiscal year, work with the chairs to articulate clear and specific goals and assist them with their tasks throughout the year.
- Keep chairs informed of pertinent school and PAMKA events/issues, etc.
- Keep chairs apprised of their responsibilities regarding information on the PAMKA website.
- Prior to each monthly Board meeting, solicit input from each chair for inclusion in your report.
- Throughout the year, keep in mind your responsibilities to identify and train new leaders for PAMKA and the school.
- Finish the job – take responsibility for the PAMKA closet, if appropriate.

#### **Act as an effective liaison with the school administrators, faculty, and staff**

- Understand and follow all guidelines for the proper use of PAMKA resources, both volunteer and financial.
- Keep excellent written records.
- Allow sufficient time for the school to respond to your requests.
- Be sure the PAMKA Liaison gets a copy of all PAMKA produced materials for proofreading prior to final printing or distribution.
- Check campus calendars before arranging meetings to ensure they do not conflict with heads of campus meetings.

#### **Exemplify leadership**

- Be clear in your expectations of your chairs. Be clear as to what they can expect of you.
- Thank all volunteers for their time and effort on behalf of PAMKA.
- Contact all volunteers referred to you even if you no longer need their help.

#### **Ensure a smooth transition for your successor**

- Offer suggestions to nominating about possible replacements for your position and other positions.
- Keep clear, specific written records.

- Frankly discuss what went well and what did not.
- Offer suggestions for new goals/priorities for the area.
- Assist your chairs with the hand-off of their responsibilities to new chairs.

## **PAMKA COMMITTEE CHAIRS AND GRADE REPS**

### **General Responsibilities**

#### **Coordinate and preside at periodic meetings with your committee/class parents**

- Form your committee, contacting all volunteers whose names are provided by Volunteer Coordinator VP or through other sign-ups (e.g. September coffees, Back-to-School nights, etc.)
- Make sure your committee/event is represented on the PAMKA website. Include announcements, save the date information, event highlights and summary information in your area of the website. Work with your VP and the Director of Communications to keep the information up-to-date. Email address: [PAMKA@mka.org](mailto:PAMKA@mka.org).
- Check campus calendars before arranging committee meetings to ensure they do not conflict with heads of campus meetings.
- Early in the fiscal year, work with the appropriate VP to articulate clear and specific goals
- Use email to keep committee informed
- Keep VP informed of pertinent information.
- Throughout the year, keep in mind your responsibilities to identify and train new leaders for PAMKA and the school
- Finish the job – take responsibility for the PAMKA closet, if appropriate.
- Notify committee chairs of respective budgets.

#### **Act as an effective liaison with the school administrators, faculty, and staff**

- Understand and follow all guidelines for the proper use of PAMKA resources, both volunteer and financial.
- Keep excellent written records, including a detailed timeline.
- Allow sufficient time for the school to respond to your requests
- Be sure External Affairs gets a copy of all PAMKA produced materials for proofreading prior to final printing or distribution. (See Working with External Affairs.)

#### **Exemplify leadership**

- Be clear in your expectations of your committee. Be clear as to what they can expect of you.
- Thank all volunteers for their time and effort on behalf of PAMKA.
- Contact all volunteers referred to you even if you no longer need their help.

#### **Attend as many PAMKA sponsored events as possible**

- Includes annual meetings, campus coffees, Cougar Pride Day, fundraisers, lecture series, etc.
- Your presence indicates your support both as a parent and as a PAMKA Representative

#### **Ensure a smooth transition for your successor**

- Offer suggestions to nominating about possible replacements for your position and other positions.
- Keep clear, specific written records.
- Frankly discuss what went well and what did not.
- Offer suggestions for new goals/priorities for the area.
- Assist with the hand-off of your responsibilities to new chairs by completing transition documents as requested.

## Specific Responsibilities

### **Board of Officers, Committee Chairs, Grade Representatives and Standing Committees**

(Listed by Board of Officers and committees that report to each)

The specific responsibilities listed herein represent a summary of the responsibilities of each position. More detail is provided in the individual books for each position. It is an important requirement of each position that detailed written records are kept for the next year's chair, including timelines, notes, expenses, and suggestions for changes.

#### **President:**

The President shall preside at all meetings of PAMKA and of the Board of Officers, and shall be an ex-officio member of all PAMKA Committees. The President shall perform all duties incident to that office and shall serve on the Board of Trustees of Montclair Kimberley Academy Foundation.

Preside at all Board meetings, general meetings and the annual meeting. Attend all Committee meetings as appropriate. Write an opening letter for the President's Letter. Coordinate and review weekly blast emails with the Communications Vice President and the PAMKA Liaison. Coordinate summer mailings. Attend Faculty Orientation, End of Year Faculty Meeting, The Gathering, and Campus Coffees and PAMKA events whenever possible. Meet with MKA Headmaster. Assist with preparation of budget and calendar. Serve as an Advisor to Book Fair, the Winter Boutique Event, the Spring Fundraiser and the Nominating Committee. Serve as a member of the Board of Trustees, presenting a monthly report and serving on one or more Board committees as requested.

#### **Campus Vice Presidents:**

There shall be three Campus Vice-Presidents, one each for the Primary, Middle and Upper School campuses, who shall serve as liaisons between the Heads of each campus and PAMKA and coordinate PAMKA projects within each campus.

Attend all PAMKA Board Meetings and appropriate grade level events on the individual campuses. Meet with the Head of Campus periodically and report events to the PAMKA Board. Meet with Grade Representatives and Committee chairs accordingly to review duties and receive updates. Distribute information to parents as needed through flyers, telephone, blast email and direct email. Organize campus coffees including speakers and work with Special Events campus chairperson and Special Events Vice President. Assist Special Events campus chairperson and Special Events Vice President with three faculty appreciation events annually (two conference breakfasts and lunches and Faculty Appreciation Day), as needed. Work with Volunteer Coordinator and Grade Representatives to coordinate Parent Socials. Coordinate volunteers to assist Campus Faculty with decorating for the respective holidays on Primary and Middle School campuses.

### **Primary School Vice President**

Establish uniform standards for class and holiday activities, working with grade representatives and class parents. Help organize Thanksgiving Share and Grandparents' Day (alternating years) with Head of Campus. Coordinate Field Day volunteers.

### **Third Grade Memory Book**

Coordinate third grade memory book project, including soliciting volunteers, preparing budget, designing project and billing recipients. The chairperson shall report to the Primary School VP.

### **Middle School Vice President**

Work with Middle School Bookstore Volunteer Coordinator and Teen Center Chairs.

### **Middle School Bookstore Coordinator**

Coordinate volunteer schedule to staff MS Bookstore. Staff volunteers, keep list of substitutes, organize schedule and send to all volunteers. Report to MS Campus Vice President.

### **Middle School Teen Center**

Organize and oversee parent volunteers to coordinate Teen Center events. This committee shall consist of two co-chairpersons, ideally the parents of a boy and a girl from the 7<sup>th</sup> grade, who shall appoint such other members as needed. Work with faculty advisor to plan calendar and specific events. The Faculty Advisor must approve the activities the Teen Center will do for the year. The Faculty Advisor arranges faculty chaperones. Teen Center Chairs purchase paper goods, food and beverages, and arrange for entertainment. Prepare Teen Center announcements for all Teen Center activities for MKA 5<sup>th</sup> and 6<sup>th</sup> grade students in the spring. Prepare other notices to parents as necessary. Report to MS Campus Vice President.

### **Upper School Vice President**

Work with Committee chairs: Project Graduation, Survival Shop and the College Counseling Office Liaison.

### **Survival Shop Chair**

Organize and maintain the Survival Shop at the US. This includes meeting with purchasing agent and treasurer to select goods for sale and to set prices. Recruit parent volunteers and prepare volunteer schedule, including substitute list. Maintain the Survival Shop, including decorating and arranging for the repair and replacement of equipment as necessary. Set up in September and close prior to vacation and summer breaks. Supervise purchasing agent. Review and set pricing. Create signage for items and pricing. Report to US Vice President.

### **Survival Shop Treasurer**

Collect Survival Shop monies from the Assistant to the Head of the Upper School (Ronnie Califano) on last day of week, and deposit weekly. Supply Mrs. Califano with change as needed. Pay all invoices and balance checkbook monthly; prepare monthly and year-end reports. Work with PAMKA Treasurer.

### **College Counseling Liaison**

This function will act as the PAMKA liaison to the College Counseling Office. This position is responsible for coordinating efforts with the CCO for the 9<sup>th</sup> and 10<sup>th</sup> grade parents' workshop, junior college kickoff workshop, parent-to-parent panel and the interviewing workshop.

### **Project Graduation**

Develop and execute an all night, post-commencement party. Responsibilities include researching location; booking entertainment; planning menu, prizes, and favors; publicizing event to seniors and their parents. Monitor budget. If planning a fundraising project, contact the Development Office for approval. Work through 11<sup>th</sup> grade representatives to schedule chaperones. Chair must chaperone in junior year. Be at boarding of buses on night of the event to check in students and at unloading of buses upon their return. Report to US Campus Vice President.

### **Grade Representatives**

Each grade has a Grade Representative. The Representative is responsible for coordinating activities and communicating with parents throughout the year. Each Grade Rep will review specific functions with their appropriate Campus VP and will serve as liaison between the Campus VP, parents and faculty. Grade Reps will also assist the New Parent Liaison in identifying host family candidates, work with Campus VP and/or Volunteer Coordinator VP on grade level socials in the fall, communicate with the Campus VP or grade lead faculty member on a regular basis and disseminate information to parents. Grade Reps will be required to send emails as requested by Campus VP and/or lead faculty member and generate support to attend and participate in PAMKA and MKA events and programs. Report to Campus Vice President.

Primary School Grade Reps responsibilities also include: Choose class parents (with Campus VP) and provide orientation, including list of responsibilities, to the class parent volunteers in September. Send a letter to teachers and parents in September informing them of the class parent volunteers. Help Campus VP organize parent volunteers for Cougar Pride Day and other campus events as needed. Organize grade activities that include holiday parties, classroom celebrations, "cast parties", etc. Create list of volunteer opportunities to be available at Back-to-School Night.

Third Grade Rep is responsible for assisting with the decorating for the 3rd grade graduation.

Middle School Grade Reps responsibilities also include: Creating list of volunteer opportunities to be available at Back-to-School Night. Secure volunteers as needed for field trips, elections, holiday snacks, band, dance and choral concerts, celebrations, and other events.

Upper School Grade Reps responsibilities also include: work with MKA Student Services to bolster attendance at grade specific student services events. 12th Grade Rep will communicate information to Senior parents regarding 12th grade Yearbook submissions and assist with Pre-Prom party for Seniors at Van Vleck.

### **Class Parents-Primary School**

Serve as liaisons between teachers and grade representatives. Assist with classroom and campus social activities. Recruit parents for field trips and other activities and generate support for PAMKA events. Report to Grade Representative.

### **Communications Vice President**

The Communications Vice President shall be responsible for the editing and collation of five letters from the President per annum. The Communications Vice President also works together with the President and the MKA Communications Office on the PAMKA portion of the website and on the weekly PAMKA email blast. The Communications Vice President is responsible for ensuring that the Communication Guidelines for PAMKA are adhered to and, with Board Approval, can amend those Guidelines when deemed appropriate.

Coordinate the articles and photos, edit and layout. Work with PAMKA President for timeliness of articles, etc. Work with President, PAMKA Liaison, and Communications Department on the PAMKA Website and the weekly email blast.

### **Community Vice President**

The Community Vice President shall be responsible for all PAMKA community engagement projects and programs. The Community Vice President shall serve as advisor to the Community Outreach Committees, and as advisor to the PAMKA Lecture Series, KIPP NJ TEAM and PAMKA Parenting Workshop Committees.

Investigate and evaluate community service projects and educational forums in or outside the immediate community and link them to as many campuses as possible. Attend all Community Engagement programs and coffees. Work closely with committee chairs to help with their programs: Campus Engagement efforts at all campuses, PAMKA Lecture Series, KIPP NJ TEAM Schools and PAMKA Parenting Workshop. In conjunction with each Campus Community Outreach Chair, coordinate community service efforts/opportunities with campus faculty service learning coordinators.

### **PAMKA Lecture Series**

Responsible for researching topics and speakers - then discussing ideas with the Headmaster, PAMKA Liaison, and PAMKA President. Responsible for planning, scheduling and publicizing the PAMKA Lecture Series Program. Arrange logistics and coordinate hospitality with the Special Events Vice President. Report to Community Vice President and PAMKA President.

### **KIPP New Jersey Chair**

Organize and schedule MKA parent tutors committed to working weekly with KIPP NJ school students in Newark. Organize drives based on KIPP NJ Schools needs and manage MKA's commitment to KIPP NJ Schools at our annual Book Fair. Report to Community Vice President.

### **PAMKA Parenting Workshops**



Provide information and forum for discussion regarding parenting issues. Work closely with parent volunteers from all three campuses and the PAMKA Liaison to plan, organize and execute Parent Workshops. Work with Special Events VP to arrange for hospitality. Report to Community Vice President.

### **Campus Community Outreach Chairs**

Each individual Campus Community Outreach Chair will take the lead on one Tri-Campus outreach drive each year.

#### **Primary School Community Outreach:**

Coordinate, publicize and facilitate the Giving Tree Tri-Campus collection of hats, scarves, mittens and toys each December. Work closely with the service learning coordinator on the Primary School campus. Interface with other Community Outreach chairs to coordinate Tri-Campus participation and collection. Distribute collection to selected charities.

#### **Middle School Community Outreach:**

Coordinate, publicize and facilitate the Tri-Campus collection of non-perishable food and turkeys each November for the Thanksgiving Food Drive. Work closely with the service learning coordinator on the Middle School campus. Interface with other Community Outreach chairs to coordinate Tri-Campus participation and collection. Distribute collection to selected charities.

Meet regularly and work closely with the Middle School campus service learning coordinator. Assist Student Government with their annual charity event. Assist the Middle School student government, as needed, in planning and executing its activities, including all sales, fundraisers and elections.

#### **Upper School Community Outreach:**

Coordinate, publicize and facilitate the Tri-Campus Blood Drive each fall and spring. Work closely with the service learning coordinator on the Upper School campus. Interface with other Community Outreach chairs to coordinate Tri-Campus participation and collection.

### **Finance Vice President**

The Finance Vice President shall act in the absence of the President, shall be responsible for all funds and financially related projects for PAMKA, and shall act in the absence of the Treasurer. The Finance Vice President serves as chairperson of the Finance Committee and as advisor to the PAMKA Fundraising Committees, Treasurer's Committee and Faculty Trust Grant Committee. Responsible for preparing the PAMKA budget and PAMKA gift list to be presented to the PAMKA Board of Officers and membership for approval at the annual meeting. The Finance Vice-President shall serve as chairperson of this committee, which shall consist of the PAMKA Treasurer, the President of PAMKA, and other such members (preferably not members of the Board of Officers) as shall be designated by the chairperson. The Business Manager of MKA shall serve as an advisory member of this committee.

The Finance Vice President shall be co-signatory with the Treasurer for all PAMKA operating and investment account disbursements of \$2500 or more. The President shall act as signatory in the absence of either the Finance Vice President or the Treasurer. Only one signatory is necessary for

disbursements under \$2500.

### **Treasurer**

Responsible for maintaining the financial books for PAMKA. Reviews and pays all invoices, and receives and deposits all receipts. Responsible for maintaining the PAMKA accounts at Chase Bank. Monthly collect financial information from the Book Fair treasurer, Spring Fundraiser treasurer, Survival Shop treasurer, Winter Boutique treasurer and prepare a set of financial statements for the Board. Assist the Finance VP in preparing the budget for PAMKA Board approval in April and PAMKA membership in May. The treasurer is a member of the Finance Committee. Advise Spring Fundraiser and assist Spring Fundraiser Treasurer, Winter Boutique Treasurer and Book Fair Treasurer. Present books for audit. Report to Finance Vice President.

### **Faculty Trust Grants**

Chair committee that reviews and selects recipients for PAMKA faculty trust grants that allow them to pursue special travel or research projects that will help them fulfill their mission as MKA faculty. Review and revise Request for Proposal and distribute to faculty and staff in August. Designate committee members (with PAMKA President) and oversee meeting in December. The Headmaster and Director of Curriculum shall serve as advisory members to this committee. Send letters to candidates informing them of status of application. This position reports to the Finance Vice President.

### **Fundraisers**

The function of these committees shall be to carry out the fundraising events that have been approved by the Board of Officers and PAMKA membership. Each committee will bear the name of the event for which it has responsibility. Each committee shall consist of a chairperson(s) and such other members as shall be designated by the chairperson(s). The Finance Vice-president or PAMKA treasurer shall be cosignatory with the designated committee member for all disbursements of \$2500 or more. Each committee shall report to the Finance Vice-President.

#### **I. Spring Fundraiser Chair(s)**

Develop and execute Spring Fundraiser and organize and chair Spring Fundraiser Committee. Coordinate venue, auctions, raffles and ad journal. Chairperson(s) coordinate all aspects of the event:

- Work with PAMKA Liaison and PAMKA President to coordinate venue and negotiate terms
- Oversee all details of event – menu, invitations, theme (if appropriate), décor, program
- Work closely with SFR Treasurer to secure appropriate raffle licenses.
- Organize a committee/volunteers to assist planning and working at the event

#### **Spring Fundraiser Treasurer**

This position will be responsible for reviewing and paying all invoices, and receiving and depositing all receipts. They will monthly submit financial information to the PAMKA Treasurer as well as assist the Spring Fundraiser Chair in preparing the budget for the

Spring fundraiser. They will attend full committee meetings, work with reservations, raffle ticket, ad journal, and shout-out committees of the Spring Fundraiser to track and deposit monies collected. SF Treasurer will supervise the team of treasurers the night of the fundraiser. Report to the Finance Vice President.

## **II. Book Fair Tri-Campus Chair(s)**

Coordinate and execute Book Fair in November and organize and chair Book Fair Committee. See separate notebook for further details. Coordinate tri-campus aspects of Book Fair. Organize publicity for event (mailers, posters, letters, and decorations). Oversee opening festivities (luncheon, faculty tea, brunch, etc.) and other special events.

### **Book Fair Campus Chair**

Coordinate selection of books and supplies for Book Fair. Recruit Campus committee. Set up and organize Book Fair prior to opening. Supervise daily operations. Coordinate breakdown of event. Coordinate visiting authors. Oversee teacher wish list for classroom donations.

### **Tri-Campus Book Fair Treasurer**

This position oversees the book fair treasurers on all three campuses and consolidates their sales reports into one comprehensive report for the Book Fair Chairs, Scholastic, PAMKA, and MKA. Their duties include: attend Book Fair meetings or send a representative from your team, order supplies for treasurers as needed, train campus treasurers and cashiers, request cash from PAMKA Treasurer, provide cash for cash boxes at each campus, train campus treasurers on credit card machines, get alpha list of student accounts from Admissions, create sales reporting templates for campus treasurers, Pre Sales, and Gift Certificates, support campus treasurers during fair when help is needed. The following will report information to the Tri-Campus Book Fair Treasurer: Brookside Book Fair Treasurers (1), Middle School Book Fair Treasurers (1), Upper School Book Fair Treasurer (1), Pre Sales, and Gift Certificates. Tri-Campus Treasurer reports results to: PAMKA VP of Finance, Tri-Campus Book Fair Chairs, PAMKA Treasurer, MKA Business Office, and Scholastic Books. BF Treasurer reports to Finance Vice President.

## **III. Winter Boutique Chair(s) – an ‘every other year’ event**

Coordinate and organize tri-campus winter gift boutique. Arrange for venue (if outside of campus), outside vendors, publicity, staffing, set-up and break-down. Organize and chair Winter Boutique Committee. Report to Finance Vice President.

### **Volunteer Coordinator Vice President**

The Volunteer Coordinator Vice President shall coordinate volunteer outreach and development and shall serve as Volunteer Chairperson and as advisor to Nominating and New Parent Liaison Committees.

Review and revise the Volunteer Opportunities form for electronic mailing. Review returned forms and distribute to committee chairs accordingly. Maintain volunteer database. Coordinate parent grade level social gatherings: recruit hosts, set dates on MKA calendar, work with Campus

VPs/grade reps. Work with the New Parent Liaison and Nominating Chairs. Attend and oversee nominating meetings. With input and consent of Spring Fundraiser Chair, recruit and secure key leadership positions for Spring Fundraiser event.

### **New Parent Liaison Chair**

Welcome new parents into the MKA community. Meet with Volunteer Coordinator VP/ Admissions Office to obtain a list of all new parents and help match them with current parent hosts. Develop and help organize social event for new parents and hosts in September with Admissions. Oversee new family events with Admissions Office at each campus in May/June. Ensure that new parents are contacted about PAMKA events. Report to Volunteer Coordinator Vice President.

### **Nominating Chair**

Chairs the Nominating Committee, which meets regularly beginning in January to review nominating bids. Refer to Standing Rules in By-Laws. Presents slate to the Board of Officers (by the April Board meeting) and PAMKA membership for vote at the May annual meeting. Nominating is responsible for filling all PAMKA elected positions. Report to Volunteer Coordinator Vice President.

**Nominating Committee:** The function of this committee is to nominate candidates for the elected positions in the PAMKA organization. The committee shall consist of a chairperson and six persons not currently serving in an elected position. The President of PAMKA, Volunteer Coordinator Vice-President, and the PAMKA Liaison shall serve in a non-voting advisory capacity and shall attend meetings of the Nominating Committee. The Nominating Chair may be appointed from the preceding year's Nominating Committee, or, in the event that there is no qualified candidate with a wide experience of PAMKA involvement, may be appointed by the President and the Volunteer Coordinator Vice President and approved by the Board. The Chair appointed must have served on a Nominating Committee in the past 3 years. The chairperson shall report to the Volunteer Coordinator Vice-President.

### **Secretary**

The Secretary shall send out notices of the monthly PAMKA Board meetings as well as the PAMKA Annual Meeting. The Secretary shall prepare agendas for the monthly PAMKA Board meetings as well as the PAMKA Annual meeting. The Secretary shall record and maintain minutes for the monthly PAMKA Board meetings as well as the PAMKA Annual Meeting. The Secretary shall act as Parliamentarian, and shall maintain all correspondence of PAMKA (thank you notes, sympathy, etc.). The Secretary shall oversee the maintenance of the PAMKA Closet, including the supply of PAMKA stationery and envelopes. The Secretary shall assist the President with preparation for the Annual Meeting and the transition schedule in the spring. The Secretary shall prepare motions for the Annual Meeting as requested. The Secretary shall provide the Annual Reports, pro forma budget, and Gifts to MKA prepared by PAMKA Board members for distribution at the Annual Meeting. The Secretary shall review and revise the PAMKA Bylaws as necessary for Board approval and ratification by membership. The Secretary shall oversee the review and revision of the PAMKA Manual on an annual basis. The Secretary shall administer the Sympathy Fund. The Secretary shall prepare and mail invitations for the September Coffees. The Secretary shall serve as the central source for the PAMKA Board email and phone contact list and provide this to the PAMKA Liaison

for posting on the MKA website.

### **Special Events Vice President**

The Special Events Vice President shall be responsible for coordinating the planning for all campus special events and tri-campus programs, supervising the special events, and overseeing the Special Events Committee on each campus. The Special Events Vice President will serve as chairperson of the Special Events Committee, and Annual Meeting and as an advisor to the Cougar Pride Day Committee.

Oversee the work of the Campus chairs and Campus VPs for special events on each campus (e.g. campus coffees, faculty appreciation day, conference days). Oversee hospitality for tri-campus events, such as the PAMKA Lecture Series, Slate Holiday Lunch, PAMKA Parenting Workshops and the PAMKA Annual Meeting. Oversee the Special Events Campus Chairs and Cougar Pride Day Chair. Each campus will have a Special Events Chair who will coordinate these events for their respective campuses. Work with the food service company to provide beverages and food as needed. Oversee and take responsibility for the Special Events budget.

### **Special Events Campus Chair**

Organize special events on respective campuses including volunteers, food from the food service company or outside vendor, budget, etc. Coordinate campus events with Campus Vice President with link to Special Events VP. Report to Special Events Vice President.

### **Cougar Pride Day**

Organize, plan and execute a daytime social gathering for students and their families. Plan activities (crafts, sports, amusement, etc.). Coordinate the selected activities with the campus representatives. Organize staffing for activities and concession areas. Organize layout of event, publicize event through mailers and other publicity, and oversee set-up and take down. Review budget with Special Events Vice President.

## **FINANCIAL PROCEDURES**

All PAMKA committee receipts and disbursements flow through the main PAMKA Operating Account, which is maintained by the PAMKA Treasurer. The exceptions are the Spring Fundraiser and the Survival Shop Committees, each of which has its own checking account. The Spring Fundraiser and the Survival Shop accounts are maintained by their committee treasurers.

PAMKA is a not-for-profit organization and as such is exempt from sales tax. When purchases are made, give the vendor our exemption permit number, which is 237-365-263/000. Some vendors may require a copy of our Form ST-5, Exempt Organization Certificate. A copy of this form may be obtained from the External Affairs Office. **PAMKA does not reimburse sales taxes paid.**

To obtain reimbursement for expenses incurred on behalf of PAMKA, complete the Expense Form (download copy), attach a copy of the invoice or bill and/or all receipts and send to the Treasurer at the address on the form. The Expense Form must be fully filled out and include the committee name and signature of the committee chairperson or VP authorizing the payment. No bills will be paid

unless the form is signed by the committee chairperson. Do not have bills sent directly to the Treasurer for payment. Bills and invoices must be reviewed and approved prior to being paid. **Expense reimbursements are due to the Treasurer within 60 days of the event for which the expense was incurred. Those expenses received after 60 days are considered donations. All requests for reimbursement must be made no later than June 15th, the closing of the PAMKA books.** Even if the expense is being covered by a donation and no reimbursement is being requested, it is important to fill out and submit the Expense Form so that the true costs of all PAMKA activities are captured. An Expense Form that you may copy is also available in the External Affairs Office in the Treasurer's folder.

Any checks for \$2,500 or more require two signatures; the signatories for each account are the PAMKA President, Finance Vice President and Treasurer. The Committee treasurers are also signatories for their respective accounts.

All contracts must be approved and signed by the Chief Financial Officer or MKA Business Manager.

When money is collected for a PAMKA event, the funds must be deposited promptly to our checking account. Please contact the Treasurer directly to work out a mutually convenient means of getting cash and checks to her.

Each committee has a budgeted profit or loss or is expected to break even. **Please know your committee's budget and plan accordingly.** To assist you, the Treasurer is able to generate a summary of receipts and disbursements for each committee, as needed.

## STANDING COMMITTEES

**OTHER COMMITTEES:** Such other committees as the Board of Officers shall, from time to time, deem necessary shall be appointed by the President with approval of the Board of Officers which shall designate their powers and the term of the committees' appointments.