

Officer Responsibilities

President

- Serve as the primary PA parent representative and spokesperson
- Maintain regular communication and collaboration with the Headmaster regarding parent concerns, both positive and negative, through biweekly meetings
- Communicate periodically with all division heads and administrative offices
- Preside at all General Meetings, the annual meeting and Executive Board meetings
- Appoint Committee Chairs & Grade Reps, with the approval of the Executive Board
- Serve as an ex-officio member of all PA committees except the nominating committee
- Serve as a nonvoting member of the Executive Board for one year after leaving office
- Review PA financial records
- Review & approve allocations; meet at the beginning of the school year with division heads and Treasurer to go over allocation procedures and ongoing allocations
- Coordinate & record all General, Annual, and Executive Board meetings in the general school calendar
- Coordinate all PA solicitations and fundraising activities with the School
- Serve as a voting member of the Board of Trustees
- Prepare and keep record of agendas for the General, Annual, and Executive Board meetings
- Periodically talk or meet with Arts Boosters and Athletic Boosters
- Delegate responsibilities to other Officers and Members as needed.

Vice President

- Serve as coordinator for the New Family Buddy program
- Point person between the Admissions and Buddy Program Leaders to assign Buddy families to each new family, ensure Buddy Family compliance, and oversee the school-wide Buddy Family social events
- Assist the President and perform the duties of the President in the absence of the President

Treasurer

- Maintain records of all funds, receipts and expenditures of the PA
- Review and approve the PA financial records prepared by the School's Business Office
- Prepare the PA's annual budget
- Make monthly financial reports to the Executive Board and at all meetings of the Members
- Assist the President in the allocation process
- Serve as committee chair for "reward program" fundraising endeavors as approved by the President

Communications Secretary

- Maintain custody of PA's records, except those of Treasurer
- Provide notices of all PA meetings, circulate attendance sheet and record all votes for the meetings
- Provide copy of General Meeting agendas to members upon request
- Write personal notes to faculty, staff and families for certain life events
- Maintain yearly calendar for "Monday Message" weekly email communication to parents and write "Monday Messages" with input from officers and reps and upon approval of President, and
- Maintain *PALive!* website with input from officers and reps and upon approval of President



Events Secretary

- Determine PA sponsored events for the year with the direction of officers and reps
- Reside as chair for those events or elect chairman as needed
- Form committees as needed when planning events