



The Windward Parents Association

The WPA strives to create community for all our students, parents and guardians, faculty and staff on all our Windward campuses. It is thanks to our fantastic volunteers that we can do this each year! **Please nominate yourself or someone else you think would be a great candidate to be a member of the WPA Board, Grade Representative, LS Pod/Group Representative, or a committee chair!**

All board members, grade/pod/group representatives, and chairs are asked to volunteer and assist in getting volunteers for WPA events whenever possible.

**Please note that some of these roles may not be available during 2021-2022, but may open up in 2022–2023. We will keep record of all submissions to continue to fill positions as they open.*

Next year, board meeting will be held both during the day and in the evening. Moreover, many board and officer roles do not need to attend all board meetings if the person makes arrangements to speak with their respective Co-President or VP separately to update them on what has been going on in their area of responsibility.

If you have any questions, please contact **Elissa Johnson, Manhattan Co-President**, at elissajohnson@me.com or **Megan Kearney, Westchester Co-President** at megan_kearney11@hotmail.com.

Descriptions of Roles

Executive Board

Manhattan Co-President — Leads the WPA with Westchester Co-President focusing on parents/guardians and students at Windward's Manhattan Campus(es). Some previous experience on WPA Board preferred.

Westchester Co-President — Leads the WPA with Manhattan Co-President focusing on parents/guardians and students at Windward's Westchester Campuses. Some previous experience on WPA Board preferred.

Manhattan Lower School VP — Supervises and reports on the activities of the WPA Manhattan Committees, together with the Manhattan Middle School VP. Supervises and assists the MLS representative with their oversight of the grade (and/or pod/group) activities as well as raising comments and questions arising in MLS to the Manhattan Co-President and the administration, as necessary. Some previous experience on the WPA, including being a MLS division representative, WPA committee chair or pod/group/class representative preferred.

Manhattan Middle School VP — Supervises and reports on the activities of the WPA Manhattan Committees, together with the MLS VP. Supervises and assists the MMS representative with their oversight of the grade (or pod) activities as well as raising comments and questions arising in MMS to the Manhattan Co-President and the administration, as necessary. Some previous experience on the WPA, including being a MLS or MMS division representative, WPA committee chair or pod/group/class representative preferred.

Westchester Lower School VP — Supervises and reports on the activities of the WPA Westchester Committees, together with the WMS VP. Supervises and assists the WLS representative with their oversight of the grade (or pod/group) activities as well as raising comments and questions arising in WLS to the Westchester Co-President and the administration, as necessary. Some previous experience on the WPA, including being a WLS or WMS division representative, WPA committee chair or pod/group/class representative preferred.

Westchester Middle School VP — Supervises and reports on the activities of the WPA Westchester Committees, together with the WLS VP. Supervises and assists the WMS representative with their oversight of the grade (or pod) activities as well as raising comments and questions arising in WMS to the Westchester Co-President and the administration, as necessary. Some previous experience on the WPA, including being a WMS or WLS division representative, committee chair or pod/group/class representative preferred.

Treasurer — Establishes a budget for the WPA with the Co-Presidents. Approves expenses and reconciled expenses to budget on a monthly basis. Works with the SpiritWear Committee on spirit wear purchases and sales to understand and report back to Co-Presidents profitability on a monthly basis. Some previous experience on the WPA preferred.

Reporting Secretary — Takes minutes on all board meetings and circulates minutes to board members and school so minutes can be maintained by the school.

Corresponding Secretary — Assists in inputting together the WPA newsletter. Assists in maintaining the WPA Life Calendar for upcoming events (e.g., Bar/Bat Mitzvahs or birthday celebrations)

MLS Division Representative — Oversees and assists grade representatives in communicating to parents/guardians organizing grade (and/or pod) activities in MLS as well as raising comments and questions arising in MLS to MLS VP, Manhattan Co-President and the administration, as necessary. Some previous experience on the WPA as a pod/group/grade representative preferred.

MMS Division Representative — Oversees and assists grade representatives in communicating to parents/guardians and organizing grade (or pod) activities in MMS as well as raising comments and questions arising in MMS to MMS VP, Manhattan Co-President and the administration, as necessary. Some previous experience on the WPA as a pod/group/class representative preferred.

WLS Division Representative — Oversees and assists grade representatives in communicating to parents/guardians and in organizing grade (or pod/group) activities in WLS—as well as raising comments and questions arising in WLS to WLS VP, Westchester Co-President and the administration, as necessary. –Some previous experience on the WPA as a pod/group/class representative preferred.

WMS Division Representative — Oversees and assists grade parents in communicating to parents and in organizing pod/group or grade activities in WMS as well as raising comments and questions arising in WMS to WMS VP, Westchester Co-President and the administration, as necessary. Some previous experience on the WPA as a pod/group/class parent preferred.

Grade Representatives, Pod/Group Representatives (Lower School), and Committee Chair Roles

No previous experience is necessary for any committee co-chairs, though experience on that committee is helpful. All committees are supported by the WPA board and other volunteers as well as the school's development office.

Grade Representatives

Grade Representatives — Communicates with parents/guardians and organizes grade events. Act as liaison between parents/guardians and teachers for pod/group events. Raise questions or comments to school representatives or WPA board members. Communicate with parents/guardians when asked to do by school representatives.

Pod/Group Representatives (Lower School)

Pod/Group (lower school) — Act as liaison between parents/guardians and teachers for pod/group events. Assists Grade Representatives in organizing grade events.

Committee Chairs

Back to School Picnic Committee Co-Chair — Assist in planning and securing volunteers for either the Manhattan wide or Westchester wide picnic to welcome new and returning families to Windward next fall.

Photo Day Committee Co-Chair — Assist in securing volunteers for photo day on their child's campus

Book Fair Committee Co-Chair — Assist in planning and securing volunteers for their child's campus.

Faculty & Staff Holiday Luncheon Committee Co-Chair—Assist in planning a holiday luncheon for faculty and staff at each campus

Faculty & Staff Appreciation Day Committee Co-Chair — Assist in planning periodic faculty appreciation days at each campus. Assist in surveying the faculty and staff early next year to decide what they would most appreciate (e.g., lunches, as in the past, or stocking teacher/staff lounges with treats and snacks.)

Mentor Breakfast Coordinators — Assist the school in pairing incoming families with mentor families in each campus and making sure that mentors check in with their mentees in the spring, late summer, and throughout the fall, as needed. Assist in planning the mentor breakfast in May.

SpiritWear Committee Co-Chair — Identify and sell SpiritWear items throughout the year both in person and online. Keep records of inventory and profits on such items. Secure volunteers for in person sales.

Community Service Committee Co-Chairs — Assist in planning several volunteer opportunities for students and families throughout the year both campus and off.

**Please note that all WPA events are dependent on COVID-19 health and safety guidelines. As such, some events and committee responsibilities are subject to change.*