

## ETON PARENT COUNCIL

### Job Duties

#### Executive Committee Members

**Article V, Section 6. Executive Committee:** Executive Committee members are the President, Vice President, Treasurer, Secretary and Volunteer Coordinator of the Parent Council. Community Coordinators shall serve as ex officio, non-voting members.

#### President

**Article V, Section 5, Item A. President:** The President shall preside at all meetings of the Parent Council and the Executive Committee. The President shall have general and active management of the affairs of the Parent Council; shall see that all decisions and resolutions of the Parent Council and Executive Committee are carried into effect; and shall have the general duties and powers of supervision for the management customarily vested in the office of President of such an organization. Throughout the term of office, the President shall train and prepare the Vice President to step into the position of President in the following year. The President shall serve as an ex officio, non-voting member of the Eton Foundation Board of Trustees, attend all regular Board meetings and report monthly on the activities and affairs of the Parent Council.

*Approximate time commitment is 8-10 hours a month.*

The President shall e-mail an agenda to the EPC Executive Committee one week prior to each Executive Committee meeting. The President is expected to lead each EPC and EPC Exec meeting as well as attend each EPC Coffee. In coordination with Eton's Director of Development (Liaison to the EPC Executive Committee) and applicable parent volunteer Committee Chairs, the President shall ensure organization of the events below.

**August** – EPC Executive Committee meeting

**September** – Welcome Picnic for families new to Eton or new to a level, Volunteer Kick-off, Staff Appreciation Smoothie Day, Cultural Fair, EPC General Business meeting, EPC Executive Committee meeting, EPC Newsletter

**October** – Annual Fund drive, EPC Coffee, EPC Executive Committee meeting, EPC Newsletter

**November** – Family Game Night, EPC Coffee, EPC Executive Committee meeting, EPC Newsletter

**December** – EPC Coffee, EPC Executive Committee meeting, EPC Newsletter

**January** – EPC General Meeting/Learning Event, EPC Coffee, EPC Executive Committee meeting, EPC Newsletter

**February** – EPC Coffee, EPC Executive Committee meeting, EPC Newsletter

**March** – EPC Coffee, EPC Executive Committee meeting, EPC Newsletter

**April** – EPC Coffee, EPC Executive Committee meeting, EPC Newsletter

**May** – Spring Celebration, EPC General Meeting, EPC Coffee, EPC Executive Committee meeting, EPC Newsletter

**June** – Staff Appreciation Lunch, End of School Picnic, EPC Coffee, EPC Executive Committee meeting, EPC Newsletter

## ETON PARENT COUNCIL

### Job Duties

#### Vice President – 2-year role

**Article V, Section 5, Item B. Vice President:** The Vice President is elected to serve for two years, the first year as president-in training under the current President and the second year as President of the Parent Council. The Vice President shall perform other such duties as assigned by the President. The Vice President shall perform all the duties of the President in his or her absence or inability to act.

*Approximate time commitment is 6-8 hours a month.*

The VP will support Parent Council sponsored activities and act as a liaison between the various committees of school events/activities and the Parent Council. They will support the various Chairs and help recruit volunteers from throughout the school body. The VP will organize any and all events that require a third-party vendor including Family Game Night, EPC Learning Event Speakers and the All-School Ice Skating Party.

Attendance is required at the monthly EPC Executive Committee meeting and at the Learning events. The VP is encouraged to participate in the EPC Coffees.

#### Treasurer – 1-year role

**Article V, Section 5, Item C. Treasurer:** The Treasurer shall keep an accounting of the funds expended as part of the Activity Plan and Budget and give a current report at each meeting of the Parent Council. The Treasurer shall perform other such duties as assigned by the President.

*Approximate time commitment is 4-6 hours a month.*

The Treasurer shall:

- Obtain and review the budget for the new school year (set by Board of Trustees) with the EPC Executive Committee.
- Coordinate with Auxiliary Program Coordinator, Sharon Gonzalez, on registration numbers for EPC Learning Events, and order pizzas for attendees and childcare accordingly.
- Give Treasurer's report at EPC meetings.
- Purchase pastries/snacks for monthly EPC Coffee events.
- Attend monthly EPC Executive Committee meetings and assist with EPC sponsored events as needed.
- Collect expense information from task owners for reporting purposes in budget spreadsheet for events sponsored by the EPC, which include:
  - Welcome Picnic (September)
  - EPC learning events (2-3 times per year)
  - All School Ice Skating event (Spring)
  - EPC Coffees (monthly)
  - Spring Celebration (May)
  - Staff Appreciation luncheon (June)
  - End of Year Picnic (June)

The Treasurer may collect receipts for reimbursement and submit them through the Director of Development or directly to the Accounting department. At the end of year, when all EPC sponsored events are completed, send the budget spreadsheet to Accounting Specialist.

## ETON PARENT COUNCIL

### Job Duties

#### Secretary – 1-year role

**Article V, Section 5, Item D. Secretary:** The Secretary shall attend and act as secretary for all meetings of the members of the Parent Council and Executive Committee; shall record all votes taken at any such meeting; shall take and transcribe minutes of the proceedings of any such meetings; shall ensure that the minutes are posted on the Parent Council webpage within two weeks of a meeting; shall maintain a record of all correspondence and proceedings of the Parent Council and of the Executive Committee; shall ensure that proper notice is given of all meetings of the members of the Parent Council and Executive Committee; and shall perform other such duties as assigned by the President.

*Approximate time commitment is 4-6 hours a month which includes taking minutes and participating in EPC meetings at Eton (1-2 hours per month), attendance at EPC sponsored Learning Events and activities (approx. 1 hour per month at Eton or other locations), and the preparation of minutes and the monthly EPC Newsletter (1-3 hours that can be done at home).*

The Secretary shall:

- Take minutes and record votes taken at any EPC meeting (at the bottom of any meeting minutes include the date and time of the next meeting as well as any known agenda items for that meeting)
- Circulate transcribed minutes to the EPC Exec Committee for approval
- Send approved minutes to Director of Development (Liaison to the EPC Executive Committee) for posting on the EPC page of the school website within two weeks of the meeting
- Draft the EPC Newsletter and work with the Director of Development and Director of Communications & Marketing to ensure its timely delivery each month
- Attend EPC sponsored learning events and community building activities as able

#### Volunteer Coordinator – 1-year role

**Article V, Section 5: Duties, Item E. Volunteer Coordinator:** The Volunteer Coordinator shall work to create an inclusive, smoothly functioning volunteer experience by coordinating Parent Council activities and committees; helping to recruit volunteers from the Parent Council membership; and reporting on these activities to the Executive Committee. The Volunteer Coordinator shall attend all meetings of the Parent Council as able; and shall perform other such duties as assigned by the President.

*Approximate time commitment is 4-6 hours a month.*

The Volunteer Coordinator shall serve as coordinator of Parent Council sponsored activities and as a liaison between the various committees of school events and activities, and the Parent Council. The purpose of the role is to support the various Chairs and help recruit volunteers from throughout the school body, with a view to creating an inclusive environment for parents to volunteer or become involved in any way that they can.

Attendance is required at the monthly EPC Executive Committee meeting and encouraged at the Learning Events.

## ETON PARENT COUNCIL

### Job Duties

#### Community Coordinator

**Article V, Section 5, Item F. Community Coordinators:** The Community Coordinators shall work with a team of Room Representatives for their respective level of the school, focused on building community. The Community Coordinators shall provide instruction and support for the Room Representatives. They shall attend all meetings of the Parent Council as able and perform other such duties as assigned by the President.

*Approximate time commitment is 2 hours a month.*

There will be one Community Coordinator at each level. Attendance is encouraged at the monthly EPC Executive Committee meeting.

Each Community Coordinator shall:

- Gather Room Representatives to introduce self, outline Community Coordinator role in relation to Room Representatives, review expectations and share resources, tools, and tips for building the class community
- Connect with Room Representatives periodically throughout the year to help brainstorm, answer questions, and provide guidance as well as track what activities have been done and which were a success.
- Consider organizing one all-level event in the Spring (examples: hike, playground meet up, movie night)
- Update list of Room Rep Ideas Word document at the end of the year
- Attend EPC meetings and Learning events throughout the year as able

#### Room Representative

**Article V, Section 5, Item G. Room Representatives:** The Room Representatives shall cultivate a sense of community in their classroom. The Room Representatives shall also support their teacher with extracurricular activities as requested.

*Approximate time commitment is 2 hours a month.*

Each Room Representative shall:

- Organize class activities throughout the year to build community in your classroom. (Refer to Room Rep Ideas Word document.)
- Communicate with your teacher regularly to provide support as needed—possibly helping to organize class holiday parties or field trips, soliciting field trip chaperones or parent substitutes for Assistants during their monthly meetings, etc.
- Facilitate Volunteer Sign Ups with a personal e-mail to your class as requested
- Attend EPC Learning events throughout the year as able
- Utilize your Level EPC Community Coordinator by relaying parent feedback, getting help with questions or concerns, brainstorming ideas for community building activities, etc.

#### Time Sensitive Tasks/Events

- August - Contact your classroom teacher to establish the priority of needs for the school year often beginning with the Fall Class Potluck.
- September - Attend the New Family Picnic to introduce yourself to families new to your classroom and welcome each personally to Eton.
- September - Attend Parent Information Night and spend a few minutes at the end of your class session introducing yourself, your role as Room Rep and any plans/ideas you have in mind for the year.
- September – Attend Volunteer Kick-off Meeting if able.
- May - Serve as Eton Ambassador, contacting new families and welcoming them at the Spring Fling.