



Q & A for Board Member Candidates

1. Q: How would you briefly explain the mission of Park Tudor Parent Association (PTPA)?

A: to support Park Tudor School through fundraising activities, volunteer work, parent communication and organizing school events, to promote a strong sense of community, to provide a forum of information exchange among parents, and to sponsor programs enriching the students' experience at the school.

2. Q: What is the term of board service?

A: PTPA Board members serve a one-year term, which begins at the close of the school year. The board transition occurs at the May PTPA Board Executive Meeting.

The office of the Co-Presidents Elect shall be a commitment by the candidate to serve a three-year term on the PTPA Executive Board, serving first as Co-Presidents Elect, then as Co-Presidents, and finally as Immediate Past Co-Presidents, serving in an advisory capacity.

The incumbent Treasurer may need to remain involved beyond the end of the school year should the transition requires so.

3. Q: How many board members do you have? What are the duties of these members?

A: There are eleven board members. The current PTPA Board has the following officers.

Co-Presidents

The office of Co-Presidents shall be held by two individuals simultaneously acting as Co-President(s), acting alone or in concert. Each President shall ensure that their Co-President is informed of all information and decisions prior to enacting decisions by said President.

- The Co-Presidents shall oversee the work of the Executive Board to run the PTPA effectively in accordance with the PTPA bylaws and in alignment with the PTPA mission.
- The Co-Presidents shall preside at all meetings of the PTPA, the PTPA Executive Board, and the PTPA Executive Committee.
- The Co-Presidents shall decide on the agenda of all meetings and ensure arrangements for the meetings are made timely.

- The Co-Presidents shall appoint chairpersons of committees as deemed necessary, act as ex-officio members of all committees, with the exception of the Nominating Committee, and see that the purposes of the PTPA are accomplished.
- One of the Co-Presidents reviews and approves PTPA expense reimbursement / check request forms, together with the Treasurer.

Co-Presidents Elect

The Co-Presidents Elect shall be held by two individuals in a support capacity to the Co-Presidents.

- The Co-Presidents Elect shall assist the Co-Presidents at the discretion of the Co-Presidents and the Executive Board.
- The Co-Presidents Elect shall review the PTPA Bylaws annually and propose revisions, when necessary, together with the Recording Secretary.

Immediate Past Co-Presidents

The Immediate Past Co-Presidents shall be held by the two individuals who were the Co-Presidents of the PTPA the previous school year.

- Immediate Past Co-Presidents shall assist the Co-Presidents at the discretion of the Co-Presidents and the Executive Board.
- The Immediate Past Co-Presidents shall serve in an advisory capacity.

Co-Event Coordinators

The Co-Event Coordinators shall serve as the social chairs of the PTPA and will be responsible for making arrangements for PTPA Executive Board Meetings, PTPA Executive Committee Meetings, PTPA General Meetings, and PTPA Special Events, including but not limited to coordinating room reservations with the school and organizing refreshments.

Recording Secretary

The Recording Secretary shall be responsible for keeping minutes of all PTPA meetings of the Executive Board and the Executive Committee and reviewing the PTPA Bylaws with the Co-President Elects annually. This responsibility shall include but not limited to providing copies of minutes to Co-Presidents and maintaining and preserving PTPA records and important documents to pass on at the end of the term, and performing other such duties as usually pertain to this office.

Media Coordinator

The Media Coordinator shall be responsible for the PTPA public relations communication including but not limited to promoting and informing the school community of volunteer opportunities, upcoming PTPA General Meetings, Parent Socials, and Special Events. The Media Coordinator shall also be responsible for providing content in the PT Times Online about PTPA events and activities as well as providing and / or posting content on the Park Tudor social media platforms. The Media Coordinator shall effectively partner with the Co-Event Coordinators and also act as a liaison between the PTPA and the Park Tudor Communications Office.

Treasurer

The Treasurer shall keep all records of monies received and expended by the PTPA.

- The Treasurer shall ensure that only funds approved by the PTPA Executive Board shall be disbursed, with the exception of routine mandatory bills that the Executive Board has approved for payment.
- The Treasurer shall manage the expense reimbursement process of PTPA members and coordinate with the Park Tudor Accounting Department as needed.
- The Treasurer shall co-review and approve PTPA expense reimbursement / check request forms together with one of the Co-Presidents to ensure effective dual control in place.
- The Treasurer shall prepare the annual PTPA budget and review it with the Executive Board for approval.
- The Treasurer shall report at Executive Board meetings as to the current financial position of the PTPA and shall make an annual reporting to the Executive Board prior to the end of the current school year.
- The Treasurer shall aid the school in preparation of any required financial filings.

4. Q: What are the service expectations of board members?

The officers of the PTPA are expected to demonstrate commitment to and support of the PTPA mission. Board members utilize their professional and personal experiences to fulfill the duties of the offices they hold to their best capabilities. They are expected to collaborate with their peer board members and support each other and reach out to and partner with the Park Tudor community.

PTPA Executive Board may name additional Standing Committees to support its operations. Committee chairs are not officers of the PTPA. Standing Committees shall be named by the Co-Presidents and approved by the Executive Board. However, these committee leaders play a critical role in the success of PTPA projects and events. Examples are committees formed to organize the Fall Family Festival, Faculty & Staff Appreciation event. Additional Committees may vary from year to year at the discretion

of the Co-Presidents and the Executive Board. Joining the committee is a great way to get involved and gain understanding of how PTPA Board operates.

5. Q: How often do you hold PTPA Board meetings?

Once a month.

6. Q: Can you generally quantify annual hours spent in board service?

The PTPA Board meetings take place in a conference room at the school. The meetings usually run for an hour. Pre-read materials are distributed ahead of time for the board members so that live discussions at the meeting can be productive and efficient.

Different offices may require various amounts of time to carry out the activities. We encourage you to speak to parents who are currently or have been holding offices to get an idea of the time commitment.

For instance, our Co-Event Coordinators provided the following detailed estimates:

- 1-2 hours per week - planning / emails
- 1-2 hours per month social (coffee, wine or PTPA event)
- 1 per month for the PTPA Meeting
- In addition to the above, Fall Festival Planning is an additional 3 hours per week in September and Faculty and Staff Appreciation is an additional 3 hours per week in February.
- Additional 2-4 hours per month for treats if there is not a treats leader

The Recording Secretary may need approximately 3 hours per month, including meeting time. The Treasurer may dedicate 2 to 4 hours per month to BOD meeting and PTPA expense reimbursement processing. The Co-Presidents and Co-Presidents Elect's time commitment varies from a couple of hours per week to 6 hours per week to support events and General Meetings.

7. Q: Does the service on the PTPA board require financial commitments?

Yes, PTPA Board Members need to be dues paying members of the PTPA. There are no additional required commitments. The annual dues that are payable as part of the registration process at the beginning of each school year.

8. Q: How does the Board nominating process work?

The Nominating Committee shall consist of the Immediate Past Co-Presidents acting as the chairpersons, and a maximum of 8 PTPA member volunteer parents, representing the four school divisions, the Upper, Middle, Lower, and Hilbert Early Education Schools, with all members being voting members. Anyone serving on the Nominating Committee shall be ineligible for any position named by the Nominating Committee. No member

shall serve on the Nominating Committee in consecutive years. The Nominating Committee shall be formed before the chairpersons start the nomination solicitation process.

The chairpersons shall make public and solicit nominations from the PTPA membership in February. Any member of the PTPA may be eligible to submit their name for nomination consideration unless otherwise prohibited from submission by the bylaws of the PTPA. The Nominating Committee shall slate a candidate for each available position to be filled. The slate shall be presented to the Executive Board at the March meeting of the PTPA Executive Board for approval. The approved slate will then be communicated electronically to all PTPA members at least four weeks prior to the April PTPA General Meeting.