

Officer roles and responsibilities*

President - The president presides at all meetings of the Parent Association and is responsible for maintaining general oversight of the operations of the Parent Association.

Vice-President - The vice-president assists the president and assumes the duties of the president when that officer is unable to perform them because of absence.

Secretary - The secretary keeps and posts the minutes of the proceedings of the board meetings, general meetings, and the annual meeting of the Parent Association. The secretary furnishes the minutes of the meetings to the board for approval, and post to a location available to all members. In addition, the secretary schedules meetings and is the custodian of corporate records.

Treasurer - The treasurer keeps an accurate account of all financial transactions of the Parent Association and provides a financial report at every meeting of the Board. The treasurer furnishes copies of all financial reports to officers, board members, and provides a copy of the monthly report to the secretary to include as an addendum to the minutes. The treasurer works with the board to prepare the budget for the Parent Association.

Director roles and responsibilities*

Director of Communication - The director of communication is responsible for the publication of the Parent Association (PA) newsletter, Facebook page, maintenance of the PA website, and managing the PA general email box.

Director of Programs and Grants - The director of programs and grants is responsible for coordinating all PA programs with the school. This director will also manage Grant applications from submission to approval to funding.

Director of Elementary Events - The director of elementary events plans community building events for the elementary students/families. This director will work with the Board to determine the number of events and types of events for the year. The number of events will vary from year to year, but usually, there are at least two events (e.g. parent mixer/movie night, Ice Skating at the Park, Family Dance Party, etc...).

Director of Pre-primary Events - The director of pre-primary events plans community building events for the pre-primary students/families. This director will work with the Board to determine the number of events and types of events for the year. The number of events will vary from year to year, but usually, there are at least two events for the pre-primary students, one in the fall and then a parent mixer/ pre-primary party (e.g. Superhero/Princess Training Day, Fairytale Theatre, etc...).

Director of Fundraising - The director of fundraising develops plans to raise money for the Parent Association. This director will work closely with the board and school to determine the number and type of fundraisers. The following are some examples of prior year fundraisers: Jog-a-thon, Buy-a-Brick, and silent auction.

Director of Yearbook - The director of yearbook is in charge of planning and creating the yearbook. This includes being the point-of-contact with the yearbook vendor, design and layout, coordinating volunteers (both photographers and for yearbook layout), and coordinating with the school staff as needed.

Director of Teacher Appreciation - The director of teacher appreciation is responsible for Teacher Appreciation Week, teacher's birthday gifts, and the Staff Holiday Gift Card Program.

Director of Library - The director of library will work with the school to coordinate the book fair volunteers, assist at the book fair, and coordinate volunteers to wrap books during/after the book fair. From time to time, the director of library will also work with the school on special projects such as coordinating author visits, cleaning the library, organizing book drives.

Philanthropy Coordinator* - The philanthropy coordinator will work with the school to execute the giving tree. This may include selecting the charity, organizing volunteers, setting up and taking down the tree, and being the point-of-contact with the charity. *This position could be a director role if the person would like to work with the school/the Board to coordinate additional philanthropy events throughout the school year. For example, The Sophia Way, tree planting, etc.

Uniform Exchange Coordinator- The uniform exchange coordinator is responsible for the Uniform Exchange Program. This includes promoting the program and ensuring that the uniform exchange rack is organized.

Volunteer Tracking Coordinator - The volunteer tracking coordinator is responsible for tracking parent volunteer hours with the Parent Association and submitting the hours to the school throughout the school year.

*Please note that board members and officers are required to attend a monthly board meeting.