Job Description: PRESIDENT

- Set PA goals and objectives for the year.
- Set PA Board meeting agendas for the year and specifically lead the PA Board orientation and team-building meeting in the fall.
- Officiate at all General PA and Board meetings.
- Speak at PA functions to welcome parents, describe the PA mission and publicize PA functions.
- Serve as host at new parent functions to meet, greet and introduce them to other members of the Packer community and answer their questions.
- Maintain a cooperative relationship with Packer's Administration, including but not limited to: the Head and Assistant Head of the School; the Division Directors; Business Office; and Development Office.
- Act as a liaison and troubleshooter between Packer's parents and the Administration.
- Serve on the Board of Trustees and its subcommittees. Periodically submit PA reports to BOT.
- Oversee the work of all the PA committees, chairs and officers, and monitor the pace of the work/schedule/communications.
- Oversee the financial status of the PA in cooperation with the Treasurer.
- Set annual fundraising goals in cooperation with the Board of Directors and in conjunction with the administration and Development and major fundraiser chairs. The goal is set by a majority vote of the Board of Directors.
- Attend as many committee meetings, events and programs as possible.
- Respond promptly to parent questions and concerns by directing them to the appropriate resources.
- Attend Independent School PA Head meetings.
- Manage Mentor program in conjunction with the Operations Chair to include assigning appropriate mentors to events and ensuring they have appropriate guidelines to provide support and that meetings with event chairs are scheduled in accordance with the Event Calendar
- Create the PA planning calendar in conjunction with the Operations chair and communicate to the Board.
- Ensure all Board Members use their Packer PA emails and store all relevant documents on Google Docs, the on line storage system supported by the PA together with the Chair of Technology
- Ensure that the PA Brand is correctly represented on all materials for all events/committees that the PA sponsors. Conduct reviews of the brand and the image of the PA amongst the parent body as necessary
- Support the Volunteers Chair in the recruitment and organization of volunteers throughout the year
- Review the PA Bylaws to ensure they are relevant and timely

May 2014

- Perform tasks and provide oversight as delegated by the President
- Actively volunteer at all major PA events through out the year
- Attend PA programs throughout the year
- Work with the Programs chair to develop the agenda for the year for the Committees.
- Oversee all of the PA committees and chair all Committee meetings on a bi-monthly basis
- Represent the PA when the President is unable to attend programs, Parent Nights, meetings and events
- Provide feedback, suggestions and serve as a sounding board to the President
- Take on ad-hoc projects at the discretion of the President
- Administer allocation of the Enrichment fund.
- Serve as the liaison between Packer's Development Office and the PA Board and its fundraising committees and events Chairs
- Advise the Development Office of PA fundraising activities, plans and initiatives to avoid potential conflicts of timing and activity
- Serve as the point-person for requests of support from the PA event/activity chairs to the Development Office

- Take an overseeing role in the development, acquisition and sales of Packer merchandise and work with the Treasurer on the budget and analysis of profitability of all sales

May 2014

- Submit an Operating Budget for the academic year by May of the preceding year for approval of the Board (see bylaws for timing).
- Prepare an Operating Budget spreadsheet listing all income and expenses that will include all PA committees and events, and report on the budget position each month at the PA Board meetings and/or as needed.
- For PA events approve and reconcile the Event Finance Chair spreadsheet, ensure a proper review is conducted of financial results, post on the Google Packer PA and submit the final net profit number to the school.
- Each month reconcile all the Chase bank accounts; prepare a spreadsheet showing cash on hand and email to the Business Office.
- Raise and disburse all checks after receipt of appropriate Expense Reimbursement form and invoices in a timely fashion.
- Deposit all cash and checks and keep a deposit record.
- Ensure all student billing for events and merchandise sales is correctly submitted to the Business Office.
- Manage relationship with the credit card processing company/companies used by the PA, (Bart Group, Iats) check transactions and resolves queries.
- Co-sign all contracts involving financial commitments by the PA and ensure obligations are kept.
- The Treasurer should meet with all Chairs/Finance Chairs/Committee Heads/ Fundraising Chair to explain in detail how to execute Procedures and ensure all volunteers are correctly informed.
- Procedures include but are not limited to:
    - Working within the agreed Budget
    - Usage of Student billing spreadsheet template
    - Completing Expense Reimbursement forms on line and providing correct paperwork
    - Provision of W9s when needed
    - Tally sheets, cash box procedures/provision, PA safe deposits
    - Usage of sales tax exemption form
    - Provision/usage of the credit card machines
    - Requesting of PA checks in advance for pre payment
    - Sending thank you/tax letters for donations over $250
- Treasurer should ensure that for all events a budget is submitted at least eight weeks prior to an event and that after the event all financial information is reported back in a timely fashion to the Treasurer.

- Maintain a close working relationship with the Packer Business Office and be the primary PA contact for them regarding all PA financials. This includes but is not limited to managing:
    - Student billing internal accounts for all events, overseeing problem resolution
    - Fund transfers from/to the PA internal account, checking the account each month
    - Requesting Packer checks for payment of individuals requiring W9s
    - Provide all necessary paperwork/cooperate as needed in audit of PA books and records
    - Prepare and email Chase bank reconciliation each month and bank statements
    - Prepare and submit overall Operating Budget status as needed
    - Report on Event Fundraising P&L's as needed
- Work with the Assistant Head of School (Packer PA Board Advisor) on any financial matters needing approval. This includes but is not limited to:
    - Documents needing to be signed/approved by Head of School
    - Co signature on checks, particularly those over $2000
    - Assistance in Faculty fund transfers as needed for enrichment funds, etc.

May 2014

- Circulate copies of the Board meeting agenda as directed by the President or VP
- Distributing minutes within ten days of every meeting
- Issue Board meeting agendas 7 days in advance of the meeting
- Accepting comments/changes to the minutes and recirculating revise minutes before the next scheduled meeting
- Take attendance and maintaining attendance records for the Board
- Compile and maintaining the list of eligible voters among all PA officials
- Keeping accurate tallies of all votes
- Confirm with to the PA Webmasters that finalized minutes are ready
- For posting on the Packer PA website
- Maintain archives, including minutes
- Maintain and distribute as necessary an up-to-date list of all PA officials and their current contact information including PA official and personal email, mailing address and phone numbers
- Work with the President on keeping PA job descriptions current
- On a weekly basis collect and distribute the mail and voice mail from the PA Office.
- Follow up after events to ensure items are removed from the PA office within 2 weeks (or as agreed with the secretary)
- Organize and maintain the PA room and its contents
- Responsible for corresponding with the Board which will include but not be limited to; updating and reminding the Board of upcoming events, Board meetings, circulating relevant documents
- Writing and distributing thank you notes to volunteers for their efforts on behalf of the Board or the President
- Own and revise PA job descriptions on an annual basis in December.
- Represents the PA to Parents League

May 2014

Job Description: FUNDRAISING CHAIR

- Work with the PA Board (particularly the President and Treasurer) and major event Chairs to define general monetary fundraising goals, calendar and plans
- Propose and research new fundraising activities and events
- Provide oral and/or written reports regarding fundraising to the PA Board as needed
- Help at events in some capacity
- Liaise with Treasurer to review financials of events and agree action plans
- Support the merchandising team fund raising activities

May 2014

Job Description: PROGRAMS CHAIR

- Coordinate and oversee all Parent Association program offerings
- Work with Parent Association committees and liaisons through all aspects of their program planning
- Determine Parent Association Program Budget by working with the treasurer and the Board during Spring Budget Planning
- Determine the all program meeting schedule for the academic year by working with the Operations Chair, the PA Advisor and the President
- Conduct a meeting of all committee Chairs and all other Parent Association members who intend to offer a program, and create a tentative calendar of events
- Negotiate speaker fees and all expenses for any program offered
- Troubleshoot any problems that may arise including date changes or conflicts, financial problems, space issues, and child care
- Promote new program initiatives and new committees by reviewing new program ideas received by the PA from within the Packer community and outside sources
- Program Chair co-ordinates the scheduled events/programs for all the committees and the PA board by May of each academic year.
- Responsible for managing the calendar and logistics for all Programs including food, room and equipment fill out PEV form (note: operations chair is responsible for all event administration)
- Owner of the Program calendar, managing dates and making amendments through Asst. to Asst. Head of School where appropriate
- Record and review attendance and success of Programs on an ongoing basis
- Create communications and PR plan for all PA Programs in conjunction with the Communications Chair
- Collaborate with other schools to identify opportunities for shared Programs

- Monitoring expenses and working within the budget as provided by the Treasurer

May 2014

- Solicit parents to fill open positions on the PA Board. This can be done through the various communications approved by the Packer Parent Association, for example: web information on the nominating process, messages sent via email in Packer At A Glance (PAAG) and poster opportunities displayed in the front hall. The Nominating Chair should also ensure that nominating forms are available through the Packer website.
- Propose a Nominating Committee to the PA Board, comprising parent representatives from each division, and set a meeting schedule. The committee should solicit nominees for open positions and discuss job descriptions and responsibilities with them. The Nominating Committee may also work with the Volunteer Chair to identify possible candidates.
- Ensure that the nominating committee understands the job descriptions for each open position and the general responsibilities for board membership.
- Ensure that each current Board member and Committee member is spoken to about their intentions and wishes for the following year and record this information on Google docs
- Communicate with outgoing Board members and Committee members prior to 1st nominating committee meeting
- Retain records on Google Docs. Of candidates nominating and trail of events.
- Present a slate of candidates to the full board at the April Meeting. Present the slate to the parent body for vote via PAAG. Tally and record vote of the election
- Review bylaws with PA President as beginning of term

May 2014

Job Description: COMMUNICATIONS CHAIR

- Support the communications needs of the PA Board, Committees and Event Chairs across all media channels.
- Review and approve all content for all-school announcements (bulk emails), PA web page, hallway TV monitor, posters, Packer At A Glance (PAAG) e-newsletter, and others as needed.
- Manage responsibilities in conjunction with the Communications Procedures outlined in the document published on the PA web page at http://www.packer.edu/page.cfm?p=2170 and update the procedures document as necessary.
- Work in collaboration with the Packer Director of Communications, the Assistant Head of School and the PA President to ensure communication protocol is followed.
- Collaborate with the PA Technology Chair to manage the content published on the PA webpage.
- Act as Guardian of Web Page content and communicate with Tech Chair to make necessary changes specifically reviewing every 4 weeks.
- Ensure the PA Calendar is supported by relevant and timely and inform Asst to Asst. Head of School of any changes in copy.
- Request a copy of Communications Checklist from Event Chairs and Mentor, review and provide guidance where appropriate.

- Collect input, write and copy edit the PA portion of any PA Communication such as the Packer APP, PAAG, email blasts etc.
- Work with the Director of Communications to develop and maintain the Packer App.
- Help in the creation, set up and communication of any surveys conducted by the PA

May 2014

Job Description: DIVERSITY CHAIR

- Attending PA Board meetings and providing summary, updates and financial reports on DC activities.
- Coordinating with the Programs Chair to establish and reserve dates for DC events
- Attending and/or participating at school-wide meetings and/or relevant outside events that promote and support diversity at Packer and the surrounding educational community.
- Conducting DC meetings & developing each meeting's agenda.
- Collaborating and coordinating with the Director of Diversity and Equity as well as the Chair of the Diversity Committee on the Board of Trustees to ensure that diversity initiatives are successful.
- Providing updates to various constituents as requested to promote and support all diversity initiatives at Packer and to raise awareness.
- Sponsoring a school wide event each year (eg Talent Show) that raises awareness of the committee and contributes to the PA fund raising goals.
- Support the Director of Diversity and Equity in the planning of the parents of color reception and educational programs
- Participate in the school Diversity Council on behalf of the PA
- Monitoring expenses and working within the budget as provided by the Treasurer
- Collaborating and meeting regularly with other PA committees (Learning, Sustainable Future, Community Service, Food)

May 2014

- Responsible for collecting and disseminating information about volunteer opportunities within the Parent Association and for recruiting parents to fulfill these tasks. The goal is to provide a central source of information for parents who wish to volunteer, and in turn to provide support to committees and events that need help with their activities.

- Specific responsibilities include:

- Work closely with the Nominating Chair to identify open positions and offer suggestions for candidates.

- Oversee the Buddy Program by appointing volunteers to recruit buddies for new families in all divisions.

- Work with the Operations Chair to organize Welcome Back Breakfast by providing materials and sign up sheets for parents as appropriate.

- Review and respond to volunteer interest from parents from all PA volunteer events and the PA Volunteer form on the web site.
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- Organize volunteer drives as and when needed across all divisions of the school.

- Work with the liaisons across all volunteer activities specifically.

- Attend the Class Rep and Liaison orientation in the fall to communicate Volunteer objectives for the year

- Work closely with the volunteer chairs/event chair of events in an effort to provide names of potential recruits, and to promote their volunteer needs to parents.

- Work with Volunteers Database Manager (dual report to Technology) to administer the volunteers database and respond to parents on an ongoing basis

- Report to the Board on a quarterly basis to provide an update on volunteer activity both from the database and post event statistics

May 2014

- Responsible for the accuracy of the PA's website and App; this includes the PA electronic calendar and updating the PA homepage
- Work with the Communications Chair on all communication materials requiring links.
- Support the technical distribution of bulk emails in conjunction with the school and the Communications Chair
- Support Chairs, Standing Committees and Event Chairs for their website needs
- Support and maintain PA room computer, printer and Wi-Fi access.
- Creating online Finalsite Forms and supervising collection/importing of data via these forms for PA events in conjunction with Event Chairs, Finance Chairs and the Treasurer
- Monitoring web use via tools such as Google Analytics
- Encourage the use of the Google docs Packer PA domain and manage the email addresses linked to board and committee positions
- Train and advise the PA Board and Committee chairs in the use of the Packer PA Domain and Packer PA Google docs.
- Help manage any volunteer database and volunteer sites used by the PA
- Support the Volunteer database manager in creating and managing the Volunteer database
- Work with members of the board and event chairs to ensure electronic archives are retained on the Packer PA domain.

May 2014

Job Description: OPERATIONS CHAIR

- Prepare the calendar with the Assistant Head of School, President of the PA and Program Chair to ensure that the PA gets events scheduled as requested throughout the calendar year.
- Communicate Calendar to the PA to Assistant Head of School ensuring the PA dates are input into the Packer Calendar accurately and in a timely fashion.
- Support PA Events with food and equipment by sending out a notice requesting the event chair completes the Food and Equipment Order form and forwards to PA to Asst Head of School. Forward a copy of the food request form to the kitchen.
    - (Note: Program Chair performs same function for Program based events - to be identified at the beginning of the academic year)
- Coordinate event logistics with Event and other Chairs through the year.
- Plan and co-ordinate orientation of PA Event Chair and Committee chairs on an annual basis.
- Review and amend PA procedures as and when required and communicate changes to PA Board Members, Chairs and Committee Leads.
- Works with the president to provide support to Event Mentors and manage the Board Mentor system ensuring each event has a mentor and that pre-planning meetings are scheduled appropriately.
- Take on ad hoc projects as and when requested by the PA President.

May 2014

- Facilitate communication between Packer families and the school
- Manage the relationship between the class reps, parent body and the division heads.
- Responsible for orientating all class/grade reps and liaisons and ongoing guidance, support and follow up
- Serve as the contact person for reps, liaison and parents who have general information questions or issues regarding teachers, school policy, personnel changes or any other issues. Facilitate the resolution of the issue raised as and when possible.
- Work with the volunteer's chair and liaison to recruit volunteers for events and activities throughout the year.
- Co-ordinate dates calendar for all class or Grade Potluck Dinners and MS/US coffees
- Oversee the policy and administration of the annual teachers gift in the LS.

May 2014

- Learn the duties of the members of the Board and become familiar with the work of the committees and event Chairs.
- Attend all general PA and board meetings.
- Attend committee meetings, major PA events if practicable. Pa events and programs as much as possible
- Take an active role in the PA, acting as a resource and providing help with troubleshooting.
- Perform tasks and provide oversight as delegated by the President.
- Provide feedback, suggestions and serve as a sounding board to the President and the PA
- To take on ad hoc projects as requested by the PA President

May 2014