

UNIVERSITY PREPARATORY ACADEMY

PARENT COUNCIL MEMBER JOB DESCRIPTIONS

CLASS REPRESENTATIVE (Elected position; one vote per class)

A minimum of two Class Representatives (optimal number is three) are elected for each of the seven grade levels at University Prep. The responsibilities of the Class Representatives are:

- 1) **Coordinate events and communications which help build a sense of community in each class and the parent body as a whole:**
 - a) Call new families in your class to introduce yourself as one of the class representatives.
 - b) Welcome new families, and provide dates for upcoming events:
 - First Day Coffee (September)
 - All-School Barbecue (September)
 - Back-to-School Night (September)
 - Class Parent Meetings (See school calendar)
 - Parent and/or Parent/Kid Socials (planned by class reps)
 - c) Encourage participation by all parents in Parent Council and University Prep events and follow up on Parent Volunteer Forms if requested.
 - d) Organize an e-mail plan for communication between the reps and families.
 - e) Produce and/or update parent nametags for use at school events.

- 2) **Organize Parent Meetings, Parent Socials, and class activities for your grade:**
 - a) Meet with Division Director to plan date and agenda of Class Parent Meetings.
 - b) Submit a Facilities Request form (even for off-campus activities) to the Main Office to reserve space and enable the event to be added to the school Web site calendar.
 - c) Send agenda to all parents, Head of School, the Division Director, and Main Office.
 - d) Ensure that notices or reminders of specific events are announced in *Prep Talk*, a parent rep e-mail, the All-School E-mail, and/or Faculty/Staff mailboxes.
 - e) Solicit class volunteers to chair or host events that are specific to your class: Class Meetings, Parent Socials, Faculty/Staff treats for your assigned month, and Parent Council events for which you are assigned responsibility.
 - f) Work with the Director of Communications for a report of the previous year's event, and a list of parents who have volunteered for each event this year.
 - g) Provide ongoing communication with event chairs to answer questions, help arrange resources, and ensure the success of the event.
 - h) Verify that all check requests for reimbursement or requests for tax receipts for donated items are submitted within ten working days from the date of an event. All end-of-year receipts **MUST** be turned in no later than one week from the last day of school.
 - i) Submit a timely (within 14 days) and complete post-event form, located online or in the "Forms" section of your notebook, keeping one copy for your notebook.

- 3) **Attend:**
- a) Parent Council Meetings (as noted on school calendar)
 - b) Representative Meetings with PC VP and Division Director; report at class events.
 - c) Conversations with Ken or Coffee with Ms. Picha, as noted on school calendar
 - d) Class Parent Meetings (twice a year)
 - e) Parent and/or Parent/Student Socials (twice a year)
 - f) Parent Council sponsored events, including:
 - First Day Coffee (September)
 - All-School Barbecue (September)
 - Back-to-School Night (September)
 - Open House (at least one: October or November)
 - Annual Auction (tentative date: March)
 - g) May Parent Council Orientation to meet with incoming Class Representatives.

GRADE LEVEL EVENT RESPONSIBILITY

6 th Grade:	Faculty & Staff Treats (March) Class Parent Meetings (2) Parent Socials (2) Kid Socials (2)
7 th Grade:	Faculty & Staff Treats (October) 8 th Grade Moving Up (June) Class Parent Meetings (2) Parent Socials (2) Kid Social (2)
8 th Grade:	Faculty & Staff Treats (April or May) All-School Barbecue – Planning (September) 8 th Grade Transitions Night (March) Class Parent Meetings (2) Parent Socials (2) Kid Social (2)
9 th Grade:	Faculty & Staff Treats (December) New Family Orientation Dinner (May) Class Parent Meetings (2) Parent Socials (2) Kid Social (1) *see Ken Jaffe for budget
10 th Grade:	Faculty & Staff Treats (January) Baccalaureate Reception (June) Class Parent Meetings (2) Parent Socials (2) Kid Social (1) *see Ken Jaffe for budget
11 th Grade:	Faculty & Staff Treats (November) Graduation Reception (June) Junior/Parent College Information Nights (2) (October and January) Parent Socials (2)
12 th Grade:	Faculty & Staff Treats (February) Senior/Parent College Information Night (2) (September and March) Yearbook Signing Party (June) Parent Socials (2)

Standing Committees (Elected positions; one vote per committee)

Parent Education Chair (Elected, voting position)

- Attend Parent Council Orientation and all meetings for the Parent Council.
- Use the volunteer list provided by the Main Office to form the Committee.
- Mentor a member of the committee who would be a possible chairperson the following year.
- Solicit event volunteers, as needed.
- Complete and submit a post-event form to the Main Office within 14 days of the event.
- Submit a budget request for the following year to the Parent Council by February 1.
- Work to solicit ideas for subjects and speakers from the parent community, Parent Council, faculty and staff members.
- Organize at least two educational forums for parents during the year.
- Work with the Director of Communications and MS/US Reps to promote events.
- Reserve space, make arrangements to provide refreshments and clean-up for events.

Parents for the Arts Chair (Elected, voting position)

Funds raised by Parents for the Arts are dedicated to Parents for the Arts events and activities.

- Attend Parent Council Orientation and all meetings of the Parent Council.
- Mentor a member of the committee who would be a possible chairperson the following year.
- Use the volunteer list provided by the Main Office to form Committee.
- Solicit event volunteers, as needed.
- Submit a budget request for the following year to the Parent Council by February 1.
- Provide support for artistic, musical, and drama programs, specifically:
 - Assist with fall plays for both the Middle and Upper Schools;
 - Assist with the Middle School Spring Play and Upper School Musical;
 - Assist with Spring arts events;
 - Coordinate assistance for costume making, stage construction, and hauling;
 - If desired, purchase and sell refreshments at Fine Arts Events;
 - Provide general support to Fine Arts Faculty.

Sports Boosters (Elected, voting position)

Sports Boosters is a permanent committee of the Parent Council, with responsibilities divided between (at least) two co-chairpersons, representing the Middle School and Upper School. The primary role is to collaborate with the Athletic Director and Assistant Athletic Director to communicate, coordinate, and support the Parent Team Coordinator for each athletic team.

Duties of the Sports Boosters Co-Chairs:

- Attend Parent Council Orientation and all meetings of the Parent Council.
- Recruit Team Parent Coordinators and provide guidance about end-of-the-year parties and coaches' gifts.
- Assist with/facilitate recognition for seniors.
- Act as liaison with (Assistant) Athletic Director to provide parents accurate information regarding coach's backgrounds, schedules, League and Playoff information, and well as problem resolution.
- Adhere to budget guidelines and submit budget request for following year.

Team Parent Responsibilities include:

- Distributing pertinent information
- Facilitate communication between coach and parents of team members
- Establishing snack schedule
- Coordinating coach's gifts
- Coordinating recognition of seniors at last home game
- Coordinating end-of-season team party

Special Projects Fund Chair (Elected, voting position)

- Attend Parent Council Orientation and all meetings of the Parent Council.
- Attend Parent Council Executive Committee meetings when appropriate.
- Use the volunteer list provided by the Main Office to form a committee.
- Publicize the availability of funds to students (with faculty sponsorship), faculty and staff.
- Collect, research and evaluate proposals before making recommendations to the Executive Committee of projects to be funded.
- Report to Parent Council on funding recommendations made by the Exec Committee.
- Ensure that recipients report back to Parent Council upon completion of their project.

Gardening Chair (Elected, non-voting position)

- Assists in maintaining existing pots/landscaping and beautifying the campus by replacing faded annuals, routine maintenance as well as planning and implementing new plantings (including a long range plan for pruning, watering and replacement as needed).
- Attend Parent Council Orientation, and meetings as desired or appropriate.
- Form committee using the volunteer database, provided by Main Office.
- Solicit and mentor a co-chair or committee member who will possibly assume the chair position the following year.
- Organize work parties as needed to carry out projects as agreed upon by the committee and the University Prep Facilities Director.

Past President/Past Executive Committee Member (Appointed, voting position)

- Serve on special projects as requested by the Parent Council President or the Executive Committee.
- Attend the annual dinner meeting of the Executive Committee and the University Prep Administrative Staff.
- Attend Parent Council Orientation, all Executive Committee and Parent Council meetings as well as all Parent Council sponsored events.

Secretary (Elected, voting position)

- Take attendance at all Parent Council meetings and keep record of absences excused by the Executive Committee. Notify the Executive Committee when any representative has exceeded his/her two absences.
- Record and provide minutes of Parent Council meetings to the President for distribution prior to the next meeting. Contact another Parent Council member to act in your place, recording minutes if you are unable to attend the Parent Council meeting.
- Write "Thank You" notes for Parent Council as appropriate (i.e. to chairs of Parent Council events and to guests at Parent Council meetings).
- Attend the annual dinner meeting of the Executive Committee and the University Prep Administrative Staff.
- Attend Parent Council Orientation and all monthly Executive Committee and Parent Council meetings as well as all Parent Council sponsored events.

Treasurer (Elected, voting position)

- Serve as custodian of all Parent Council financial records.
- Authorize the disbursement of funds. At the end of each fiscal year the outgoing Treasurer, in cooperation with the incoming Treasurer, shall request the Business Office to transfer the full amount budgeted for the following year from the Auction account to the Parent Council account. Any surplus remaining in the just completed year's budget shall be disposed of in accordance with a vote of the PC body.
- Meet with the Business Office Manager on financial matters as needed.
- Prepare and present a financial statement for each Parent Council meeting. Educate Parent Council on financial transactions including expense reimbursement procedures.
- Present the budget for the following year at a spring Parent Council meeting.
- Attend the annual dinner meeting of the Executive Committee and the University Prep Administrative Staff. Attend Parent Council Orientation, all Executive Committee and Parent Council meetings and all Parent Council sponsored events.

Vice President - Middle School (Elected, voting position)

- Act as a liaison between the Middle School Community, the Director of the Middle School and the Class Representatives for the Middle School.
- Coordinate the Middle School Representatives and attend monthly meetings with them and the Middle School Director. Following fall class meetings, ensure that class reps have chairs for each event that are their responsibility.
- Follow up with Class Representatives who have missed more than two meetings of Parent Council or with the Director of the Middle School. Remind them that each grade needs to be represented at these meetings.
- Assume the duties of President in his/her absence or if the Upper School Vice President is temporarily unable to perform.
- Co-chair the Parent Council Orientation for the incoming council with the Upper School Vice President.
- Represent Parent Council on University Prep committees as requested.
- Chair a special Ad Hoc Committee when requested by the President.
- Plan and attend the annual dinner meeting of the Executive Committee and the University Prep Administrative Staff.
- Attend all Executive Committee and Parent Council meetings and PC sponsored events.

Vice President - Upper School (Elected, voting position)

- Act as a liaison between the Upper School Community, the Director of the Upper School and the Class Representatives for the Upper School.
- Represent Parent Council on University Prep committees as requested.
- Coordinate the Upper School Representatives and attend monthly meetings with them and the Upper School Director. Following fall class meetings, ensure that class reps have chairs for each event that is their responsibility.
- Assume the duties of the President in his/her absence or if he/she is temporarily unable to perform.
- Co-chair the Parent Council Orientation for the incoming council with the Middle School Vice President.
- Represent Parent Council on University Prep committees as requested.
- Chair a special *Ad Hoc* Committee when requested by the President.
- Plan and attend the annual dinner meeting of the Executive Committee and the University Prep Administrative Staff.
- Attend all Executive Committee and Parent Council meetings and PC sponsored events.

President (Elected, voting position)

- Chair the meetings of the Parent Council Executive Committee.
- Set the agenda with the Executive Committee and preside over all Parent Council meetings.
- Meet as needed with the U Prep Administrative Liasion.
- Attend monthly meetings of the Board of Trustees and report on Parent Council activities.
- Represent Parent Council at school events such as New Family Orientation where Parent Council has a role.
- Attend annual dinner meeting of the Executive Committee and the University Prep Administrative Staff.
- Appoint *Ad Hoc* Committee and Standing Committee representatives as needed.
- Be an *ex officio* member of all committees except Nominating.
- Work closely with Auction Chair(s), attending select meetings, problem-solving and troubleshooting, functioning generally as a support however necessary to ensure the success of the annual Auction.

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