

Flintridge Preparatory School  
Parents Association  
Executive Board and Committee Chair Positions

EXECUTIVE BOARD

- **President** (2 year position)
- **Vice President – Book Day** (2 year position)  
In charge of Book Day on first official day of school. Works with Prep administrative liaison to organize volunteers and run the book and locker distribution to students. Approximately 100 parent volunteers are on campus during a 4 to 5 hour time period. Must be very organized, ability to trouble shoot and have great people skills. Two individuals hold this position – one elected as new each year. First year volunteer provides back up to primary VP and then takes over in second year. Position begins work during summer.
- **Vice President – Hospitality** (2 year position)  
Responsible for various “welcoming events” at Prep. Events include New Parent Reception (September), holiday decorations (placement and take down/ December & January), and Spring Grade Level Coffees (morning). Organizes and runs Spring Grade Level Coffees – speaks at each event and keeps it moving. Solicits and organizes volunteers and works with Administrative Liaison on New Parent Reception – mostly greeter and welcoming. Solicits and organizes volunteers for the Holiday Decorations – put up and take down including decoration theme, if any, and inventory of decorations and needed replacements.
- **Vice President – Membership** (2 year position)  
In charge of the membership drive for the Parents Association. Develops membership campaign, including membership flyers, and speaks at several Parent Association events. Speaking requirements are spring coffees (morning), Parents Association Luncheon, Parent Association meetings and presence at the Back to School BBQ (new family welcome tent). Prepares membership reports for President and provides updates in the Fall and through Winter during Parents Association meetings. Need to have good organizational and computer skills (word and excel) and be detail oriented. Two individuals hold this position – one elected as new each year. First year volunteer provides back up to primary VP and then takes over campaign in second year. Position begins in the spring – just after election/ appointment.
- **Vice President – Benefit** (2 year position)  
Responsible for working with Prep administrative liaison to plan, organize and run biannual Parents Association benefit. Generally there is a co-chair and a large number of volunteers to solicit and organize.
- **Treasurer**  
Responsible for maintaining the PA books, budgeting and cash management. Reports at PA meetings and provides updates to PA President and Prep Administrative liaison as needed. Manages all budgets, bank accounts and handles reimbursement of expenses. Works with PA President and Prep Administrative liaison regarding PA gifts to school. Financial background is a must and should be familiar with Excel and Quickbooks.
- **Assistant Treasurer** (2 year position)  
Acts as treasurer for the biannual benefit. Works with PA Treasurer and Vice President

Benefit. Responsible for maintaining the benefit books, budgeting and cash management. Reports at benefit committee meetings and provides updates to VP Benefit and Prep Administrative liaison as needed. Manages all budgets, bank accounts and handles reimbursement of expenses for Benefit. Financial background is a must and should be familiar with Excel and Quickbooks.

- **Recording Secretary**

Responsible for taking minutes of each PA meeting, circulating drafts for comment, finalizing minutes and providing to Prep Communications Director for publication on Prep website.

- **Communication Secretary**

Responsible for the quarterly PA electronic newsletters, monthly PA meeting notices and monitoring and reporting on the PA e-mail box. Works closely with PA President on the communication plan for the PA.

- **Parliamentarian (appointed by PA President)**

Responsible for reviewing and updating PA Bylaws as needed and ensuring that President and Board's actions comply with Bylaws as written. In charge of appointing and coordinating the Nominating Committee who shall select candidates for subsequent year's PA Executive Board and assists the incoming President with filling the Committee Chairs positions. Specific duties include soliciting and selecting candidates for open positions and handling the election process.

- **Board Member at Large – College Counseling Liaison (appointed by PA President)**

Must be approved by Director of College Counseling. In charge of soliciting and organizing volunteers to assist with college representatives visiting school. Facilitate training of volunteers and maintain schedule of volunteers.

### COMMITTEE CHAIRS

(generally 2 individuals share each role- one new person each year)

Exception is International Student Exchange Coordinator – 1 person

- **Family BBQ**

Work with Father's Club liaison (Madeline Barraclough), Father's Club President and Father's Club Event Chair. Duties include acquiring and setting up decorations in keeping with the BBQ's theme including dining table centerpieces, raffle tables, check-in tables, dessert table, buffet tables and the stage. Beforehand solicit and organize volunteers to help with packaging Raffle items, packaging raffle tickets (to be sold by Father's Club), decorating and set up. In general there are 2 people, one who works on the Raffle organization and set up and one on the decorations and event set up.

- **International Student Exchange Coordinator**

Works with Prep Administrative liaison and faculty to organize and coordinate activities for visiting students – including welcome & farewell receptions, sightseeing and other activities. Recruits and handles communications with host families and Prep.

- **International Lunch Program**

Organizes from 3 to 4 lunches per year at school, proceeds to fund the international student exchange activities. Contact vendors, arrange dates with Prep, prepare order forms, solicit orders, collect and tabulate orders and checks, work with vendors to procure food, solicit and organize volunteers to set up and serve lunches. Report to PA President & ISE Coordinator results.

- **Grandparents Day**

Solicits and coordinates volunteers and staffing for Grandparents Day. Working with Prep's Administrative liaison on decorations, flowers, set up, clean up, and invitations.

- **Picture Day**  
Organizes and facilitates Student Picture Day and Make Up Picture Day in September. Solicits and organizes parent volunteers for this event.
- **Faculty Appreciation Lunch (January)**  
Organizes and facilitates a luncheon on campus for faculty and staff each January – coordinate with May luncheon chairs to avoid duplication. Responsibilities include selecting theme, preparing and sending invitations to faculty and staff, coordinating catering with Prep Kitchen, set up and decorating for event.
- **Faculty Appreciation Lunch (May)**  
Organizes and facilitates a luncheon on campus for faculty and staff each May – coordinate with January luncheon chairs to avoid duplication. Responsibilities include selecting theme, preparing and sending invitations to faculty and staff, coordinating catering with Prep Kitchen, set up and decorating for event.
- **Silver Tea**  
Organizes and facilitates an afternoon thank you celebration on campus for faculty and staff each December. Responsibilities include selecting theme, preparing and sending invitations to faculty and staff, coordinating catering with Prep Kitchen, set up and decorating for event.
- **Homecoming Game**  
Responsible for half-time festivities at Prep Homecoming game, including presentation of senior football players and cheerleaders, presentation of homecoming court. Responsibilities include ordering flowers to be presented to above groups, decorations for stadium (coordinate with Cheer & Dance Team), In-and-Out Burger truck (coordinate with Administrative Liaison). Solicits and coordinates volunteers for this event including set up and clean up. Should not be Football Mom.
- **Homecoming Royal Court Breakfast**  
Organizes and facilitates the Royal Court Breakfast (Friday of Homecoming Week) – begins at 7:30 until approximately 8:10 am. Continental Breakfast for the homecoming court (2 girls and 2 boys for grades 7 through 11 and 4 boys and 4 girls for grade 12) and several staff members. Responsibilities include sending invitations to Royal Court (once voted on by student body), obtaining gifts for court (crowns for girls and pens for boys), coordinating catering with Prep Kitchen, and decorating for event.
- **Library Liaison**  
Solicits and coordinates monthly library volunteers who staff the library during lunch so that the librarians can have lunch together. Closes the library each Thursday working from 4:00 pm to 5:00 pm.
- **Spring Student Event (Alternates years with Benefit)**  
Responsible for working with Father's Club and Prep administrative liaison to plan, organize and run biannual Student event held in spring on alternate years from the PA Benefit. Event is held on Prep campus.
- **Performing Arts Coordinator**  
Provides communications link between Parents Association and Theater Arts Department, regarding events and potential for assistance.
- **Printing & Mailing**  
Organize and facilitate mailing of monthly Headmaster's Letter and other pertinent

information to Prep Parent community. Solicit and organize volunteers for this effort on a monthly basis. Job starts in the summer – summer mailing in August with Student schedules and pre-school information. Job is one morning per month August through

May. **Spring Luncheon**

Organizes and coordinates annual end of the year Mother's Luncheon (off-site), including theme, invitations, decorations, menu, soliciting and organizing volunteers, seating arrangements. Works with PA President and Prep's Administrative liaison regarding Program and Volunteer and Senior Mother Tributes.

- **Grade Level Coordinators**

There are two grade level coordinators for each grade 7 through 12. The GLCs plan and organize the grade level parent parties and the summer student parties (in advance of school), provide support for specific grade-level activities outside of the classroom and specific information related to grade level events and issues.