



Dwight-Englewood School Parents' Association (PA) LOWER SCHOOL VP

Tasks/responsibilities include, but are not limited to, the following:

- Attend all PA Executive Board Meetings.
- Help plan and attend “All School PA Meetings”, Community Events and Lower School grade specific Forums in Fall and Spring.
- Communicate regularly with the President and other Division VPs. Share parent feedback/concerns with Executive Board.
- May assume duties of the President in his/her absence as designated by the President.
- Collaborate with the Lower School Deputies in all duties and functions related to the Lower School PA team.
- Meet with Lower School Principal and Assistant Principal on a monthly basis as necessary.
- Coordinate with Director of Publications & Communications for Lower School events publicity (flyers, email push pages, etc.)
- Coordinate PA sponsored “Lower School Parent – Welcome Back Gathering” with Lower School Administration and Admissions.
- Throughout the year, support Lower School Class Rep teams. Provide schedules, event information, various invite/email templates, facility forms, reimbursement forms, and supervise plans for Forums and social gatherings, and division-specific events.
- Throughout the year, support and assist the Lower School Committee Chairs for the various events held in the Lower School. Coordinate meetings if necessary for said committees. Act as a liaison for President with Lower School Committee Chairs.



- Assist “All School” Committee Chairs in the planning of events involving the Lower School as needed (eg. Book Fair, Spring Carnival, Friends of the Arts, etc.)
- Assist with various Executive Board duties as necessary. This includes each Spring, participate in Class Rep Team selection and Committee Chairs appointments.
- Compile Lower School event listings for Parent Network (pa.d-e.org)
- Attend Lower School New Parent events on an as needed basis.
- Lower School VP responsibilities include interfacing with parents, teachers, and administrators, acting as a liaison between these parties. As such, diplomacy and equanimity are needed in performing this role.