



Middle School Vice President

(Job Description)

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 grade specific Forums in Fall and Spring.
- Communicate regularly with the President and other division VP’s. Share parent feedback/concerns with Executive Board.
- May assume duties of the President in his/her absence as designated by the President.
- Meet with Middle School Principal on a monthly basis if possible.
- Throughout the year, support Middle School Class Rep Teams. Provide schedules, event information, various invite/email templates, facility forms, reimbursement forms, supervise plans for Forums and social gatherings, and division-specific events (skate days, moving up reception, etc.). Encourage regular meetings between Deans and Class RepTeams.
- Assist “Middle/Upper School” and “All School” Committee Chairs in the planning of events involving the Middle School as needed (eg. Spring Carnival, Friends of the Arts, Athletics, etc.). Act as a liaison for President with Lower School Committee Chairs.
- Assist with various Executive Board duties as necessary. This includes each Spring, participate in Class Rep Team selection and Committee Chairs appointments.
- Compile MS event listings for Parent Network (pa.d-e.org)

