



Dwight-Englewood School Parents' Association (PA)
President or Co-Presidents**
(Job Description)
As of February 2023

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

- Responsible for overall administration and support of PA.
- Prepare agenda, attend, and lead monthly Executive Board meetings.
- Communicate regularly with all members of the PA Executive Board and Board of Trustees liaison. Ensure compliance with PA By-Laws. Designate VP to assume duties of the President in his/her absence.
- Work with PA Treasurer to prepare annual budget for review with Director of Finance and for approval by PA Executive Board.
- Plan and attend "All School PA Meetings" and Community Events. Establish themes/topics for Community Events and coordinate speakers with PA Parent Education Chair and D-E Department Chairs as necessary.
- Coordinate and plan for Class Rep Team Fall Orientation and January Mid-Year meeting. Assist VPs with planning for Fall/Spring Parent Forums.
- Assist VPs with grade-level and division-specific event plans. Draft email pushpages for Class Rep Teams.
- Work closely with PA Secretary and the D-E Business office to coordinate, publicize and run the Holiday Gift campaign.



- Attend grade-specific Parent Forums in Fall/Spring in absence of Division VP.
- Liaison with VPs to “All School” and “Middle/Upper School” Committee Chairs.
- Each Spring, facilitate the process of Class Rep Team selection and Committee Chairs appointments.
- Establish regular meetings with Head of School (on a monthly basis if possible).
- Coordinate with Director of Publications & Communications for: PA event publicity (flyers, email push pages, etc.); Parent Network content (pa.d-e.org); Parent Volunteer sign-up process and information for Summer Mailing; and online Student Directory.
- Prepare for and attend (with PA Secretary) the annual school Calendar Meeting in April. Establish Parent Forum schedule with VPs and Division Principals.
- Liaison with Office of Advancement staff. Coordinate All Volunteer events in Fall and Spring.
- Member of Development Committee.
- Liaison with Academic Departments (Director of Technology, MS/US Librarians, D-E 360, Athletics, College Counseling Office, Director of Student Activities).
- Liaison with Parent Affinity Groups and Director of Diversity, Equality, and Multi-Cultural Affairs.
- Attend Admission Events and New Parent events on an as needed basis.



- Check PA online mailbox (PA@d-e.org) and mailroom, share responsibility with Secretary or other PA Board members.
- Troubleshoot and represent parent feedback/concerns to Division Principals and Head of School.
- Review and update PA Procedures Manual/Playbook as needed.
- Be creative, flexible, objective.
- In conjunction with the Secretary and input from VPs, organize and send out the monthly calendar emails for each division.
- Attend Parent Ed Meetings and provide support to the committee.
- At the conclusion of the term on the PA Executive Board, serve as a Mentor to the subsequent PA President as needed but at least for one semester to ensure a smooth transition (being available for questions and to provide guidance as to PA protocols and duties).

** In the event that two individuals are elected as Co-Presidents, the Co-Presidents will work together as a team in performing the tasks listed in this Job Description.