



Dwight-Englewood School Parents' Association (PA)

Secretary

Job Description

As of February 2023

- Attend all Executive Board meetings; coordinate and arrange meeting room and record minutes during each meeting; maintain and disseminate Meeting Agenda as drafted by PA President
- Send draft minutes to PA President and Executive Board for review and finalize prior to next EB meeting
- Attend All-School PA meetings
- Coordinate with Divisions' administration and arrange all food acquisitions and Facilities form requests for grade-wide Parent Forums
- Assist with various Executive Board duties as necessary, including logistics for PA Faculty/Staff Appreciation Luncheon and Fall All Volunteer Breakfast
- Work closely with PA President and the D-E Business office to coordinate, publicize and run the Holiday Gift campaign.
- Work closely with D-E Board of Directors Liaison to create notification posting of all open Executive Board positions (January) and new slate (May)
- Chair - Sunshine Committee - Arrange support (baskets, meals, cards) for D-E Community members in need (including faculty, staff and families)
- Collect, review and organize calendar dates and event information and update with the school calendar via Jackie Simon. Liaise with PA President and D-E Communication's Team.
- Prepare for and attend (with PA President) the annual school Calendar Meeting in April.
- Utilize and oversee Mailchimp email account. In conjunction with the President and input from VPs, organize and send out the periodic PA E-newsletter/calendar emails for each division.
- Liaise with the Computer Services Department to set up the Mailchimp account before the start of each school year to update parent/guardian email addresses.
- At the conclusion of the term on the PA Executive Board, serve as a Mentor to the subsequent PA Secretary 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).