



Dwight-Englewood School Parents' Association (PA)

## **Upper School Vice President**

Job Description

*February 2023*

- Attend all Executive Board Meetings.
- Attend All School PA meetings and other PA events, including Upper School Parent Forums.
- Assume duties of the President in his/her absence.
- Meet with Upper School principal and Director of Student Activities as necessary throughout the year. If possible, meet with the Upper School principal before the start of each semester.
- Support and communicate with Upper School Class Rep teams and encourage their regular coordination with grade level deans.
- Send emails (written by Upper School Class Reps or by the Upper School VP) using Mailchimp to Upper School parents/guardians relating to upcoming PA or school events.
- Support the Upper School Class Rep teams with the planning of Parent Socials and any other PA grade-level activities. Help to orient the new Upper School Class Reps at the start of their term.
- With other members of PA Board, select Class Reps for next year by June of previous year.
- Assist with various Executive Board duties as necessary, including coordinating special events, such as the PA Faculty Appreciation Luncheon.
- Support Committee Chairs appointed by President as liaison; report back to Executive Board.



- Work with and support 12<sup>th</sup> Grade Class Reps on fundraising activities, if any, to benefit the 12<sup>th</sup> Grade class, and coordinate with 12<sup>th</sup> Grade Class Reps on the 12<sup>th</sup> Grade Barbeque, Parent Farewell Dinner and the Class Gift.
- At the conclusion of the term on the PA Executive Board, serve as a Mentor to the subsequent US Vice 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).