

## **Middle School VP**

**The Middle School Vice President (MS VP) serves as a primary liaison between Middle School families, school leadership, and the Parent Association (PA) Executive Board.**

***Responsibilities include but are not limited to the following:***

### **Executive Board Duties**

- Attend all PA Executive Board meetings
- Assist with Executive Board responsibilities, including participation in Class Representative selection and Committee Chair appointments each Spring
- Attend Admissions and Development events on an as-needed basis on behalf of the PA Executive Board
- Attend and plan D-E community events, Middle School division events, and grade-specific programs
- Provide guidance for at least one semester to the subsequent MS VP at the conclusion of the term on the PA Executive Board to ensure a smooth transition

### **Event Planning and Budget Management**

- Oversee and assist in the planning of all Middle School events including cross divisional events
- Coordinate with D-E administration and staff regarding logistics and operational needs
- Manage the Middle School division budget, including allocation to the grade level, tracking, and reporting of funds

### **Communication**

- Prepare and send all communication to Middle School families via MailChimp, including announcements, invitations, and event and division updates
- Meet with the Middle School Principal monthly, or as needed
  - Ensure awareness and partnership on PA events, especially those involving students
- Share feedback, concerns, and perspectives from Middle School families with the Executive Board
- Maintain regular communication with the PA President(s) and Division VPs

### **Support for Class Representatives**

- Attend and prepare for the Fall Class Representative Orientation
- Provide schedules, event details, budgets, templates, facility forms, and reimbursement documentation
- Oversee planning of forums, social gatherings, and division-specific programming



- Host a mid-year Class Representative touch base meeting
- Substitute for Class Representatives at any grade-level events they are unable to attend

**Annual Middle School Events Coordinated or Supported by the MS VP**

\*All events subject to change

- Welcome Back to School Decorations & Mascot – First Day of School
- Welcome Back BBQ – September
- Volunteer Kick-Off – September
- MS grade-specific events – October through May
- Fall Parent Forums – October
- Turkey Bowl (with Upper School VP) – November
- Second Semester Kick Off – January
- Book Fair (with Lower School VP) – January/February
- Spring Parent Social (with Upper School VP) – March
- Spring Parent Forums – April
- Spring Carnival (as needed) – April
- Volunteer Thank You Breakfast – May
- 8th Grade Dance – May
- Ice Cream Truck – Last Day of School