

## **President**

**The Parents' Association (PA) President is responsible for the overall administration and support of the PA. The President provides leadership and strategic oversight that ensures the PA operates effectively and in alignment with the school's mission and core values.**

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

### **Executive Board Duties**

- Prepare agenda, attend, and lead monthly PA Executive Board meetings
- Oversee Executive Board responsibilities
- Facilitate Class Representative selection and Committee Chair appointments each Spring
- Attend and plan D-E community and division events
- Attend Admissions and Development events on an as-needed basis on behalf of the PA Executive Board
- Designate VP to assume duties of the President in his/her absence
- Ensure compliance with PA bylaws
- Provide guidance for at least one semester to the subsequent President at the conclusion of the term on the PA Executive Board to ensure a smooth transition

### **Budget Management**

- Work with the PA Treasurer to prepare the PA annual budget for review and approval by the Director of Finance
- Distribute division budgets to Division VPs
- Regularly monitor the PA budget spreadsheets
- Regularly communicate with the Treasurer to ensure a balanced and updated budget

### **Event Planning**

- Work with the PA Secretary to prepare for and attend the annual school Calendar Meeting in April
- Assist VPs with division and grade-level event plans
- Coordinate and plan the Class Rep Fall Orientation
- Assist in coordination of the Volunteer Kick-Off event in Fall and Volunteer Thank You Breakfast in the Spring
- Plan and coordinate the Welcome Back Barbecue in September, including assigning responsibilities to the Division VPs
- Plan and coordinate Facilities Appreciation Lunch in October or November
- Plan and coordinate the Faculty and Staff Appreciation Lunch in April

## **Communication**

- Communicate regularly with all members of the PA Executive Board and the Board of Trustees liaison
- In conjunction with the PA Secretary and with input from VPs, organize and send out the monthly PA newsletter which includes the President's message, monthly calendar of PA events, and PA pictures
- In conjunction with the PA Secretary and Director of Communications & Publications, coordinate PA event publicity (flyers, email pushpages, etc.), social media content (including pa.d-e.org), parent volunteer recruitment, new parent outreach, and timing for all school-wide communication
- Assist VPs with division and grade-level communication
- Assist VPs to communicate roles and responsibilities to Committee Chairs
- Establish regular monthly meetings with the Head of School
- Troubleshoot and present parent feedback/concerns to Division Principals and/or Head of School

\* 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.