

EXECUTIVE COMMITTEE ROLES AND NOMINATING GUIDELINES

1) EXECUTIVE COMMITTEE

President: Chairs PA meetings, acts as the spokesperson for the Association and serves as a liaison between the Association and the Board of Trustees. The President meets regularly with the Headmaster and serves as an ex officio voting member of the Board of Trustees.

President-Elect/Vice President: In the absence of the President, performs the duties of the President and such other duties that may be delegated by the President. Works closely with the President to coordinate all PA activity. Responsible for planning and conducting the PA fundraising events in conjunction with the school wide development policies and programs.

Treasurer: Manages all Parents' Association finances, pays bills and keeps accurate records. The Treasurer submits financial statements to the Brookwood School Business Manager and at each PA meeting.

Secretary: Keeps records of all PA meetings and transcribes meeting minutes for distribution. Starting with the 2008-'09 term, the role of Secretary will be expanded to include the creation and dissemination of all PA correspondence (i.e. *This Week At Brookwood*, web updates, driveway message board) and coordinate communication with the Ambassadors (a Class Reps).

2) NOMINATION GUIDELINES

Since some committees and Executive Committee positions require multiple year commitments and others have one-year terms, not all positions will be open in a given year. Members of the parent community are encouraged to nominate themselves or any other parent they choose by replying to the email announcing open positions sent out in the spring. A nomination committee comprised of three PA officers, three existing committee chairs, the PA Liaison and the Admissions Director will propose a final slate of Officers and Committee Chairs which will then be voted on at the Annual PA meeting in May.

CLASS REPRESENTATIVE/AMBASSADOR ROLE

Class Representatives act as a liaison between the parents and the School, work closely with teachers to organize class activities, keep parents informed of events, and in general support the Officers of the Parents' Association. Class Representatives also serve as the primary contact for the Parents' Association and the Administration in distributing information to and collecting information from parents in the class. As a conduit to the PA, this group provides feedback on class room activities, and in general helps to facilitate parental involvement.

Class Representatives will also now serve as Brookwood Ambassadors to all new families in their respective grades, providing deliberate and continual outreach to help welcome and engage this group throughout the entire school year.

RESPONSIBILITIES:

- 1) Attend the Class Representative orientation meeting to better understand the Class Rep role and responsibilities;
- 2) Call all new families in the class before the beginning of school to introduce yourself, answer questions and explain that you will be communicating regularly and informing them of class and school events;
- 3) Attend New Family Orientation (the day before school starts) to meet and greet new families;
- 4) Work with Auction Chairs to solicit volunteers for all committees associated with the annual spring fundraiser;
- 5) In concert with the other Class Representatives in your grade, contact your classroom teacher/team leader at the beginning of the year to set up a communications procedure and learn about his/her classroom needs. These may include organizing refreshments for class parties (mostly in the Lower School), coordinating field trip drivers and chaperones, etc. It is important to involve all parents in classroom volunteer opportunities;
- 6) Keep parents informed of meetings and upcoming events. It is helpful to make an email distribution list for your class at the beginning of the school year to facilitate communication with parents;
- 7) Attend and be prepared to present as needed at the five Parents' Association Meetings scheduled throughout the year (all meetings will be held in the Dodge Writing Center):
 - Tuesday, September 16, 6:30 p.m.
 - Wednesday, December 3, 8:30 a.m.
 - Wednesday, February 11, 6:30 p.m.
 - Wednesday, April 1, 8:30 a.m.
 - Wednesday, May 27, 6:30 p.m.
- 8) Have fun! Working with the School and Parents' Association is a great way to meet new families, develop new friends and become more involved with your child's/children's' school

COMMITTEE CHAIR AND VOLUNTEER ROLES

All members of the Parents' Association are encouraged to participate in any committee in which they are interested. Chair responsibilities vary from committee to committee but generally include scheduling regular meetings, coordinating volunteers, reporting progress or issues to the Executive Officers, and attending the five PA meetings during the year. Forms, on which parents may sign-up as a volunteer for committee work, will be available at the first and last PA meeting of each year as well as at other PA functions such as the Back to School Cookout.