Parents Association Board Job Descriptions

**President**- Define strategic objectives for the Parents Association; develop Parents programs and initiative to advance the mission of Lake Forest Academy and to accomplish strategic objectives of the Parents Association; preside at all Parents Association Board meetings, Executive Board meetings, and general parents membership meetings; develop agendas for all these meetings; assure that all business of the Board, Executive committee, standing committees, sub-committees and special committees is conducted according to the requirements of the Parents Association Bylaws; appoint special committees of parents as needed; coordinate work of Parents Association officers and committees; attend Nominating Committee meetings in an advisory capacity; serve as parent liaison with Lake Forest Academy, interacting with Trustees, Head of School, members of the Deans Council, External Relations staff members and other Academy personnel, as required; fulfill other duties the Board of Trustees, Academy faculty/staff/students and LFA parent may request. Maintain complete records and files for the next President. Executive committee member. The President is a voting member of the Board.

**President-Elect**- Assist the President as necessary; meet with the President, other Board members and committees to become familiar with the office of President and the interaction between the Parents Association and the school; preside at Board meetings in the absence of the President; maintain Bylaws; may not participate in the Nominating Committee; take office of President the following academic year. Maintain complete records and files for the next President–Elect. Executive committee member, two-year commitment. The President-Elect is a voting member of the Board.

**Vice President–Communications**- Assist the President as necessary; assume duties of the President when the President and President-Elect are unable to perform them; oversee the Hospitality and Volunteer Chairs; work with LFA’s Director of Communications and the Director of Parent Relations to disseminate information to the parent community, that includes writing the Parents Association sections of the weekly parent e-mails and other PA-related communications to parents; prepare the PA President’s summer welcome letter for new families; coordinate Parents Association summer mailing to all LFA families. Maintain complete records and files for the next Vice President–Communications. Executive committee member. The Vice President–Communications is a voting member of the Board.

**Vice President–Programs**- Assist the President as necessary; serve as Chair of the Class Parent Representatives Committee, work with Hospitality Chair to plan Parents and Parents of Alumni Fall Coffee and Spring Tea. Assist Faculty/Staff Appreciation Event Chair and LEAD Representative where necessary. Maintain complete records and files for the next Vice President–Programs. Executive committee member. The Vice President–Programs is a voting member of the Board.

**Vice President–Student Life**- Assist the President as necessary; in conjunction with LFA’s Student Activity Director, Dean of Students, Caxy Booth Chair and members of the Student Life Committee, develop and implement activities and programs to enhance the quality of student life. Current responsibilities include hosting a Chipotle lunch for each of the classes, organizing and hosting a treat day for the last week of classes in December, as well organizing and hosting a pre-prom party for the students. Maintain complete records and files for the next Vice-President–Student Life. Executive committee member. The Vice President–Student Life is a voting member of the Board.
Recording Secretary - Record minutes of the Parents Association Board meetings; maintain informal notes from Executive Board meeting minutes to serve as information for officers in case questions arise after discussions; distribute Parents Association Board meeting minutes to all board members in advance of meetings for review and comment before meeting minutes are presented for acceptance at the following board meeting; keep permanent record of Parents Association Bylaws, standing rules and meeting minutes. In coordination with the Director of Parent Relations, selects writes, and mails birthday cards for Faculty and Staff during the year. Executive committee member. The Recording Secretary is a voting member of the Board.

Standing Committees

Nominating Chair - The Nominating Committee is the first of eight Standing Committees of the Board. The Nominating Committee Chair shall slate four members for the Nominating Committee and present this slate to the Board at or before the January meeting; execute Parents Association Board nominating process and present full slate of Board members at April Board meeting; maintain file of nominating forms to assist President in filling vacancies that occur during the course of the year. Maintain complete records and files for the next Chair. The Nominating Chair is a voting member of the Board.

Class Parent Representatives - The Class Parents Representative Committee is the second of eight Standing Committees of the Board. The Vice President-Programs serves as the committee Chair. The committee comprises eight (8) Class Parent Representatives (2 for each class of current LFA students). They organize and host fall and spring parent gatherings (Class Coffees or Evening Out) for their class year. When requested, they contact respective class parents to announce school programs, share school news, and encourage participation in events. Maintain complete records and files for the next Representatives. Class Parent Representatives are voting members of the Board.

Boarding Parent Representative Chair - The Boarding Parent Representative Committee is the third of eight Standing Committees of the Board. Assist Vice President-Communications as necessary. Work with President and committee members to coordinate care packages for winter exams. Act as liaison between the Parents Association and boarding parents when parent communication is required. Inform the officers and Board of the issues affecting boarding families. Maintain complete records and files for the next Chair. The Boarding Parent Representative Chair is a voting member of the Board.

Alumni Parent Representative - The Alumni Parent Representative Committee is the fourth of eight Standing Committees of the Board. One parent of an LFA graduate shall serve as the Alumni Parent Representative to the Board. This individual will provide long-term vision and recommendations regarding the role of parents in the LFA community; advise the board as to how alumni parents can be involved in the LFA community; serve as a liaison between the Parents Association and alumni parents; and coordinate Parents Association outreach efforts toward the alumni parent constituency. Maintain complete records and files for the next Representative. The Alumni Parent Representative is a voting member of the Board.

Parent Ambassadors Committee Chair and Co-Chair - The Parent Ambassadors Committee is the fifth of eight Standing Committees of the Board. It comprises a Chair and Co-Chair who serve staggered, two-year terms. The Chairs oversee the Parent Ambassador Program, which matches new LFA families from the USA and Canada with current LFA families to enable a smooth transition into the LFA community. The Chairs work closely with the Director of Parent Relations to solicit Parent Ambassador volunteers, match new families
with current families and conduct Parent Ambassador training sessions. The Chairs follow up with Ambassadors during the school year to maintain communication and share guidance when needed. The Chairs assist the Vice President-Communications, as necessary. They act as hosts at the New Parent Orientation, Opening Day Picnic, Class Coffees, and Parents Weekend, to assist parents with the transition into the LFA parent community. Maintain complete records and files for the next Chair and Co-Chair. The Parent Ambassador Chair and Co-Chair are voting members of the Board.

**Ambassador to International Students Chair**—The Ambassador to International Students Committee is the sixth of eight Standing Committees of the Board. It comprises a Chair and current parent volunteers who serve as ambassadors to first year international (non-Canadian) students. The Chair acts as a liaison between the designated faculty member and the committee to organize cultural experiences and assist in the transition to American culture. Maintain complete records and files for the next Chair. The Chair of the Ambassador to International Students Committee is a voting member of the Board.

**Athletic Liaison Chair**—The Athletic Liaison Committee is the seventh of eight Standing Committees of the Board. The Chair of this committee serves as the liaison between the Parents Association and the LFA Athletic Director. The purpose of this committee is to enrich athletic experiences of LFA students and encourage the participation of parents in LFA athletics by designating team parents, communicating information from the Athletic Department to team parents, and encouraging concession stand volunteerism, etc. The Chair communicates with parent photographers to make sure they correctly post action photos to the Internet via the school approved Smug Mug. The Chair works with the LFA Athletic Director to help organize the end of the year LFA Athletic Banquet. Maintain complete records and files for the next Chair. The Athletic Liaison Chair is a voting member of the Board.

*Team Parents* communicate with their team coach to provide support as accepted by the coach. Depending on the coach, this may include providing roster cards to families, organizing the parents to provide snacks for away games, helping arrange a team party and Senior Game ceremony for the last home game of the season.

**Fine Arts Liaison (Chair)**—The Fine Arts Liaison Committee is the eighth of eight Standing Committees of the Board. The Parents Association provides support of LFA Fine Arts through this committee, which functions as a liaison with the Fine Arts Department Chair. The Liaison communicates with the Fine Arts Department Chair and Faculty to assess any needs for scheduled Fine Arts events. The Fine Arts Liaison communicates with parents of participants to assist with the event as needed. The requests may include recruiting volunteers to provide snacks and/or meals for performers as requested by the Fine Arts Chair and Faculty responsible for the dress rehearsal(s) and performance(s), including choral, orchestral, drama, and the Winter Musical and exhibit openings. Maintain complete records and files for the next Chair. The Fine Arts Liaison is a voting member of the Board.

**Board Sub-committee Positions**

**Harvest Hope Parent Chair and Co-Chair**—Two parents serve staggered two year terms as Harvest Hope Chairs with the primary goal of providing school supplies prior to the start of the school year and a fall semester/Thanksgiving food distribution program. The Harvest Hope Parent Chairs work closely with the Director of Service Learning and the Director of Parent Relations to coordinate assistance from LFA parents in various aspects of the project. The Chairs create and oversee appropriate parent committees to solicit donations to the
project, both from within and outside the LFA community; organize donations (including receiving, sorting, packaging and loading); organize the Harvest Hope November food distribution program and LFA parent participation in Enrichment Day; publicize the project to the LFA parent body; and support the LFA Director of Communications in publicity efforts with the local community. Maintain complete records and files for the next Chair and Co-Chair. The Harvest Hope Chair and Co-Chair are voting members of the Board.

**Hospitality Chair**- Assist the Vice President-Programs as necessary. Consult with the Director of Parent Relations to reserve meeting rooms and arrange refreshments for all Parents Association meetings and sponsored functions; welcome attendees; distribute/collect name tags at all Parents Association meetings and sponsored functions. Work with the President, Vice President-Programs and LFA catering staff to plan menus for PA-sponsored events. Maintain complete records and files for the next Chair. The Hospitality Chair is a voting member of the Board.

**Volunteer Chair**- Assist the Vice President-Communications as necessary. Develop volunteer sign-up form based on needs identified by event committee chairs. Supply volunteer form for PA summer mailing, and distribute forms on other occasions as necessary. Work with the Vice President-Communications to publicize volunteer opportunities as needed throughout the year. Compile volunteer names from completed forms and distribute to committee chairs. Consider ways to solicit volunteers from other LFA community groups such as alumni parents or students and work with the Alumni Parent Representative and/or the Dean of Students as necessary. Maintain complete records and files for the next Chair. The Volunteer Chair is a voting member of the Board.

**Spring Gala Co-Chairs**- In consultation with President, Director of Parent Relations and Trustee liaison: plan budget, theme and scope of event, form necessary committees and identify Chairs; maintain complete records and files for next Chair and Co-Chair. The Spring Gala Co-Chairs are voting members of the Board.

**Caxy Life Auction Chair and Co-Chair**- Two parents serve staggered two year terms. In consultation with the President and Director of Parent Relations, plan the budget and scope of the event currently held during Parents Weekend; organize solicitation, collection, description, signage, and packaging of auction items; manage set-up and take-down of auction and supervise auction. Maintain complete records and files for next Chair and Co-Chair. The Caxy Life Auction Chair and Co-Chair are voting members of the Board.

**Faculty & Staff Appreciation Event Chair**- Work in consultation with the Director of Parent Relations, to determine necessary committees, create theme, design electronic invitations, maintain budget, create brief program, oversee event logistics, and work with the LFA catering staff to create menu for the event. Committee members assist with decorations, flowers, gather/request donated gifts, create signage. Maintain complete records and files for the next Chair. The Faculty & Staff Appreciation Event Chair is a voting member of the Board.

**Caxy Booth Chair and Co-Chair**- Two parents serve staggered two year terms. In consultation with the Vice President- Student Life and the Director of Parent Relations, the Caxy Booth Chairs are responsible for ordering, displaying, and selling Caxy merchandise to the LFA community in order to raise funds for student life. Product ordering and accounting is managed by LFA’s Business Office. The sale of Caxy Booth merchandise is through the LFA Campus Store and online store. Maintain complete records and files for the next Chair and Co-Chair. The Caxy Booth Chair and Co-Chair are voting members of the Board.

4
Rev. March 5, 2015
**Concessions Chair**- In consultation with the Vice President-Communications and with confirmation of scheduling needs from the LFA Athletic Director, the Concessions Chair will manage and coordinate parent volunteers to staff Concessions in the Fitzsimmons athletic wing. Working closely with the LFA business office, the Chair will take inventory and stock product. Maintain complete records and files for the next Chair. The Concessions Chair is a voting member of the Board.

**LEAD (Linking Efforts Against Drugs) Representative**- In consultation with the Vice President-Programs, work with the Director of Parent Relations and Dean of Students office to serve as the LFA parent representative to the Lake Forest consortium of parents and professionals dedicated to drug and alcohol education and prevention; attend monthly meetings of LEAD; and report programs of interest to the LFA Parents Association Board and LFA parents. Maintain complete records and files for the next Representative. The LEAD Representative is a voting member of the Board.