

Final 6/7/10

2010–11 MILTON ACADEMY PARENTS' ASSOCIATION

Executive Committee

President

- * Develop meeting agenda for and chair monthly board meetings
- * Work with class I reps to plan parent reception for Parents' Weekend
- * Liaison w/head of school and/or Upper School principal
- * Work with School's liaison to produce summer mailings
- * Provide support for diversity workshops and Culturefest (bi-annually) as needed
- * Work with VP, secretary, and treasurer to choose next year's board members

Vice President

- * Two-year commitment (one year as VP, second year as president)
- * Work with president to develop agenda for and attend monthly board meetings
- * Co-liaison w/head of school and/or Upper School principal
- * Serve as Centre Connection liaison
- * Work with president, secretary, and treasurer to choose next year's board members

Treasurer

- * Two-year commitment
- * Attend monthly board meetings
- * Develop an annual operating budget for approval by Executive Committee
- * Report finances to board
- * Receive all dues and other funds
- * Work with president, vice president, and secretary to choose next year's board members

Secretary

- * Attend monthly board meetings
- * Record and distribute minutes and agendas
- * Work with president, vice president, and treasurer to choose next year's board members

Additional Board Positions

Faculty Appreciation Brunch Chair

- * Attend monthly board meetings
 - * Plan annual Faculty and Staff Appreciation Brunch, which includes:
 - recruiting parents to work on the Faculty and Staff Appreciation Committee
 - soliciting donations of food and funds
 - assisting committee members in recruiting volunteers to work the day of event
- Note: Brunch event is in mid February, so most of the work is concentrated in January and February

Class Representatives (one day and one boarding for each class)

Class I Reps

- *Attend monthly board meetings
- *Serve as the communications interface with the parents of the class for all PA events
- *Organize class-specific events and other activities, which include:
 - wine and cheese reception for all classes Parents' Weekend in October
 - working with seniors to provide raffle items for the annual Senior Showcase and Raffle in February and managing the tickets, gifts, money, and thank-you notes in conjunction with Milton staff
 - annual cocktail reception for Class I parents in June the night of the Senior Prom
 - prom after-party, gifts for the class, and distribution of yearbooks
- *Participate in one PA-sponsored treat event
- *Support athletic events as needed

Class II Reps

- *Attend monthly board meetings
- *Serve as the communications interface with the parents of the class for all PA events
- *Organize the annual class II parent dinner in February
- *Help organize the wine and cheese reception for all classes Parents' Weekend in October
- *Organize, through a coordinated effort with the School Activities Office, the Class II Boat Dance in May
- *Participate in one PA-sponsored treat event
- *Support athletic events as needed

Class III Reps

- *Attend monthly board meetings
- *Serve as the communications interface with the parents of the class for all PA events
- *Help organize the wine and cheese reception for all classes Parents' Weekend in October

- *Organize the annual class III parent dinner in November
- *Participate in one PA-sponsored treat event
- *Support athletic events as needed

Class IV Reps

- *Attend monthly board meetings
- *Serve as the communications interface with the parents of the class for all PA events
- *Organize the annual class IV parent dinner in October
- *Help organize the wine and cheese reception for all classes Parents' Weekend in October
- *Participate in one PA-sponsored treat event
- *Organize Class IV exam treats
- *Support athletic events as needed

Athletics Liaison

- *Find volunteer parents from each JV and 3rds team to organize team snacks for games and matches as well as end-of-season coaches' gifts by doing the following:
 - Request rosters each season from the Athletics Department
 - Send rosters to IT and request parents' e-mail addresses
 - Contact a parent from each team to request s/he organize team snacks
 - Send parent volunteers team roster, parents' e-mail addresses, and "suggested guidelines" sheet for organizing snacks

PIN Rep

- *Attend 6 PIN meetings and lectures and take notes
- *Report on PIN topics to the board at monthly meetings
- *Disseminate any surveys issued by PIN
- *Attend some additional lectures held by PIN member schools
- *Advertise upcoming PIN lectures to Milton parent population and encourage attendance
- *Maintain PIN binder with info and fliers

Communications Manager

Job description being developed (new position 2010–11)

Criteria for being nominated and/or chosen for a board position:

- * Availability for monthly meetings, which typically occur on Monday evenings
- * Boarder/day balance
- * Representation of cultural and ethnic diversity of the School

- * Balance of participation from each class (at least two parents from each class)
- * Prior demonstrated commitment a plus (but not a requirement to encourage new members)