

2017 – 2018 Job Description of All Members of the Executive Committee

General requirements:

- Team Participation – support each other and PFA Activities & Events
- Help recruit nominate and select Committee Chairs and volunteers
- Establish annual schedule of PFA Activities & Events
- Promote the PFA as a welcoming and inclusive organization of service and support
- Support PFA General and Financial policies and procedures
- Support the PFA Strategic Plan, including PFA Common Goals
- Commit to LJA Tenets:
 - ✓ Mutual respect
 - ✓ Attentive listening
 - ✓ Appreciation
 - ✓ Right to Participate/Right to Pass

I. President

- a. Liaise between parents and faculty
- b. Overall coordinator for all PFA events (with delegation as necessary)
- c. Preside over meetings of the General Membership and the Executive Committee
- d. Liaison to Head of School and represent the Association as a non-voting member of the Board of Trustees
- e. Be a member ex-officio of all committees of the Association, except the Nominating Committee.
- f. Represent PFA at all appropriate venues and meetings
- g. Oversee PFA budget and sign checks as needed
- h. Serve as a mentor/liaison to Division Representatives to ensure adequate resources are being put to the task, efforts are on track, and that the schools needs are being addressed.
- i. Act as communications liaison for PFA activities and events to the Head of School.
- j. Serve on the Nominating Committee.
- k. Serve as mentor to President-Elect, keep good records and ensure a smooth transition for the incoming PFA President
- l. Oversight of PFA committees and activities.

II. Past President

- a. Attend PFA Exec and General meetings as necessary
- b. Provide close coordination with current President for any guidance on PFA proceedings
- c. Serve for one year as adviser to the new President, as a non-voting member

III. Secretary

- a. Attend all PFA General and Executive meetings and keep a record of all minutes
- b. Distribute minutes before next Executive meeting and post on PFA Google Drive as soon as possible
- c. Maintain calendar for General and Executive Committee meetings and schedule appropriate meeting locations and post schedule where appropriate
- d. Ensure proper notice of meetings is given, 1 week in advance
- e. Keep PFA Google Docs website current
- f. Maintain all files of the PFA, including meeting minutes, correspondence, budget, event reviews etc. and store files electronically where possible
- g. Carry on the correspondence of the Association
- h. Keep good records and ensure a smooth transition for the incoming Secretary
- i. Make sure there is a current copy of the bylaws with the Head of School's assistant
- j. Help out the President wherever possible

IV. Treasurer

- a. Attend all PFA Executive and General meetings and give updates on the budget as necessary
- b. Maintain updated Excel budget on PFA Google Drive
- c. Keep track of money and deposit checks payable to the Association
- d. Provide spreadsheets as needed for the secretary and president
- e. Keep an accurate record of all receipts and expenditures on Excel
- f. Pay out monies that have been authorized by the Association, including reimbursements to volunteers for PFA activity-related expenses
- g. Act as PFA liaison to the LJA Accounting Office regarding all financial matters and work with them to ensure non-profit compliance
- h. Compile a PFA Annual Budget, with input from all members of the Executive, for review and approval by the Executive Committee and

present to the General Membership for ratification at a first-semester General Meeting. Post approved Budget on PFA webpage s

- i. Generate necessary monthly financial reports, including the Treasurer's Report and present at General Membership and Executive Committee meetings.
- j. Develop a year-end financial report to be presented to the Executive Committee, General Membership, and the Board of Trustees and made available for an annual audit.
- k. Ensure a smooth transition for the incoming PFA Treasurer.

V. VP New Families

- a. Recruit families to be Ambassadors for the Ambassador Program, where existing families are to be assigned with incoming new students/families. Ambassadors are matched according to age/gender/where they live, as close as possible.
- b. The position shall relay the following Ambassador duties and ensure follow-through:
 - i. Ambassadors shall contact their new families to welcome them to the school and explain briefly about our Bienvenue au Jardin program and answer questions they may have regarding the school and its activities.
 - ii. Ambassadors shall be friendly and helpful and serve as guide for their new families throughout the year to ease the transition
 - iii. Ambassadors may also set up a play date or other mutually compatible social event to meet each other
 - iv. Ambassadors shall e-mail their families throughout the year to ensure they are getting the information they need and feel welcome within the school
 - v. Communication is the key. Communication between all persons associated with Le Jardin Academy will make this job as smooth as possible. Most of the work is done at the beginning of the school year. With more than two people on the team, each member is able to cover shifts/meetings/events if someone on the team cannot attend
- c. Liaise with Admissions department and provide coordination and oversight of Bienvenue au Jardin, New Families Program and Open Houses
- d. Host the welcome gathering Bienvenue Au Jardin where new families meet their Ambassadors (if available) before the start of the school year. Bienvenue au Jardin shall have food, craft/games for the keiki, after-school activities vendors, sometimes a Q&A session given by each of the schools,

and some social time

- e. The Junior School and main campus hold their events at their respective locations
- f. Assist Admissions with Open Houses throughout the year (i.e., help recruit families and/or appropriate middle- and high-school students to give tours)
- g. Host a coffee with the new families mid-year to reconnect with the families as a feedback session
- h. Be a friendly point of contact for new families to answer any questions or redirect to the appropriate person/department
- i. Attend all welcome-type school functions

VI. VP Communications

- a. Attend all PFA Executive and General meetings and provide updates where needed
- b. Manage PFA website
- c. Create periodic LJA Newsletter, coordinating with various activity coordinators for photographs and content, and post on PFA webpage
- d. Coordinate with Advancement Office to ensure PFA activities are visible to the LJA faculty and families of Le Jardin (via newsletter, pictures, announcements in Principal's Message, school wide e-mail, posters, use of marquee)
- e. Be a liaison to, and coordinate closely with, LJA Advancement Office
- f. Provide creative ideas for future years and newsletter with input from entire Committee

VII. Job Description Faculty Representatives

- a. Attend PFA Executive and General meetings
- b. Provide updates when needed
- c. Serve as liaison between the PFA and Faculty/Staff
- d. Work with the Executive Committee to ensure appropriate PFA support is given to school activities and functions
- e. Serve on the Nominating Committee

VIII. Division Representative – High School (up to two people)

- a. Attend all PFA Executive and General meetings
- b. Act as liaison to the Principal and coordinate with the Principal to determine how to best support the goals of the High School
- c. Report school-specific PFA activities to the Executive Committee.
- d. Oversee and coordinate all school-specific PFA events and activities,

- including appointing ad-hoc committee chairs and assisting with volunteer recruitment
- e. Work with HS Principal develop and present a detailed budget including expenditures and income for all school-specific PFA events and activities and send to the PFA President and Treasurer by the first PFA meeting of the school year
 - f. Compile school-specific Event review records and maintain copies on PFA Google drive
 - g. Keep good records and ensure a smooth transition for the incoming Division Representative
 - h. Forward pictures to VP Communications for inclusion in newsletter and on PFA website
 - i. Assist in organizing High School activities in collaboration with the High School Principal and/or High School Vice Principal and help garner volunteers for the events

High School Events:

- Bulldog Bash
- Parent Info – College Night (wine & cheese)
- Coffees with Principal
- Graduation flowers
- Parent networking
- New Parent Orientation
- Homecoming
- Winter Ball
- Blood drives
- 9th/10th grade field trip
- Ice Cream Socials
- Senior/Homecoming BBQ

- IX. Division Representative – Middle School (up to two people)
- a. Attend all PFA Executive and General meetings
 - b. Act as liaison to the Principal and coordinate with the Principal to determine how to best support the goals of the Middle School
 - c. Report school-specific PFA activities to the executive Committee
 - d. Oversee and coordinate all school-specific PFA events and activities, including appointing ad-hoc committee chairs and assisting with volunteer recruitment
 - e. Work with MS Principal develop and present a detailed budget including

expenditures and income for all school-specific PFA events and activities and send to the PFA President and Treasurer by the first PFA meeting of the school year

- f. Compile school-specific Event review records and maintain copies on PFA Google drive
- g. Keep good records and ensure a smooth transition for the incoming Division Representative
- h. Forward pictures to VP Communications for inclusion in newsletter and on PFA website
- i. Assist in organizing Middle School activities in collaboration with the Middle School Principal and help garner volunteers for the events

Middle School Events:

- New Parent Orientation
- Dances
- 8th Grade Dinner
- Pizza/Ice Cream Social
- Counselor
- Happy Snacks
- Coffee with Principal
- Poetry Slam
- Movie Night

X. Division Representative - Lower School (up to two people)

- a. Attend all PFA Executive and General meetings
- b. Act as liaison to the Principal and coordinate with the Principal to determine how to best support the goals of the Lower School
- c. Report school-specific PFA activities to the Executive Committee.
- d. Oversee and coordinate all school-specific PFA events and activities, including appointing ad-hoc committee chairs and assisting with volunteer recruitment
- e. Work with LS Principal develop and present a detailed budget including expenditures and income for all school-specific PFA events and activities and send to the PFA President and Treasurer by the first PFA meeting of the school year
- f. Compile school-specific Event review records and maintain copies on PFA Google drive
- g. Keep good records and ensure a smooth transition for the incoming Division Representative
- h. Forward pictures to VP Communications for inclusion in newsletter and on PFA website

- i. Be present as a PFA Representative on Meet the Teacher Day
- j. Provide light refreshments (reimbursed by the PFA) and set up for the Coffees with the Principal. There are typically four of these meetings
- k. Serve as a liaison between Room Parent/Administration and Administration/PFA
- l. Organize a meeting with Room Parents and Principal at the beginning of the year to discuss role of Room Parents, expectations and events as well as send email reminders of upcoming events such as end-of-term parties, Valentine's Day, etc.
- m. Assist in organizing Lower School activities in collaboration with the Lower School Principal and/or Lower School Vice Principal and help garner volunteers for the events

Lower School Events:

- Halloween
- Winter Wonderland
- Books and Bagels – help coordinate and contact authors to see if they will participate
- 5th Grade Moving up
- Coffee with Principal
- Earth Day
- Fall Festival
- Winter Festival

XI. Division Representative - Junior School

- a. Attend all PFA Executive and General meetings
- b. Work closely with the Principal and act as liaison to the Principal and coordinate with the principal to determine how to best support the goals of the Lower School
- c. Report school-specific PFA activities to the executive Committee
- d. Oversee and coordinate all school-specific PFA events and activities, including appointing ad-hoc committee chairs and assisting with volunteer recruitment
- e. Work with Junior School Principal develop and present a detailed budget including expenditures and income for all school-specific PFA events and activities and send to the PFA President and Treasurer by the first PFA meeting of the school year
- f. Compile school-specific Event review records and maintain copies on PFA Google Drive

- g. Keep good records and ensure a smooth transition for the incoming Division Representative
- h. Forward pictures to VP Communications for inclusion in newsletter and on PFA website
- i. Provide light refreshments (reimbursed by the PFA) and set up for the Coffees with the Principal. There are typically four of these meetings
- j. Collect volunteers for Junior School subcommittees and ensure all committees are functioning smoothly throughout the year
- k. Be an ambassador for new families for the Junior School
- l. Volunteer for as many activities as possible for Junior School functions
- m. Assist in organizing Junior School activities in collaboration with the Junior School Principal and help garner volunteers for the events

JS Events & Committees

- Garden
- Recycling
- Decoration
- JS Picnic
- May Day
- Moonlight Auction item

XII. Special (Ad-Hoc) Committees

- a. CPK
- b. Teacher Appreciation
- c. By-law review (as needed)
- d. Election Committees
- e. Fun Run
- f. Blue Moon Gala