

University of Chicago Laboratory Schools Parents' Association

Job Descriptions for PA Board Positions

(All PA Board positions serve a two-year term unless otherwise noted)

2016-2017

The Parents' Association is comprised of all parents and guardians of students attending the Laboratory Schools. In this document, the PA refers to the Governing Board, comprised of an Executive Committee and four Councils. The following PA positions are **open** for the 2016-17 school year:

Executive Committee

- PA President Elect
- PA Secretary Elect
- PA Treasurer Elect
- PA Communications Coordinator Elect

[The bylaws permit non-council positions to be filled jointly by two people willing to serve together; e.g. Co-Presidents Elect. If you are interested in nominating a team for a position, please be sure to indicate this on the nominations form.]

Councils

- Earl Shapiro Hall (ESH): 3 council positions (two-year term)
- Lower School (LS): 2 council positions (two-year term)
- Middle School (MS): 2 council positions (two-year term)
- High School (HS): 2 council positions (two-year term)

[Council positions require that the parent have a child within its respective division for both years of his or her two-year term.]

Time commitments and responsibilities vary by position, but all members of the Governing Board should expect at a minimum to attend monthly PA meetings. Broadly speaking, **the mission of the PA is to promote educational excellence by fostering a spirit of community.** Community building is most often done through implementing school activities and facilitating communication and cooperation among the Laboratory Schools' parents, administration, faculty, students, and board of directors.

The Executive Committee and PA Councils play a vital role in cultivating community outside of individual classrooms. In addition to acting as a liaison between parents and administration, Council members plan and host events that welcome students and parents and connect them to the community at large. They also play a direct role in fostering innovation via teacher grants and supporting faculty and staff initiatives outside of classrooms.

PA President Elect and President

Nominations for PA President-Elect require the candidate(s) to have served in an elected or appointed position on the PA Board during his/her tenure as a Member of the Parents' Association.

PA President(s)-elect: This individual(s) will be elected for a two-year term in which the first year will serve as the "elect year" and the second year will serve as the PA President. The President Elect will work with the administration to oversee the distribution of the paper form of the School Directory and Resource Guide. He/She acts to assist the President and may serve as the Chairperson of other PA Committees (unless other chairs are identified).

PA President(s): Serves as Chairperson of the PA Board, presides at all the PA Board meetings, and acts as Parliamentarian. The President is ultimately responsible for ensuring the PA Board is meeting its mission. The PA mission can be viewed in these parts:

- Building community within schools and across all schools
- Educating parents on and providing a forum for discussions regarding issues relevant to their children's education and development
- Providing support to teachers, staff and administrators of the Schools
- Representing and advocating for the parent view before the School's' faculty, staff and administrators.

The President's primary role is to work with the Administration on important parent issues and in general, guide the members of the PA Board and individual Councils in their efforts. The President is also specifically responsible for:

- Planning monthly PA meetings, including (5) General Meetings with speakers/topics, (3-4) Business Meetings, and (1) PA retreat
- Recruiting and supporting leadership of PA community events

Time Commitment: Time commitment varies. During the first year as President-Elect, 3-4 hours per week of administrative work as directed by the President. During the second year, 5-6 hours per week.

PA Secretary Elect and PA Secretary

PA Secretary Elect: This individual will be elected for a two-year term in which the first year will serve as the "elect year" and the second year as PA Secretary. The Secretary Elect assists the Secretary and serves as the Chairperson of the Nominations Committee. This committee is responsible for carrying out the nomination, election and appointment processes to fill open positions on the PA Board. This process occurs from late February through May.

PA Secretary: Serves as the official record keeper for PA Board meetings and committee activities.

Responsibilities include:

- Take and prepare minutes of all PA Board Meetings
- Keep all records of the PA, including records of activities submitted by councils, committees, and financial records submitted by the PA Treasurer
- Assist the Secretary Elect with Nominations and Election Process
- Attend and participate in meetings of and correspondence between governing board members.

Time Commitment: During the first year as Secretary Elect, time commitment averages about one hour per week, concentrated during the Nominations process. During the second year as the PA Secretary, approximately 4-6 hours per month.

PA Treasurer and PA Treasurer Elect

PA Treasurer Elect: This individual will be elected for a two-year term in which the first year will serve as the “elect year” and the second year as PA Treasurer. The Treasurer Elect’s specific responsibilities include:

- Take minutes at Finance Committee meetings as well as attending PA meetings
- Share responsibility with the Treasurer for making cash disbursements and submitting for deposit any funds collected to the PA bank account on a timely basis and
- Assist the Treasurer

PA Treasurer: Serves as the official budgetary guidance of the PA Board and maintain its financial records.

Responsibilities include:

- Prepare draft budgets for the PA, Councils, and Event Committees (over the summer)
- Create final budget for the beginning of the academic year
- Process and track all check requests
- Chair the monthly Finance Committee Meetings (members include two representatives from each council, PA President, PA President Elect and Treasurer Elect)
- Manage Teacher Grant Process via the Finance Committee
- Track income and expenses to budget for PA and manage Council budgets
- Manage relationships with UCLS, Chase, PayPal and Square
- Deposit all cash and checks from PA and Council events (it is highly recommended that the Treasurer be present throughout Annual Events such as Rites of May)
- Balance checkbook and manage necessary fund transfers
- Provide monthly written financial reports

Time Commitment: During the first year as Treasurer Elect, 1-2 hours per week of administrative work, taking and preparing minutes at Finance Committee meetings. There may be an increase in hours during the teacher grant awards and processing times.

During the second year as PA Treasurer, there will be 2-4 hours per week, with more time necessary at the beginning of the school year to prepare and finalize budgets, and during heavy payment or reporting periods. It is important for the Treasurer to be at school at least 1-2 times per week to pick-up and process check requests.

PA Communications Coordinator and PA Communications Coordinator Elect

PA Communications Coordinator Elect: This individual will be elected to a two-year term in which the first year will serve as the “elect year” and the second year as PA Communications Coordinator. The Communications Coordinator Elect will assist the Communications Coordinator and is responsible for taking minutes at the Communication Meetings. A strong facility with writing and editing, and proficiency with electronic communication tools (Google Docs, Wordpress) is recommended but not required.

PA Communications Coordinator: Oversees communications from the PA, coordinating all communications within the PA and between the PA and its parent members.

Responsibilities include:

- Chair the monthly Communications Committee Meetings (members include two representatives from each council, PA President, PA President Elect and Communication Coordinator Elect)
- Maintains current information on the PA website www.labparents.org
- Maintain and submits the PA portion of the All Schools Calendar to the UCLS communication departments
- Collects and submits all council events to be submitted to E-News, published twice a month
- Works closely with the chairs of Annual Event Committee, Interest-Specific Committees and ad-hoc committees to coordinate their communication needs and efforts
- Maintains a social media presence with the assistance of the Communications Coordinator Elect or appointed individual
- Trains identified council members on appropriate submission processes and website maintenance

Time Commitment: Varies from week to week. As Communications Coordinator Elect, 1-2 hours weekly.

During the second year as Communications Coordinator, 3-5 hours per week may be needed, with more time at the beginning of the school year to assist with Back To School communications. Many responsibilities can be completed off campus, electronically.

Earl Shapiro Hall Council

The ESH Council is made up of six parents with children in Nursery/Kindergarten School and Primary School. These include Nursery 3, Nursery 4, Kindergarten, Grade 1, and Grade 2. The council works closely with the N/K Principal and the PS Principal.

The role of the ESH Council is to:

- Build community among ESH parents outside of individual classrooms
- Support teachers and the administration in daily activities
- Help enhance the learning experiences of N/K and PS children
- Work with the PA in representing the position of N/K and PS parents as the school strives to achieve and maintain an excellent educational experience for students.

While Room Parents (non elected) are specific to cultivating community within the classroom to support their specific teacher and students, the PA Council is the liaison between all classrooms and across schools. **The ESH Council plays a pivotal role in welcoming new parents into the Lab Community.**

The ESH Council will fulfill its duties by budgeting, organizing and implementing events and programs throughout the year. These ESH-specific events/programs include:

- New Parent Welcome Program
 - Lemonade Welcome (spring event to welcome next fall new families)
 - New Parent Orientations
 - Family Mentoring Program
 - New Parent Reception (fall)
- Welcome Back Breakfast Reception during first week of school
- Assist with ESH carline during first week of school
- Parents' Nights
- Picture Day
- Grants for ESH teachers to enhance curriculum and community building
- Guest speaker or curriculum information nights, as desired
- Teacher appreciation meals
- Social events and grade level events

The LS Council also participates in school-wide activities sponsored by the PA, which may include events such as Rites of May, ESH Carline Assistance, Book swap, Picture Day, Fan Days, and PA Speaker Series.

ESH Council members meet monthly with the Principals. In addition to monthly Board meetings, each council member is asked to sit on one of the PA Standing Committees:

Finance, Communication, and Nominating. One junior and senior member will also act as liaison to the PA Executive Committee.

Time Commitment (ESH Council):

- On average 5-8 hours per month by phone or e-mail to organize, implement or delegate events
- On-campus monthly Principal meetings, plus PA Board, Speaker Series and Standing Committee meetings, and the Council's own events
- The beginning and end of the school year is typically heavy with events and activities and may require more on-campus time. Responsibilities should be shared among the six council members so that work is evenly distributed and manageable.

There are three ESH council positions open for the 2016-17 year that will carry until through the 2017-18 year.

Lower School Council

The LS Council is made up of four parents of children in third, fourth and fifth grade. The council works closely with the LS Principal and the UCLS Parents' Association at large.

The role of the LS Council is to

- Build community among LS parents outside of individual classrooms
- Support teachers and the administration in daily activities
- Help enhance the learning experiences of LS children
- Work with the PA in representing the position of LS parents as the school strives to achieve and maintain an excellent educational experience for students.

While Room Parents (non elected) are often tasked with cultivating community within their specific classroom, the Lower School PA Council works to build community across classrooms, grades and school divisions. **The LS Council plays a significant role in maintaining parents' connection to Lab while fostering their child's growing independence.**

The LS Council will fulfill its duties by budgeting, organizing and implementing events and programs throughout the year. The primary events/programs sponsored by the LS Council and specific to the LS population are:

- New Parent Welcome Program
 - New Parent Orientations
 - Family Mentoring Program
- Welcome Back Coffee Reception during first day of school
- Parent Night
- Grants for LS teachers to enhance curriculum and community building
- 5th Grade Yearbook
- Guest speaker or curriculum information sessions, as needed
- Teacher Appreciation Event

- Social and grade level events, such as LS Ice Skating Event and Bike Ride

The LS Council also participates in school-wide activities sponsored by the PA, which may include events such as Rites of May, ESH Carline Assistance, Book swap, Picture Day, Fan Days, and PA Speaker Series.

Council members meet monthly meetings with the Principal. In addition to monthly PA Board meetings, each council member is asked to sit on one of the PA Standing Committees. There will be a senior and junior member on the following committees: Finance, Communication, and Nominating.

Time Commitment (LS Council):

- The position requires on average 5-8 hours per month by phone or e-mail to organize, implement or delegate events
- On-campus monthly Principal meetings plus PA Board, Speaker Series and Standing Committee meetings, as well as the Council's own events
- Both in-person and remote time commitments are heavy at the beginning of the year with events and activities; however, responsibilities should be shared amongst the four council members so that work is evenly distributed and manageable.

There are two LS 2-year council positions open for the 2016-17 year that will carry through to 2017-2018.

Middle School Council

The Middle School (MS) Council comprises of grades 6, 7 and 8. The council works closely with the Middle School Principal, MS Dean of Students and the UCLS Parents' Association at large.

The role of the MS Council is to

- Build community among LS parents outside of individual advisories
- Support teachers and the administration in daily activities
- Help enhance the learning experiences of MS children
- Work with the PA in representing the position of MS parents as the school strives to achieve and maintain an excellent educational experience for students.

For the 2016-2017 school year, Middle School will grow to add 24-40 students. **In addition to the Council's ongoing role to assist parents and students with navigating the Middle School experience, the MS Council will take on a significant role in welcoming parents of older children to the Lab Community and assisting administration with the challenges created by growth.**

The MS Council will fulfill its duties by budgeting, organizing and implementing events and programs throughout the year. The primary events/programs sponsored by the MS Council and specific to the MS population are:

- New Parent Welcome Program
 - New Parent Orientations
 - Family Mentoring Program
- Back to School Fall Fest
- Parent Night Reception for MS parents and teachers
- Parent to Parent meetings
- Grade level and division-wide social activities including Giant Gym Night
- 8th Grade Graduation Events
- Teacher Appreciation Events
- Spirit Days

The MS Council also participates in school-wide events sponsored by the PA, which may include events such as Rites of May, ESH Carline Assistance, Book swap, Picture Day, Fan Days, and PA Speaker Series.

Council members meet monthly with the Principal, and in addition to PA Board meetings, each council member is asked to sit on one of the PA Standing Committees: Finance, Communication, and Nominating.

Time Commitment (MS Council):

- The position requires on average 5-8 hours per month by phone or e-mail to organize, implement or delegate events
- On-campus monthly Principal meetings, plus PA Board, Speaker Series and Standing Committee meetings, as well as the Council's own events
- The beginning and end of the year are heavy with on-campus events and activities; however, responsibility and events should be shared amongst the four council members so that work is evenly distributed and manageable.

There are two MS 2-year council positions open for the 2016-17 year that will carry through to 2017-2018.

High School Council

The High School (HS) Council comprises of grades 9, 10, 11, and 12, and is made up of four parents. The council works closely with the HS Principal, the Dean of Students and the UCLS Parents' Association at large.

The role of the HS Council is to

- Build community among HS parents outside of individual classrooms
- Help enhance the learning experiences of HS students
- Support teachers and the administration in daily activities

- Work with the PA in representing the position of HS parents as the school strives to achieve and maintain an excellent educational experience for students.
- Please note, the high school student population will increase until 2020-21. **In addition to its ongoing role to assist parents and students with navigating the High School experience, the HS Council will have an additional emphasis in welcoming new families and students to Lab and assisting administration with meeting the challenges created by growth.**

The HS Council will fulfill its duties by budgeting, organizing and implementing events and programs throughout the year. Events/programs sponsored by the HS Council are:

- New Parent and Student Welcome Program
 - New Parent Orientations and Welcome Events
 - Family Mentoring Program
- Consulting prospective families
- High School Welcome Reception
- Parent Dinner and Parent Night
- PSAT & PLAN Testing (Snacks)
- May Project Reception
- HS Graduation Reception
- Grants to enhance curriculum and community building
- Teacher appreciation event (November)
- Social and grade level events; Guest speakers and other curriculum events, as desired

The HS Council also participates in school-wide events sponsored by the PA, which may include events such as Rites of May, ESH Carline, Fan Days, and PA Speaker Series.

Council members meet monthly with the Principal, and each council member is asked to sit on one of the PA Standing Committees: Finance, Communication, and Nominating. Council members may also participate in ad hoc committees or groups related to either high school or school-wide affairs; these may be initiated by the High School administration or the PA. Recent examples include Restaurant Week and Spirit Weeks.

Time Commitment (HS Council):

- The position requires on average 5-8 hours per month by phone or e-mail to organize, implement or delegate events
- Monthly Principal, Council/PA meetings including PA Board, Speaker Series and Standing Committee meeting, as well as the Council's own events
- The end of the year may require a greater time commitment due to High School Graduation
- The beginning of the year may also be heavy with events and activities that may require a greater on-campus commitment. However, responsibility and events should be shared amongst the four council members so that work is evenly distributed and manageable

There are two HS 2-year positions open for the 2016-17 school year that will carry through to 2017-2018.