

Thank you for taking the time to offer the LPA your suggestions/nominations of officers and committee chairs for next year. Please mail this form back to the address below or save a copy, fill in the blanks and send it back via email to lrobinson@landmarkschool.org

Landmark Parent Association 2011/2012 Nomination Ballot

Deadline for nomination submissions, Monday, March 7, 2011

Thank you for your interest in the activities of the Landmark Parent Association.

Attached you will find short job descriptions for the LPA Executive Committee members and various other Committees Chairs that do the important work of our organization.

Please read through the following and supply a name (or names) of individuals you would like to nominate for the respective roles. You can nominate yourself for a position if you would like.

A nomination committee comprised of three LPA officers, three committee chairs, the LPA Liaison on staff and the campus heads or their designees will propose a final slate of **Officers and Committee Chairs which will be voted on at the April 4, 2011 LPA Open Meeting.**

All nominations forms should be returned to Lisa Robinson, LPA Liaison, no later than **March 7, 2011**. For more information please contact Lisa at 978-236-3205 or lrobinson@landmarkschool.org.

Return address:
Lisa Robinson, LPA Liaison
Landmark School
P.O. Box 227
Prides Crossing, MA 01965

MISSION STATEMENT

The purpose of the Landmark Parents Association (LPA) is to cultivate a strong sense of community, to promote good will, to facilitate the exchange of information and ideas between the school and parents, and to support Landmark School in its mission to foster an understanding of language-based learning disabilities.

EXECUTIVE COMMITTEE

OFFICERS

Officers and Committee Chair positions are based on a one year term with a second year serving as an advisor to the newly appointed officer. The incoming and outgoing officer will work collaboratively for one overlapping year. The goal is to share responsibilities to insure that your volunteerism is a positive and manageable experience. The term cycle is not a mandate but merely a suggestion.

The Officers of the LPA include:

- President or Co-Presidents (EMS and High School reps.)
- Co-Vice Presidents (EMS and High School reps.)
- Treasurer
- Recording Secretary
- Corresponding Secretary

Officers will be nominated by LPA members, confirmed by a Nominating Committee, and elected annually by a voice vote by parents at a spring Annual Meeting scheduled for **Monday, April 7, 2011**.

Please supply your name here if you would like. This is not mandatory.

Nominator: _____

See page 3 for a list of LPA Officer positions.

See pages 4 & 5 for a list of the current LPA Committee Chairs.

JOB DESCRIPTIONS

President or Co-President(s): Chairs LPA meetings, oversees the work of LPA Committees, runs monthly LPA meetings, attends LPA events on their respective campuses (or designate representatives to attend), works with the Liaison to the LPA to communicate LPA matters to the community, and works to fulfill the mission and purposes of the LPA.

Nominee(s): _____

Vice-President(s): Serve as the primary representative of their respective campus (EMS or High School). Assist the President or Co-Presidents as needed, attend LPA events and meetings, and stand in for the President or Co-Presidents when they are not available. Vice Presidents shall take a lead role in organizing the EMS and High School Staff Appreciation Milkbreak in the fall and the luncheon in the spring as well as a Valentines ice cream party in February.

EMS Nominee(s): _____

High School Nominee(s): _____

Treasurer: Handles all the finances of the LPA. The Treasurer provides LPA financial records to the Landmark School business office as needed. The Treasurer prepares and presents a current balance sheet (income and expenses) at each LPA meeting. The Treasurer, along with the President or Co-Presidents, will prepare a proposed budget to be voted on at the September LPA Open meeting.

Nominee(s): _____

Recording Secretary: Records the minutes of all LPA meetings. The Recording Secretary makes copies of the minutes from LPA meetings available to parents via the Landmark School web-site and at each LPA monthly meeting. The Secretary provides a written summary of Executive Committee meetings upon request. The Recording Secretary works with the LPA Liaison on staff to compile lists of parent volunteer interests at the start of each school year.

Nominee(s): _____

Corresponding Secretary: Is responsible for all LPA correspondence including thank you notes, bereavement letters, etc.

Nominee(s): _____

Committee Chairs

Diversity: Works with the Enrichment Committees on both campuses to promote events reflecting the diversity of world cultures and races, and collaborates with area schools on diversity programs. The Chair also advises the school on approaches to diversify the student body and staff.

Nominee(s): _____

Enrichment: Collaborates with the Campus Heads to develop curriculum-related, on-campus events (cultural, athletic and social), including offering opportunities and funding to enrich the cultural and extracurricular life of the school.

EMS Nominee(s): _____

High School Nominee(s): _____

Fundraising: Identifies and oversees fundraising activities for LPA activities with funds going into an LPA account to support key LPA programs.

Nominee(s): _____

Hospitality/Outing Club: Plans events for parents including New Parent Teas, LPA coffees, off-campus outings and other activities.

Nominee(s): _____

Parent Education: Works closely with the Landmark Outreach Department to develop, promote and manage two workshops each year for parents both within and beyond the Landmark community. The Chair and Committee may also develop a commuter coffee schedule featuring Landmark faculty as key speakers. The committee helps promote the educational events of the Parents Independent School Network (PIN) and others.

Nominee(s): _____

PIN Representative (EMS and High School): The Parents' Independent School Network, Inc. (PIN) is a group of parents with children who are students at area private schools. Representatives serve as the conduit between the diverse school communities.

EMS Nominee(s): _____

High School Nominee(s): _____

LPA APPOINTED POSITIONS

Friends of the Performing Arts: Works with the Director of Performing Arts at the High School to support and publicize theater and choral performances. The Director of Performing Arts will appoint the Chair or Co-Chairs for this committee.

Student Recognition Committee: Supports opportunities to recognize and honor students transitioning or graduating from the Elementary/Middle School and High School. This person is appointed by the Director of Parent Relations.

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