

# Landmark Parent Association

## Job Responsibilities Manual

### Position: Outings and Hospitality Chair

LPA Mission Statement:

The purpose of the Landmark Parent 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.

General Duties: shall plan on-campus events for parents including New Parent Teas, LPA coffees and receptions and shall organize off-campus social events for parents and families.

Monthly Time Commitment: Typically 1 hour, up to 4 to attend events

#### Annual Calendar of Specific Duties:

Time commitment depends on the number of outings planned.

- June – 1 Hour to prepare a list of ideas for next year's outings
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- August – 1 – 1 ½ hours to arrange details for first fall outing, make any deposits and notify interested parents.
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- September - 1-2 hours collecting payment if needed, contacting attending parents and settling plans with tour/ ride/ show etc.
  - 4 hours attending outing
- October – ½ hour notifying parents of upcoming outings
  - ½ hour confirming and booking December outing
- November – 1 hour to notify parents of the final details of December outing
- December - ½ hour to touch bases with parents attending December outing
  - 3 Hours attending December outing
- January -1 hour to notify parents of the final details of January outing
  - 6 Hours attending the January Outing
- February - 1 hour to plan upcoming outings
- March – ½ hour to notify parents of up coming outings

- April – 1 hour making arrangements for April outing and notifying parents of the final details.
  - 4 Hours attending April Outing
- May - 1 – 1 ½ hours to arrange details for June outing make any deposits and notify interested parents.
- June - 1-2 hours collecting payment if needed, contacting attending parents and settling plans with tour/ ride/ show etc.