

# Landmark Parent Association

## Job Responsibilities Manual

### Position: President/Co-Presidents

#### 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: chair LPA meetings, coordinate LPA Committees, serve as representatives to the Landmark High School Student Orientation Committee, attend LPA events on their respective campuses (or designate representatives to attend), work with the Director of Parent Relations to communicate LPA matters to the broader Landmark community, and work to fulfill the mission and purposes of the LPA. The President or Co-Presidents shall serve as ex-officio members of the Landmark School Board of Trustees and the External Affairs Committee. The President(s) shall make reports to said Board and receive written notice of such meetings and written reports from the Elementary/Middle School, High School, External Affairs Committee and Outreach Department.

Monthly Time Commitment: 2 hours routinely (up to 6 hours if attending new parent/staff appreciation events etc)

#### Annual Calendar of Specific Duties:

- June - Begin office. Should hold a meeting with Officers and Fundraising Chair to begin the budgeting process and look at fund raising options for the next year. Finalize budget (expenses and incomes) upon or before the close of the academic year.
  - Work with fundraising chair to determine fundraising campaign for the following year
- July – enjoy some time off
- August - end of the month send out calendar for the year and remind Officers/Committee Chairs of upcoming events associated with the start of the new school year
  - Send out Agenda for September Meeting – main purpose to welcome new members and approve Budget
- September- Speak briefly (5-10 minutes) at the new parents orientation breakfasts (both EMS and HS) to welcome new parents and introduce yourself and the mission of the LPA and invite them to the first LPA meeting, solicit volunteers.
  - Chair the First LPA Meeting – to introduce new officers/committee chairs, welcome new members, review budget and **APPROVE THE BUDGET BY MEMBER VOTE**
  - Support fundraising chair in launching fundraising campaign
  - Attend New Parent Cocktail Hour and/or Dinner at EMS and HS – speak briefly (5 minutes) to welcome new parents and introduce the LPA and yourself
- October – Prepare general meeting agenda, ask officers/committee chairs for input

- Chair the general meeting – focus roll out the fund raiser, LPA representation for upcoming Parent Days
- Insure fundraising campaign is successfully completed
- Disburse the discretionary funds to HS and EMS campus heads
- November – Prepare general meeting agenda, ask officers/committee chairs for input
  - Chair the general meeting – update of fund raising efforts and upcoming staff appreciation
  - Work the LPA table at both the HS and EMS Parent Days – purpose to welcome parents, raise awareness of LPA, solicit volunteers collect dues and publicize the upcoming Staff Appreciation
- December - Prepare general meeting agenda, ask officers/committee chairs for input
  - Chair General Meeting – focus staff appreciation events and sign holiday cards for maintenance/crossing guards/grounds staff and disburse token monetary gift (\$20-30)
  - Speak briefly (5-10 minutes) at the Staff Appreciation Events (HS and EMS) to thank the staff on behalf of the Parents and the LPA
- January - Prepare general meeting agenda, ask officers/committee chairs for input
  - Chair General Meeting – solicit volunteers for Feb. Valentines Ice Cream Party
- February - Prepare general meeting agenda, ask officers/committee chairs for input
  - Chair General Meeting – Focus Nomination Process and LPA Sponsored Valentines Ice Cream Party at EMS and HS during Lunch
  - Launch nomination process for following year.
- March – Start application process for the Senior Awards to be given at graduation
  - Prepare general meeting agenda, ask officers/committee chairs for input
  - Chair General Meeting – continue with nomination process
- April - Prepare general meeting agenda, ask officers/committee chairs for input
  - Chair Annual Meeting - Hold General Election of Officers/Committee Chairs
- May - Prepare general meeting agenda, ask officers/committee chairs for input
  - Chair the General Meeting
  - Attend HS Commencement and Present the Senior LPA Awards
- June - Prepare general meeting agenda, ask officers/committee chairs for input
  - Chair the General Meeting – focus introduction of new Officers/Committee Chairs
  - Host Executive meeting for incoming/outgoing officers for transition and budget approval