

# Landmark Parent Association

## Job Responsibilities Manual

Position: Vice President (s) EMS Campus

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: assist the Co-Presidents, attend Parents Association events and meetings, and stand in for the Co-Presidents when they are not available. In the event a Co-President cannot carry out the duties of the office, the Vice-President shall assume the role of Co-President. Work closely with the Liaison to the LPA.

Monthly Time Commitment: 1-5 hours depending on staff appreciation events, etc.

Annual Calendar of Specific Duties: [give specific description of what you did for each month/event]

- June –
- July –
- August

September Attend LPA monthly meeting.

- Introduce yourself to Rob Kahn, Kirk Swanson, Tara Lowdermilk and Leslie Victorine. Develop a relationship with them as a liaison to the Landmark Parents Association. (Time commitment: 1.5 hours)

October Attend LPA monthly meeting.

- The first week in October set up a meeting date to organize the December Staff Appreciation.
- Sign out the EMS meeting room with Elly Bertolini.
- Send out an e-mail to all the EMS families inviting them to attend the meeting at EMS.
- Ask Deb Blanchard to add the meeting date to the EMS newsletter.
- Set up an agenda for the meeting including...
  - Theme
  - Invitations
  - Gifts
  - Food
  - Decorations
  - Centerpieces
  - Raffle

- Hold the meeting and organize volunteers by task and find a chair for each task.
- Set up a timeline to follow up to the event.
- After the meeting, e-mail the meeting notes to all who attended and any who were interested but could not make the meeting. This becomes your committee for the event.
- (Time commitment: 3.0 hours)

November Attend LPA monthly meeting.

- Talk with Tara to secure a table for the LPA during Parent's Day.
- Find volunteers to man the table during both Parent's Days.
- Solicit food donations for the December Staff Appreciation....get e-mail addresses to confirm donations. Add these new names to your committee e-mail list.
- Purchase a gift basket or have one donated for the Student Council Raffle - usual budget is about \$100 and is covered by the LPA budget.
- Follow up with Staff Appreciation committee and make sure timeline is on track.
- (Time commitment: 3.5 hours)

December Attend LPA monthly meeting.

- The Staff Appreciation Event is held at Milk Break. You should plan on being available for set up through clean up 7:30am - 11:30am.
- (Time commitment: 5 hours)

January Attend LPA monthly meeting. (Time commitment: 1.0 hours)

February Attend LPA monthly meeting.

- Scoop ice cream at EMS Valentine Party during lunch.
- (Time commitment: 2.0 hours)

March Attend LPA monthly meeting.

- The first week in March set up a meeting date to organize the May Staff Appreciation.
- Sign out the EMS meeting room with Elly Bertolini.
- Send out an e-mail to all the EMS families inviting them to attend the meeting at EMS.
- Ask Deb Blanchard to put the meeting date in the EMS newsletter.
- Set up an agenda for the meeting including....
  - Theme
  - Invitations
  - Gifts
  - Food
  - Decorations
  - Centerpieces
  - Raffle

Hold the meeting and organize volunteers by task and find a chair for each task.  
Set up a timeline up to the event.

After the meeting, e-mail the meeting notes to all who attended and any who were interested but could not make the meeting. This becomes your committee for the event.

- (Time commitment: 3.0 hours)

April Attend LPA monthly meeting.

- Talk with Tara to secure a table for Parent's Days.
- Set up volunteers to man the table.
- At the LPA table solicit food donations and volunteers to help with Staff Appreciation luncheon in May.
- Add any new names to committee e-mail list.
- Follow up with Staff Appreciation committee and make sure timeline is on track.
- (Time commitment: 2.5 hours)

May Attend LPA monthly meeting.

- You will need to be available from 7:30am to about 2:00pm for the Staff Appreciations luncheon.
- You should be available to help with food intake, set up, and clean up.
- (Time commitment: 8.0 hours)

• June Attend LPA monthly meeting.

- Sit down with new VP of EMS to pass the torch!
- (Time commitment: 1.5 hours)