

Ruffing Parent Association - Proposed Organizational Structure and Officer Responsibilities

Parents	Event Chairs/ Coordinators/ Committee Members	Class Parents (CPs)	Class Level Representative (CLRs)	Parent Association Executive Board Members
All parents are members of the Ruffing Parent Association	<ul style="list-style-type: none"> • Wine & Cheese Socials • Pumpkin Party • Book Fair • Chili Cook-Off • Parent Education Series • CCIS Parent Representatives (2) • Valentine’s Day Party • Helping Hands • Hospitality • Teacher Appreciation • Admissions Support • Development Support • Facilities & Ground Support • Diversity Committee 	<p>There should be AT LEAST 11 CPs (representing each classroom)</p> <p>The Class Parents are recommended by the classroom teacher and previous year’s class parents. One parent from each classroom will be designated Lead Classroom Parent.</p>	<p>There should be a TOTAL of 4 CLRs</p> <ul style="list-style-type: none"> • Middle School • Upper Elementary • Lower Elementary • Children’s House/Toddler Community <p>The Class Level Representative may be one of the Class Parents. This parent will represent the interests of the entire class level as a member of the Parent Association’s Executive Board. It is recommended that this person NOT be the Lead Class Parent in their child’s classroom.</p>	<ul style="list-style-type: none"> • President • Volunteer Coordinator (President-Elect) • Secretary • Treasurer • Class Parent Coordinator • Technology Coordinator • Middle School CLR • Upper Elementary CLR • Lower Elementary CLR • Children’s House/Toddler Community CLR • Staff PA Liaison • Board of Trustees Liaison

President - The president manages the efforts of the Parent Association in the following ways: the president works with the office to create the calendar of PA events (done in the May prior to the term); the president meets with the Business Office and treasurer to set the projected PA budget (both projected income and expenses) (done in the Spring prior to the term); the president meets with the Head of School and the PA liaison from the Board of Trustees to report on the business of the PA and to present the minutes after each of the Executive Committee Meetings; the president sets the meeting schedule and agenda for all Parent Association meetings and oversee those meetings; the president will attend each Board of Trustee meeting and represents the interests of the PA to the Board; the president attends staff meetings as needed (at a minimum of two per year) and represents the interests of the PA to the faculty and staff. The president may appoint another member of the executive committee to attend meetings in the event they cannot attend. The president is a member of both the standing committees and working committees of the Parent Association.

President-Elect/Volunteer Coordinator - the president-elect (PE) will assume the role of president at the end of the current president's term. The PE will assist the President in managing the affairs of the PA. The purpose of the PE term is to prepare for being President in the following term. The PE is also the Volunteer Coordinator. The Volunteer Coordinator is responsible for managing and updating the database of parent skills and interests and recommending appropriate volunteer placements to the event chairs and school administration. The volunteer coordinator also handles the annual volunteer survey which should be mailed to both current and incoming parents each April. If volunteer hours are tracked, the volunteer coordinator will be responsible for maintaining those records. The volunteer coordinator will assist event chairs with their planning needs regarding their activities, facilities needs, etc. To that end, the volunteer coordinator should be involved in the initial planning meeting for each event. After each event, the volunteer coordinator is responsible for collecting event reports and disseminating them to the business and development offices. Event binder collection is also the responsibility of the volunteer coordinator.

Treasurer - The treasurer supervises the fundraising activities of the PA, including on-going fundraising (Heinen's, Target and School Pop). Along with the business manager, the treasurer coordinates the PA's spending and budget needs. The treasurer, business manager, and president will meet in

the April to determine projected income and expenses for the PA activities planned for the upcoming school year. The treasurer is not responsible for the direct handling of funds, but monitors expenditures and income for all PA activities. The treasurer is the liaison between the PA, the business office and the Development office.

Secretary - The Secretary is responsible for the following:

Minutes: The secretary records the minutes for all PA Board meetings and all general PA meetings. The Secretary drafts the minutes and, upon approval by the President, circulate the minutes to the PA Board, the Head of School, and the school secretary.

Meetings: The secretary handles the logistics for school wide PA meetings, including arranging the room and childcare, contacting the hospitality coordinator for refreshments, and assisting the president with the drafting of the agenda and arranging the copying of the agenda/any handouts for distribution at the meeting.

Announcements and Documents: The secretary shall draft all PA-related announcements and will assist the president with the drafting of any documents relevant to the function of the PA.

Class Parent Coordinator - The class parent coordinator (CPC) is the liaison between the teachers (as a group), the parents (as a group), and the administrative staff. The CPC is responsible for training class parents on roles and responsibilities (during an orientation meeting in May or August). The CPC solicits recommendations for class parents from both the classroom teachers and current class parents and submits those recommendations to the recruitment committee (during February/March). The CPC attends staff meetings as needed (at a minimum of two per year) and represents the interests of the PA to the faculty and staff.

Technology Coordinator - The technology coordinator maintains the PA website (www.ruffingeastpa.org) which includes: posting meeting minutes and announcements for download and posting a list of all events, event chair or committee contacts, volunteer needs and contact information so that interested parents can e-mail the chair/contact person directly. The technology coordinator also maintains an updated class e-mail list (excel spreadsheet) for all classes, this list is provided by the administrative assistant late August and should be delivered to the Class Parent

Coordinator upon receipt. The technology coordinator may support the PA with other technological needs on an as needed basis.

Middle School Class Level Representative - The Middle School Class Representative is responsible for representing the interests of the middle school parents on the PA executive committee. It is recommended that this person NOT be the Lead Class Parent in their child's classroom.

Upper Elementary Class Level Representative - The Upper Elementary Class Representative is responsible for representing the interests of the upper elementary parents on the PA executive committee. It is recommended that this person NOT be the Lead Class Parent in their child's classroom.

Lower Elementary Class Level Representative- The Lower Elementary Class Representative is responsible for representing the interests of the Lower Elementary parents on the PA executive committee. It is recommended that this person NOT be the Lead Class Parent in their child's classroom.

Children's House/ Toddler Community Class Level Representative - The Children's House/Toddler Community Representative is responsible for representing the interests of the children's house and toddler community parents on the PA executive committee. It is recommended that this person NOT be the Lead Class Parent in their child's classroom.

Other Roles/Responsibilities of the Executive Committee - The executive committee is responsible for determining the calendar of events/activities for the following school year and creating the preliminary calendar for the president to discuss with the Head of School, the office administrator and the development office. This should be done in April, prior to the school year for which the executive committee has been elected.

Class Parents - (minimum of 11) CP's act as the liaison between the parents and teachers in each classroom. Class parents are responsible for organizing at minimum two classroom social activities (usually a back-to-school and end-of-the-year picnic) during the school year. Class parents are also responsible for meeting with the teacher to assess specific volunteer needs and soliciting volunteers to assist with those classroom needs. The

group of class parents at each grade level (middle school, upper el, lower el, and ch/tc) is responsible for organizing at minimum one social event for the families or children of the entire grade level during the academic year. The costs of these events, if pre-approved by the treasurer and the business office, will be covered by the Parent Association.

Event Chairs/Committees - Event chairs or committees are responsible for planning and executing each event with the support of the executive committee and the volunteer coordinator in particular. Event chairs are also responsible for documenting the costs and revenues that may be associated with each event in a report and sharing those with both volunteer coordinator and the treasurer (the volunteer coordinator will share this information with the Business Office). Event chairs also track gifts in kind and other similar donations relative to their event. Event chairs/committees must track the volunteer activity (for future planning and acknowledgment purposes) and share those records with the volunteer coordinator, who will share this information with the Development office. Event chairs should fill out and return their binders, including any relevant information, to the Volunteer Coordinator following their event.

CCIS Parent Representatives - (2) The CCIS reps attend the meetings of the CCIS Parent Representative Group (PRG) on Ruffing's behalf. The CCIS reps report the activities of the PRG to the President. The CCIS reps can, but are not required to, attend executive board meetings as non-voting members. Reps serve for two-year staggered terms. One Rep should be from the lower grade level (preschool/elementary) parent constituency and one should be from the upper grade level (middle school) parent constituency.

Standing Committees - Some committees are not for specific events but to support the school throughout the year. These standing committees may be led by a coordinator, but can also be staffed by the volunteer coordinator. If the executive board of the PA sees that there is no longer a need for a certain committee, they can suspend its activities until a later time; if the need arises for such a committee, the board can create one on an ad hoc basis. Committees, should appoint one member to report committee activity to the PA President prior to monthly executive board meetings. Committee representatives may, but are not required to, attend executive board meetings as non-voting members. The standing committees are: **facilities,**

helping hands, hospitality, teacher appreciation, admissions support, development support, administrative support, and diversity committee.

Parents - As part of their contract with the school, Ruffing Parents are expected to donate a minimum of ten volunteer hours per family. This requirement is met through active involvement in the Parent Association. Officers of the Parent Association are assumed to have met the requirement. Class Parents, Event Chairs/Committee Members, and standing committee members are also assumed to have met the requirement. Parents can also meet their requirements by participating in specific events throughout the year through both on-campus (staffing an event) or off-campus (at home assistance such as providing food or administrative support) volunteering. Ruffing parents are encouraged to match their volunteer activities to their individual areas of expertise and interest. Parents who would like to volunteer in a capacity that is not specifically solicited are encouraged to contact the volunteer coordinator or another PA officer to coordinate their efforts.

