

RESPONSIBILITIES OF THE PA BOARD AND OFFICERS

(Voting Members)

2018-2019

Meetings The PA Board meets once a month, typically the *1st Wednesday of the month* at 12:30 p.m. for a catered lunch and meeting begins at 1:00 p.m. Attendance is required of all board members, as a 2/3 quorum needs to be met in order to vote. The President as necessary may also call additional meetings.

Activities Participation Board members are required to attend specific functions, which are designated by the President at the beginning of the school year. Participation is also encouraged in the various PA sponsored activities and committees.

President Presides at all PA board meetings and oversees all PA activities. Prepares a calendar of all PA events for the entire school year. Appoints the chairpersons of various committees and special events. Signs with the Treasurer or Assistant Treasurer on all checks covering the disbursement of funds. Becomes an ex-officio member of all executive committees with the exception of the nominating committee.

Vice President (President Elect) In the absence of the President, presides at all meetings, oversees and communicates with Homeroom Reps in grades PK1 through 8th grade. A two-year commitment, will assume the position of President the second year.

School Store Manager Oversees the school store by organizing and maintaining school supplies; informs the board of what supplies are needed and keeps an account of receipts and disbursements of the school store and gives a report at the monthly meetings.

School Store Assistant Manager Assists School Store Manager with all school store responsibilities and informs the board of what supplies are needed in the event the Store Manager is absent. Organizes and enlists the help of parent volunteers to work the store.

Recording Secretary Takes minutes of all PA meetings and distributes them to the board members. Provides PA updates and information to the school website manager monthly. Receives and sends all correspondence required of the organization.

Treasurer Co-signer on all bank accounts, collects and distributes funds of the association. Oversees the books and prepares a written financial report for all meetings. Maintains the account for all PA sponsored events. Responsible for providing a fiscal year-end accounting to the President for each PA event.

Assistant Treasurer Co-signer on bank accounts and works closely with the Treasurer. Organizes and implements the fall membership campaign and maintains an accurate membership roster. A two-year commitment, will assume the Treasurer position the second year. Approves all school store orders prior to placement.

7th/8th Grade Representatives One lead person and approximately three assistants. Informs the PA Board of all activities involving the Upper Middle School (7th and 8th grades). Coordinates and oversees the organization and execution of all Upper Middle School activities such as 2 Socials, end of year parties, parent level added valued events, etc. These representatives should be Middle School parents.

5th/6th Grade Representatives One lead person and approximately three assistants. Informs the PA Board of all activities involving the Lower Middle School (5th and 6th grades). Coordinates and oversees the organization and execution of all Lower Middle School activities such as 2 Socials, end of year parties, parent level added value events, etc. These representatives should be Middle School parents.

***Early Childhood/Preschool/Lower School Representatives**

Coordinates and oversees the organization and execution of any lower school (1st through 4th grades) special events such as the Halloween Parade/Parties, Christmas Celebrations (Santa's Arrival) and coordinates St. Patrick's Day flower or bead necklace sales. These representatives should be Terrific Toddler through Lower School parents.

Halloween/Booing – One lead person and approximately three assistants

Santa's Arrival – One lead person and approximately three assistants

St. Patrick's Day Sales – One lead person and approximately three assistants

***Lower School, Preschool, and Early Childhood Representatives have been combined and renamed by the Special Events (Halloween/Booing, Christmas/Santa's Arrival, and St. Patrick's Day Bead Sales).**

Hospitality Representatives One lead person and approximately four assistants. Responsibilities include organizing and coordinating the food and set up for provided for functions and special receptions hosted by the school, church or PA. Events include: Homeroom Representative Coffee, Teacher Appreciation Week, and NJHS reception.

Sports Representatives One lead person and the remaining are assistants. Generates enthusiasm for sports throughout the St. Mark's community. Recruits a committee/parents of athletes to coordinate sales of concessions at home games for all sports. Organizes additional fundraisers as needed. Organizes the Sports Banquet event to recognize athletes at the end of the school year.

Each Board Position or Event Team with more than one member and designated as Voting, must have at least one member present at the monthly PA Board meeting to vote on topics and spend.

For more information and questions, contact:

Christine O'Loughlin

954-205-0574

oloughlin.smes@gmail.com