

Laguna Blanca School Parents' Auxiliary

Short Job Descriptions – Board Positions

2018-2019

All nine (9) officers are members of the PA Officers' Committee and will attend all meetings of the PA Officers' Committee and the General PA membership meetings.

The **President** ensures that the PA serves in a positive and supportive capacity of the School, and coordinates with the Head of School in that capacity. The President sets the agenda and conducts the PA general meetings and the Officers' meetings.

The **VP Class Representative Lower School** oversees all activities of the Lower School Room Parents, including holding introductory meetings, helping with Class Funds management, and welcoming new parents. The VP LS works closely with the Head of the Lower School to help with coordination of LS events, such as Halloween and Thanksgiving.

The **VP Class Representative Middle School** oversees all activities of the Middle School Room Parents, including holding introductory meetings, helping with Class Funds management, overseeing MS social events, and welcoming new parents.

The **VP Class Representatives Upper School** oversees all activities of the Upper School Room Parents, including holding introductory meetings, helping with Class Funds management, supporting advisory programs, and welcoming new parents.

The **VP Spirit Wear** oversees the purchasing, marketing and selling of LagunaWear, and serves as the chair of the LagunaWear committee.

The **VP School Spirit** organizes the spirit activities including Homecoming and Spirit Week, supervises the Team Sports Coordinators, supervises the Lunch Program, and supports the promotion of sports, visual and performing arts and extra-curricular academic events within the school.

The **VP Hosted Events** manages the hospitality and reception provided at the main PA events, including general meetings, Welcome Back Coffee and the Holiday Luncheon. Faculty Appreciation chairs report to this officer.

The **Secretary** takes the roll and minutes at all meetings, supports the President's communication needs, creates meeting reminders, creates highlights of general meetings for posting, coordinates with the LBS Director of Communications on Laguna Links, and maintains the PA Bylaws and Policies.

The **Treasurer** manages the PA budgets and funds. The Treasurer works with the President, LBS Director of Finance and officers to prepare a proposed PA budget, and provides financial reports to the officers monthly.