

Laguna Blanca School Parents' Auxiliary

NOMINATING FORM

Leadership Opportunities for the 2018-2019 School Year

The LBS Parents' Auxiliary encourages parent volunteerism, raises funds for the school, and promotes school spirit through campus-wide student activities and athletic events.

Please play an active role at Laguna Blanca School by getting involved with Parents' Auxiliary! Sign up below for a position that interests you or nominate a friend.

Please return this form by **Wednesday, February 28th** to the Front Office c/o Jane Weaver or email to jtsai.weaver@gmail.com. Questions? Call Jane at 916.390.1575.

Name: _____ Grades of your child(ren): _____

Phone: _____ Email: _____

Please select ONE: (if nominating more than one person, please use additional forms)

_____ I am interested in serving in the following position(s).

_____ I am nominating this person for a position: _____

Check the position(s) below:

_____ VP Lower School

_____ Room Parent - Grade _____

_____ VP Middle School

_____ Lunch Volunteer Coordinator
(LS/MS/US)(circle one)

_____ VP Upper School

_____ Faculty Appreciation Chair
(LS/HR)(circle one)

_____ VP Spirit Wear

_____ VP School Spirit

_____ PA Meeting Hospitality Chair

_____ VP Hosted Events

_____ Team Parent Coordinator

_____ Treasurer

_____ Major Event Chair or Vice-Chair
(Jogathon, Owls, Auction)(circle one)

_____ Secretary

A brief description of Officer positions is attached. The Nominating Committee will consider all nominations and create a slate of PA volunteers. The slate will be presented at the PA Board Meeting on **May 8, 2018**, and voted upon as a whole at that time.

Laguna Blanca School Parents' Auxiliary

Officers' Job Descriptions

2018-2019

All nine (9) officers are members of the PA Officers' Committee and will attend all meetings of the PA Officers' Committee (6) and the General PA membership meetings (5).

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 at every Board meeting.