

# **LaGuardia HS PA – Duties of Officers – Updated 5.5.2015**

## **DUTIES of the PA OFFICERS – LaGuardia High School PA**

### **Co- Presidents (2 Positions)**

- a) The Co-Presidents will preside at all meetings of the PA and will be ex-officio members of all committees, except the Nominating Committee.
- b) The Co- Presidents will delegate responsibilities to other PA Members and will encourage meaningful participation in all parent activities
- c) One Co-President will serve as a representative on the District 3 President’s Council, as decided by the Co-Presidents
- d) The Co-Presidents will both serve as members of the LaGuardia Arts School Leadership Team (the “SLT)
- e) Co-Presidents will make sure emails sent to the General PA email address - [Laguardiahspa@gmail.com](mailto:Laguardiahspa@gmail.com) are answered promptly – this task may also be assigned to one of the VP’s. or the Secretaries.
- f) The Co-Presidents will meet monthly with the Executive Board members in accordance with the PA Bylaws to plan agendas and discuss school wide issues
- g) The Co-Presidents will each serve as signatories on checks written by the PA pursuant to Section IX (B) of the PA Bylaws
- h) The Co-Presidents will be responsible for development and review of both proposed budget and the budget process with the assistance of the Treasurer and approval of the Executive Board
- i) The Co-Presidents will assist with the June transfer of PA records to the incoming Executive Board
- j) For PA ELECTIONS – Co-Presidents are required to run as a slate, and are elected for a one-year term.

### **Co-Vice Presidents (2 Positions)**

- a) The Co-Vice Presidents will assist the Co-Presidents and will assume the Co-Presidents duties in their absence or at the Co-Presidents request.
- b) The Co-Vice Presidents will assist with the June Transfer of PA Records to the incoming Executive Board
- c) One of the Co- Vice Presidents will serve as Chair of the Fundraising Committee and the other shall serve as Chair of the Communications Committee as decided by the CO- Vice President,

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- d) The Co- Vice President of Communications is responsible for the PA Website – and will appoint a WEB MASTER to make sure the site is kept up to date and accurate
- e) The Co-Vice President of Fundraising shall be responsible for coordinating Fundraising activities with the city, school and other events.
- f) For PA ELECTIONS – CO- Vice Presidents are required to run as a slate, and are elected for a one-year term.

### **Secretary and Assistant Secretary (2 Positions)**

- a) The Secretaries will maintain the official record of the proceedings and actions of all PA meetings
- b) The Secretary will maintain custody of the PA records and Reports
- c) The Secretary will sign and incorporate all amendments into the Bylaws and will ensure that copies of the amended Bylaws are on file in the Principal’s office.
- d) The Secretary will provide PA members with notices through e-mail and will prepare and distribute meeting notices and agendas, minutes of past meetings and sign-in sheets at each PA meeting
- e) The Secretary shall maintain the PA Constant Contact database and assist Studios in communicating with their stakeholders.
- f) The Secretary will be responsible for reviewing, maintaining and responding to all correspondence regarding the PA.
- g) The Secretaries will assist the treasurer with the June transfer of all PA records to the incoming Executive Board
- h) Assistant Secretaries will assist the Secretary as requested, and may perform all duties of the secretaries as requested.
- i) Secretaries run singly and are elected for a one-year term.

### **Treasurer and Assistant Treasurer (2 positions)**

- a) The Treasurer will be responsible for all financial affairs and funds of the PA
- b) The Treasurer will be responsible for maintaining updated records of all transactions via online QuickBooks financial software and reconciliation of bank accounts and production of Financial Reports and oversee preparation and filing of all tax returns including 1099’s.

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- c) The Treasurer will be one of the signatories on all check written by the PA
- d) The Treasurer will adhere to and implement all of the financial procedures established by the PA
- e) The Treasurer will interface with the PA's Independent Certified Public Accountant and facilitate an annual audit of the PA Books and records
- f) The Treasure will prepare and present a written report of income and expense at every Executive and General PA meeting. This report will include all financial transactions and opening and closing bank balance for the period
- g) The Treasurer will prepare the Interim PA Financial Report by January 31<sup>st</sup> and the Annual PA financial Report by the June meeting, including all transactions. These reports will be presented and review by the Co-Presidents and copies will be provided to the Principal for filing.
- h) The Treasurer will make available the books and records available for viewing by PA Members within 60 days of submission of a written request and for audit.
- i) The Treasure will assist with the June transfer of all PA records to the incoming Executive Board
- j) The Assistant Treasurer may assist the Treasurer in all of the above, including being one of the signatories on PA checks.
- k) The Treasurer will be responsible for prompt replies to emails sent to the Treasure email – [laghspa@gmail.com](mailto:laghspa@gmail.com)
- l) The Treasurer, or their designee is responsible for securing all cash at LAGHSPA events and reconciling and monitoring SQUARE accounts.
- m) The Treasurer will be the Officer of Record on all PA bank accounts.
- n) The Treasurers run singly and are elected for a one-year term.

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## **DUTIES of COMMITTEE CHAIRS AND REPRESENTATIVES**

### **Academic Forum Co-Chairs (4 Positions)**

The primary responsibilities of AF Co-Chairs is to run the monthly Academic Forum meetings, and interface with the Academic AP's in each department to assess the department needs that the PA could assist with. In addition, they sit on the AP Executive Board (monthly meetings), field Issues brought to their attention by parents and advocate for academics matters at the school.

In general, each AF Co-Chair should anticipate running two or more monthly meetings. This involves contacting guest speakers, arranging publicity and notices for the meetings, coordinating with LaGuardia teachers who may be participating, creating the agenda and handouts and then writing a report of the meeting.

AF Co-Chairs will share responsibilities such as recruiting parent volunteers, volunteering at auditions and other school events. AF Co-chairs are also run a series of college meetings with outside speakers, keep track of Teachers Projects on *donorschase* and encourage teacher participation in that program by providing assistance in identifying projects, keep parents informed about academic opportunities outside of the school such as College Now courses, etc.

The AF Co-Chairs may appoint department liaisons to assist in interfacing with academic department AP's to facilitate discussion of academic issues with parents, and may appoint a College Office Liaison.

For PA ELECTIONS – Academic Forum Co-Chairs must run as a slate, and are elected for a one-year term.

### **Community Involvement Co- Chairs (2 positions)**

- a) Community Involvement Co-Chairs will attend all regular meetings of the Manhattan Federation and district Meetings as the Co-Presidents' Designees.
- b) Community Involvement Co-Chairs will follow education news in the city and state in order to keep the Executive Board and the PA

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well informed of current issues and actions that may need to be taken.

FOR PA ELECTIONS – Community Involvement Co-Chairs must run as a slate, and are elected for a one-year term.

### **Studio Representatives**

Each Studio elects two CO-Reps who sit on the EB and are voting positions. Each Studio will hold their own elections for Studio Rep, and only parents in that Studio are eligible to run and to vote. Elections are held at the same time as the General PA elections.

Co-Reps for each studio must run as a slate, and are elected for a one-year term.

Studios at LaGaurdia HS are:

1. Art
2. Dance
3. Drama
4. Music – Instrumental
5. Music - Vocal
6. Theater TECH

There are other positions available in each studio,(such as Studio Treasurer, Studio Secretary, etc) however they do not sit on the Executive Board. For more information regarding available Studio Positions, please contact your Studio Rep.

### **School Leadership Team (SLT) – 4 positions**

School Leadership Teams (SLT) are school-based organizations composed of an equal number of parents and staff. They meet at least once a month, and determine the structure for school-based planning and shared decision-making. The LaGuardia School Leadership Team meets in the Principal's Conference Room (2nd Floor) at 4:15 – 6:00 once a month.

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SLT members must include as mandatory members: The school principal, The PA president (or designated Co-President), the UFT Chapter Leader, and an equal number of parents and staff. High School teams must include at least two students. SLT may elect to include representative from Community-based organizations.

SLT Roles in schools: the core responsibility of each SLT is to develop the School's Comprehensive Educational Plan (CEP) that is aligned with the school-based budget. SLT's are strongly encouraged to solicit input from various school community constituencies in order to ensure that all voices are heard regarding the needs of the students. Functioning in a collaborative manner, SLT's also help to evaluate the effectiveness of the school's educational programs and their impact on Student achievement. SLTs receive support and guidance as needed from their District Leadership Teams.

LaGuardia HS has five (5) elected parent members (not including the two-Co-Presidents). Four members are elected singly at the June PA meeting. The Freshman rep to the SLT is elected at the first meeting in the fall.

For PA Elections – SLT members run singly and for a one-year term.

If you are not sure if you are ready to commit to a position yet, please consider joining a committee. These committees meet on their own and report to the EB as needed (Although the Chair of these Committees are official members of the Executive Board – but they are non-voting members.

The Fundraising/ GALA Committee

The Grants Committee

The Communication Committee

The Volunteer Coordinator

The Hospitality Committee

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The Sports/Athletics Committee

The School Safety Committee

The Attendance Committee

And others.

If you are interested in serving on any of these, you can sign up in the fall.

If you would like more information on running for office, please contact the Parent Association at [laguardiahspa@gmail.com](mailto:laguardiahspa@gmail.com)

Thanks so much – and remember, your PA is only as good as you make it! Get involved, its fun and it really matters to the school and the students.

The LaGuardia HS Parents Association Executive Board  
[laguardiahspa@gmail.com](mailto:laguardiahspa@gmail.com)

Visit our website – [www.laguardiahspa.org](http://www.laguardiahspa.org)