



## **UAPA Volunteer Positions**

### **I. UAPA Executive Committee**

The Executive Committee consists of Executive Chair, Chair-Elect, Secretary, Finance Chair, Marketing & Communications Chair and Representatives for Lower School, Middle School, and Upper School. UAPA will consider an honorary/ex-officio Chair for one year to be assumed by the Chair rolling off the committee

**Chair:** Under the direction of the Parent Relations Manager, the UAPA Chair oversees the entire UAPA, schedules meetings, delegates tasks for officers. The person in this position should ideally have served as UAPA Chair-Elect. The Chair should not assume sub-chair responsibilities for an event, but can be a support volunteer for any event.

**Chair-Elect:** The Chair-Elect supports the Chair of the UAPA as needed and will assume roll as next UAPA Chair. Whenever possible, the Chair-Elect should not be in the same division as the Chair.

**Secretary:** The Secretary records minutes, makes available to UAPA, assists in correspondence, and checks UAPA email.

**Finance Chair:** The Finance Chair issues financial reports, attends committee meetings, and assists in creating and maintaining the annual budget.

**Marketing & Communications Chair:** The Marketing & Communications Chair creates content for school newsletters, maintains marketing platforms as created (ie: Parent Facebook group or Instagram account), and maintains the website.

**UAPA Division Representatives:** The Lower School, Middle School, and Upper School Division Representatives work with Division Principal and Alumnae and Parent Relations Manager to help oversee Grade-Level Representatives (GLR), serve as a liaison between the UAPA and GLRs, and attend all parent association and Executive Committee meetings. The Division Reps also assist the Volunteer Coordinator with finding volunteers for their Division events.

**The UAPA Executive Committee meets monthly. All Division principals, Head of School, and Parent Relations Officer are also invited to attend monthly meetings. The Executive Committee members may serve up to 2 consecutive years, with the opportunity to roll off after 1 year if needed.**

## II. Steering Committee

### **Grade Level Reps Volunteer Position:**

Grade Level Reps (GLRs) assist in the promotion of the school community through active parental/guardian involvement. In conjunction with the UAPA Division Reps, GLRs for Montessori through 12<sup>th</sup> grade share information with parents via email to provide important updates on news and reminders relevant to the grade. They also support the administration at school-organized socials pertaining to their grade. GLRs work with Homeroom Teachers (in Lower School and Middle School) and principal and Grade Faculty Moderators (in Upper School). In the Lower School, there can be 2 GLRs, however, one will be assigned the main point of contact with the Executive Committee. Grade Level Reps are not required to attend monthly Executive Committee meetings, but are welcome to join if available!

GLR should send an introductory email to parents, including information about their personal experience at the school (e.g., number and grades of children) and describing the Grade Representative's role as a contact person for questions or concerns. They can also provide feedback to their UAPA Division Rep on the effectiveness and quality of communications to parents and suggests improvements as necessary.

**GLR positions are one-year-only positions, but parents are able to self-nominate every other year. In the event that no parent self-nominates for this role, the previous GLR may continue for an additional consecutive year.**

### **Volunteer Coordinator:**

The Volunteer Coordinator helps create and maintain the volunteer master google form, helps create job descriptions for various volunteer roles, helps identify and select Chairs and co-chairs of large events, and helps create sign-up genius forms as needed. This position is supported by the Division Representatives. **The Volunteer Coordinator may be asked to attend monthly Executive Committees meetings on occasion and can serve up to 2 consecutive years, with the opportunity to roll off after 1 year if needed.**