



NEW CANAAN HIGH SCHOOL PARENT FACULTY ASSOCIATION

The PFA needs your input in order to fill Executive Board and Committee Chair positions for the 2021-2022 school year! We are hopeful many of our activities will be able to resume and need a great team to pull it off.

Please review the PFA positions outlined below and nominate any candidates that you feel are qualified to serve by sending an email to nchspfa@gmail.com, or contact any member of the current board. You are also encouraged to nominate yourself. The committee will use the input to develop a slate of candidates that will be presented at the PFA Annual Meeting in April. Submissions are due by Friday, February 14th.

Executive Board

President

Preside at all PFA and Executive Board meetings. Coordinate the work of the officers and committees of the PFA. Work closely with the Administration in planning programs and activities.

VP of Communications and Technology

Oversee all committees and activities related to communication with parents, students and the community.

VP of Education

Oversee all education-oriented activities, including Grade Level Networking sessions, and liaison with guidance department on education initiatives.

VP of Gifts and Grants

Oversee all committees and activities related to PFA membership, fundraising and teacher grant requests.

VP of Hospitality

Oversee all committees orchestrating events for students, parents and staff.

Treasurer

Keep accurate records of income and expenditures. Present financial statements at PFA meetings. Oversee the preparation of the annual PFA budget. Prepare and file annual tax returns.

Assistant Treasurer

Track, record and report PayPal and cash payments for Membership Drive, Enrichment Fund Donations and Post Prom contributions. This position reports to the Treasurer and should be willing to become PFA Treasurer.

Secretary

Record minutes of all PFA and Executive Board meeting, and assists Presidents with other board duties as needed.

Communication Committees

Editors (2) - Ramogram and E-Blast

Assist communication chair with proofreading and editing all communications including weekly e-blasts and monthly Ramograms

Graphic Designer

Create PFA brochures and publicity materials as needed on a project basis.

PFA Event Photographer

Photograph PFA events for inclusion on the PFA website and for use by the Graphic Designer and Publicity Chair.

Webmaster

Maintain and update the PFA website.

Social Media

Work with Communication chair to post content to PFA social media sites

Education Committees

Grade Level Networking Chairs (two for each grade)

Organize a series of meetings centered on the interests of each grade level.

Library Liaison

Organize and maintain a schedule of library volunteers.

Board of Ed Liaison

Attend bi-weekly BOE meetings and submit summaries to the Ram-O-Gram.

Special Ed Liaison

Inform the PFA at monthly meetings of events sponsored by the SPED Department.

Office Support Chair

Organize the schedule of main office volunteers.

Safe Driving Week Chair

Develop a calendar of events for spring safe driving week

Career Night Chairs (two- event is every other year)

Form a committee to develop and run the spring Career Night fair

Finance Positions

Post Prom Treasurer

Keep accurate records of receipts and expenditures and prepare financial reports for the Post Prom Committee and PFA Treasurer.

Gifts and Grants Committees

Enrichment Grants Chair

Hold regular meetings of the Enrichment Grant Committee, communicate with teachers regarding grant requests, and present recommendations to the PFA Board and membership.

Membership & Donation Drive Chair

Determine and implement a plan to attract PFA members and donations. Work closely with Graphic Designer to produce printed brochures and materials.

Hospitality Committees

Post Prom Chair

Organize a party for seniors to be held after the Senior Prom.

Campus Beautification Chair

Coordinate the enhancement of interior/exterior spaces at NCHS.

New to NCHS Chair

Supervise several events for new students and their parents throughout the fall.

Freshmen Orientation T-Shirt Distribution Chair

Coordinate T-shirt distribution for freshman on the first day of school.

Freshman Walkthrough Chair

Welcome freshman the days before school and distribute maps

Open House

Coordinate refreshments and hospitality activities during the Open House in September.

Alumni Roundtable

Chair Organize a brunch to be held in December for juniors and seniors and recent graduates.

Midterm Staff Luncheon Chair

Coordinate a staff luncheon to be held during midterms in January.

8th Grade Orientation Refreshment Chair

Organize refreshments and welcome 8th grade students and parents. Liase with guidance which manages the event

Staff Appreciation Day Chair

Coordinate a day-long recognition event for all staff members in the spring.

General Meeting Hospitality Chair

Coordinate refreshments for PFA meetings.

Exam Refreshment Chair

Obtain and distribute snacks to students during Mid-Term Exams.

Graduation Decorations/Refreshments

Assist to decorate the stage and solicit refreshments for the graduation ceremony.