

### **Chair – Exec Board/Voting**

Preside over all executive board meetings of the SPA.

Perform such duties as are incumbent on this office including but not limited to meeting with the principal monthly and be a liaison to faculty and staff.

Be an ex-officio member of all committees.

Attend admissions and school-wide events.

Attend School Board meetings as the parent representative.

### **Co-Chair - Exec Board/Voting**

Shadow the Chair to learn the position to become Chair following year.

Assume the role of Chair in the event the Chair resigns

Function as Parliamentarian (John Bosco Award)

### **Vice Chair– Exec Board/Voting**

Interface with the Admissions Office; attend meetings and coordinate needs as necessary.

Support the Admissions office with student orientation and prospective/new family events throughout the entire school year.

### **Secretary– Exec Board/Voting**

Record the minutes at all executive committee meetings of the SPA.

Facilitate the posting of meeting minutes and budgets after approval by the SPA executive officers.

Maintain constant communication between SPA and school administration so that the Parent/Teacher community can be informed of events/activities in an effective manner.

Be responsible for the correspondence of the SPA .

Perform other duties as may be requested by the executive committee.

### **Treasurer– Exec Board/Voting**

Prepare an annual budget of expenses to submit to the school Principal

Work with the school's Business Office in order to obtain timely Profit and Loss reports

Keep an accurate record of the receipts and expenditures of the SPA.

Retain appropriate financial forms as needed for reimbursement requests.

Prepare financial reports for the SPA Executive Committee.

### **Historian– Exec Board/Voting**

Keep a written record of SPA sponsored events.

Use these resources for the promotion of SPA involvement.

Create and manage Name badges each year.

Coordinate with the Director of Technology to update SPA emails/passwords/badge codes annually.

**Class Representatives– Exec Board/Voting 1 per grade level**

**Freshman** – Freshman Retreat (Before the start of school year), Class Events (Fall Breakfast & Spring). Check the SPA Freshman email account and respond to any correspondence.

**Sophomore** – Sophomore Retreat (spring) , Class Events (Fall Breakfast & Spring). Check the SPA Sophomore email account and respond to any correspondence.

**Junior** - Junior Retreat (1/2 class Fall, 1/2 Class Spring) Class Events (Fall Breakfast & Spring). Check the SPA Junior email account and respond to any correspondence.

**Senior** -Senior Yard Signs (fall), Senior Retreat (Fall), Senior Signing Day (Spring), Senior Night (Spring). Check the SPA Senior email account and respond to any correspondence.

**ALL Class Representatives:**

Represent the parents of the students in each grade.

Encourage and facilitate involvement for their grade level.

Perform other duties as requested by the Executive Committee.

Coordinate activities and needs with coordinating faculty sponsors.

Support Advancement efforts by organizing Grade Level Gatherings and support for fundraising events such as Community Coffees/Happy Hours, Soiree Class Basket. The dates for Community Coffees and Happy Hours are set in conjunction with the school administration and the SPA chair to avoid date conflicts.

## **COMMITTEES:**

### **Spirituality -**

Connect with Directory of Ministry regarding needs for Mass, Adoration, and Imago Christi Dei, Savio Feast Day

### **Rosary -**

Lead the daily Rosary for our school praying for individual students, parents, and faculty/staff throughout the year. Connect to Zoom daily during Rosary.

### **Social -**

Assist with various campus wide events including Principals coffees, Friendsgiving, International Week/Feast and Grade Level Gatherings set by SPA chair and school administration.

### **Supplies -**

Periodically inventory SPA supplies in teacher lounge and purchase as necessary

### **Teacher Appreciation -**

Manage all teacher appreciation events which include but are not limited to monthly teacher birthday treats, kickoff meal (before school starts), EOY treat, student conference lunches, soup lunch, brown bag treat, k-cup drive, Christmas cash drive

### **Volunteer Coordinator -**

Build and manage sign up genius for all SPA events

### **Uniform Sales -**

Maintain uniform inventory, pick up and deliver items to/from campus, work with the business office to confirm receipt of sales.

Coordinate with Admissions for Uniform Resale event at New Family Orientation in May and June Sizing event as well as Freshman orientation the week before school begins.