

# PC Roles and Responsibilities 2021-2022

## EXECUTIVE BOARD:

1. **President** - meet with administration and board members regularly to coordinate and execute PC events and initiatives.
2. **Vice President** (2 year commitment) - assist and shadow President.
3. **Secretary** - Report PC events to FA communications team, improve PC communication with parents (maybe newsletter), manage PC SignupGenius account.
4. **Treasurer** - handle all monies related to PC expenses and savings.
5. **Assistant Treasurer** (2 year commitment) - assist and shadow Treasurer.
6. **Lower School Vice President** - hold PC divisional meetings, assist with divisional activities, report divisional happenings to the board, and communicate with divisional reps.
7. **Lower School Assistant Vice President** (2 yr commitment) - assist & shadow LS VP.
8. **Lower School Secretary** - take minutes at divisional meetings, send pictures and descriptions of divisional events to board secretary.
9. **Middle School Vice President** - hold PC divisional meetings, assist with divisional activities, report divisional happenings to the board, and communicate with divisional reps.
10. **Middle School Assistant Vice President** (2 yr commitment) - assist & shadow MS VP.
11. **Middle School Secretary** - take minutes at divisional meetings, send pictures and descriptions of divisional events to the board secretary.
12. **Upper School Vice President** - hold PC divisional meetings, assist with divisional activities, report divisional happenings to the board, and communicate with divisional reps.
13. **Upper School Assistant Vice President** (2 yr commitment) - assist & shadow US VP.
14. **Upper School Secretary** - take minutes at divisional meetings, send pictures and descriptions of divisional events to the board secretary.

## CLASS REPRESENTATIVES:

Two individuals for Playgroup through 12th grade and is a one year commitment.

Responsibilities include -

- Manage class specific/teacher requests
- Check-in with divisional VP
- Supply divisional secretary with photos and descriptions of class events
- Organize grade get-togethers
- Email regularly with parents/caregivers about grade specific events and notes
- Send introduction and end of year email to parents/caregivers
- Connect with new parents/caregivers

## COMMITTEES:

### ★ Fundraising

- **Fall Plant Sale** - responsible for sale during Spirit Week.
- **Holiday Social & Shopping Event** - coordinate one-day parent/caregiver event in November as a social, dining, and shopping get-together.
- **Bake Sale** - organize an all-school bake sale.
- **EC & LS Book Fair** - work with LS Principal to host a book fair.
- **Spring Plant Sale** - responsible for sale around Mother's Day.
- **FA Merch** - work with administration to order and sell FA merchandise during Spirit Week and year-round.

### ★ FA Fun for Students

- **Skate Night** (All School) - coordinate skate night at Beaver Dam in January.
- **Decorations** (Welcome Back, Fall Fair/Spirit Week, Halloween, Winter Holidays, Graduation) (All School) - decorate FA's campus to infuse spirit.
- **Grandparents/Special Friends Day** (LS) - coordinate with LS principal a day when grandparents/special friends visit the lower school with students.
- **Hot Chocolate** (LS) - coordinate afternoon hot chocolate station at LS parking lot during cold months (one per month, approximately 4).
- **Movie Night** (LS) - coordinate a movie day/night.
- **Game Night** (MS) - coordinate a game night (Friday after school).
- **ISE** (MS) - work with chairs from other private schools for multi-school events.
- **Fall Sports Day Celebration** (MS) - coordinate celebration for start of fall sports with food and decorations.
- **Spring Varsity Sports Day BBQ** (US) - coordinate celebration of varsity athletes with food and party.
- **Junior Prom** (US) - work with administration on prom related activities.
- **Senior Pre-Prom/Prom/Senior Brunch/Graduation** - 3 people (US) - work with administration to coordinate related activities for senior events.

### ★ Caring Committee

- **Welcome new parents from PC** - welcome committee
- **Welcome new students from PC** - welcome committee
- **Celebrate Teacher/Staff Milestones** (new babies, milestone birthdays, retirement) - send acknowledgment of events on behalf of PC to recipient.
- **Faculty Appreciation** - coordination and execution of appreciation event.

### ★ FA Fun for Parents/Caregivers

- **Walks** - coordinate 3 outdoor walks throughout the year.
- **Book Club** - coordinate 2 book club meetings with facilitator throughout the year.
- **Galentine's Event** - coordinate to collect donations for a charity and host social event with food around Valentine's Day.

### ★ Community Service

- **Sandwich Making** - collect and deliver grocery items to POTS in the Bronx.
- **Year-Round Giving Tree** (for FA community or local charity) - new opportunity
- **Elija Farm** - new opportunity