

Parent Council Structure

Exec Board

- **Executive VP/P** to meet with Jen Halliday once in each quarter of the year
- **Executive Asst Treasurer/Treasurer** to meet with Ann Marie Tidona as needed
- **Executive Secretary** to take minutes at all executive meetings and work with Andrea Miller on all school communication, website and social media
- Oversee committees
- Oversee events/manage budget
- Hold general PC meetings
- Hold monthly executive meetings
- VP to take minutes at both general PC meetings

LS/MS/US -- AVP/VP

- Hold quarterly (and/or as needed) meeting with divisional heads
- Assist in divisional activities
- Report on divisional activities at executive meetings
- Run bi-annual divisional meetings
- Reach out to reps as necessary
- AVP to take minutes at bi-annual divisional meetings

Class Reps

- Manage any class specific/teacher requests
- Meet as needed with AVP/VP of respective division
- Work with Executive Secretary to handle any PC Board or school-related communication requests
- Organize grade get togethers and approve through Executive Pres/VP
- Send welcome/introduction email to your respective grade with important dates and information and any other emails as needed
- Take minutes at all parent connections meetings

Committee Chairs

- Committee chairs to report to EVP/EP and divisional AVP/VP as necessary
- Manage specific events and respective committees

- Must review all budgets and financial transactions with Executive Treasurer