

North Parent Group Executive Board Job Descriptions for 2017/18

For All Board Positions

- Attend monthly NPG executive board meetings and general parent group meetings
- Review Executive Board Norms
- Report on appropriate items during meeting
- Attend North events whenever possible
- Attend Superintendent coffees held at North (twice a year)
- Be a positive role model to parents, students, staff
- Communicate to board any issues you may be aware of
- Attend first day of school coffee
- Be a North advocate for all students!

President – 2017/18: Kim Oliff

- Preside over NPG meetings, executive meetings and other special meetings, and prepare agenda
- Write monthly update for North News
- Prepare the EVP for the position of President
- Oversee selection of events and ongoing chair positions with Events VP
- Write summer ePacket letter
- Host New Parent tour
- Work with Directory Chair to create school directory
- Attend monthly APG meetings
- Attend district Roundtable meetings
- Attend School Site Council meetings and/or prepare schedule to have board representation at SSC meetings
- Serve on Allocations Committee
- Make presentations at new parent reception, staff luncheons and other various events
- Oversee NPG budget with Finance VP
- Stay abreast of issues regarding welfare of North kids, parents and staff; deal with policy issues
- Clearinghouse for district and school information
- Serve as chair of Nominations Committee the year after leaving office

Executive VP – 2017/18: Susan Pfendt

- Serve as chair of Allocations Committee
- Preside over Allocations Proposal at the General Parent Meeting
- Help with Speaker Series events – sit on committee, brainstorm possible speakers, book dates and reserve space

- Liaison to Hillsborough Recreation Dept – communicate back to board any updates or issues that affect North community, gym and fields
- Work with Events VP to manage sign up sheets at Welcome Back coffee
- Slated to serve as NPG Executive Board President for following school year

Events VP – 2017/18: Melodie Rubin

- Oversee all Event committees; liaison with chairs as first point of contact
- Help to fill all chairs at spring social meeting
- Step in/help at events where needed and attend whenever possible
- Prepare committee Google folders with budgets, job descriptions and notes to hand out to all committee chairs
- Run committee chair meeting during first two weeks of school
- Actively work with event chairs with respect to budgets
- Communicate available resources (i.e. coffee urns) in storage and kitchen
- Work with President to compose thank you blurbs in North News
- Write and send personal thank you note cards to **event** committee chairs after event

Finance VP – 2017/18: Erin Lager (term ends June 2018)

- 2 year term
- Keep all bank accounts in order
- Update financial statements and bring updated copies to each board meeting
- Pay bills and makes deposits in timely manner
- Compile all online DUES payments
- Follow up with unpaid families (aim for 100% payment)
- Collect payment for North Spirit Gear and place order in the fall
- Serve on Allocations Committee
- Attend budget meetings as needed
- Prepare North budget report for APG as needed
- Purchase (as needed) gifts for teachers (flowers, cards)
- Coordinate Teacher / staff Holiday and End of Year gifts with Room Parents and other board members

Communication VP – 2017/18: Esha Sinha

- Send out emails for North News blurbs; collect, compile and format all incoming blurbs
- Help draft, format and edit eBlast messages in collaboration with the President and Principal.
- Run blurbs by Principal and President for approval before submitting to district by deadline
- Create link to word document/flyer/form when necessary
- Liaison with Website Coordinator, provide her necessary information to post to website/help keep website updated with current North News or other NPG information

Secretary – 2017/18: Rita Walia

- Take all minutes at board meetings and general parent group meetings
- Proof notes with President within one week of meeting; revise and send out to board within two weeks of meeting
- Print copies of minutes and bring to each board meeting for approval; keep hard copy set in Secretary binder
- Update reader board in front of school each week (via input from President and Principal)
- Store copies of minutes on flashdrive, to be provided to District office at end of year.

Trustee Representative – 2017/18: Jackie Koo

- Attend monthly Board of Trustees meetings (August thru June), usually in the evening
 - Review the monthly posted Board of Trustee agenda and supporting documents to become familiar with the meeting content prior to meeting
 - Prioritize and communicate in writing and/or verbally at the NPG meetings events/activities/communication that could impact North Hillsborough and the District as a whole.
 - Forward any appropriate documents to the NPG board from the Board of Trustee Meetings
 - Coordination of two Board of Trustee meeting dinners (picking up catering, set-up and clean- up)

Room Parent Coordinator – 2017/18: Jen Nissenberg

- Enlist Room Parent volunteers for each classroom
- Provide overall guidance and communication to Room Parents through email/meetings
- Hold a Room Parent meeting prior to What to Expect Night; provide and Go-over Room Parent Guide
- Serve on Allocations Committee and Nominations Committee