VNHS-MPA

Board Members Volunteer Job Description:

President
- Work with the Vice President to set schedule of General MPA meetings, and to select speakers for Parents Resource meetings;
- Act as a support to the annual fundraising or ongoing fundraisers.
- Attend school events as part of the community building effort that the Parents' Association strives to maintain;
- Write annual parent donation letter, email, copies in teachers mailbox to distribute to student for their parents.
- Address parents in August first day of school, help organize, back to school night, open house, orientation and when needed.
- Communicate frequently via email with the various school programs to ensure that the Parents' Association is running smoothly and effectively
- Serve as the MPA representative through out the school year.

□ Accept_________________________ Date________________

Vice President
- Assist President, as needed;
- Preside over General MPA meeting if President is unable to attend;
- Attend all General MPA,
- Organize monthly PA meetings;
- Submit notices about the General MPA meeting.
- Review that Hospitality Chair person (s) has everything in order on up coming events, time management, refreshments, copies of MPA newsletter and anything else that is needed.
- Write thank you notes to speakers and hosts.
- Help with flyers for last minute announcements.
- Assist in MPA Monthly Newsletter.

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Treasurer/Co-Treasurer
- Assist in developing an annual MPA budget
- Prepare monthly reports and income statements
- Track revenue and expenses
- Ensure timely payments
- Communicate financial information to the appropriate parties (MPA Board Member)
- Attend all Magnet Parents' Association monthly meetings and Parent Resource meetings
- Specific tasks.
- Upload data into accounting program (QuickBooks)
- Approve payments and issue checks
- Reconcile bank statements
- Research discrepancies and abnormal items
- Provide general financial support and guidance as needed
- Pick up mail as needed

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Secretary
- Take minutes at Magnet Parents' Association monthly meetings
- Submit approved MPA General meeting minutes to VP & Pres. to display on future Parents’ webpage as well as other communication and correspondence as required by the President.
- Compile all upcoming plans and concerns (prior to actual MPA meeting), as submitted by each position (VP, Treasurer, all board members), to President 3 days prior to MPA meeting. This will allow time for the information to be on the MPA agenda.
- Send minutes via email.
- Pick up mail as needed
- Assist in MPA Monthly Newsletter

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Chairman of Hospitality (2 people)
- Recommend new process for managing hospitality needs - within annual budget -
- Coordinate refreshments for monthly Magnet Parents’ Association meetings (Monthly) and Parent Resource meetings (3 per year);
- Organize welcome area (table) for NEW parents to the MPA meeting at the beginning of school year
- Work with the faculty to help plan events throughout the year.
- Attend MPA monthly meetings
- Assist in College information and parents education information events.
- Communicate to all families
- Before school starts, organize social gathering for parents, which may also include faculty and staff living in area; (?)
- Check-in with families periodically by email;
- Establish email distribution list on personal computer;
- Magnet Parents’ Association Community Service committee to promote service events in our community.
- Help organize and execute all school mailings on an as needed basis and work closely with Chair of Volunteer.

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Chairman of Volunteers (1-2 people)
- Assist in developing a one-page handout for parents for most of events.
- Recruit new parents and student recruitment for events in school and community service to help teachers.
- Coordinate a series of community service opportunities throughout Van Nuys area to participate. The goal of these activities is to offer meaningful, interactive experiences for parents and students to work together side-by-side. Each event should have at least one chair attending; In addition, its great for community outreach to invite business to our events at the school. This will give us an opportunity for companies to start buying banners, donate and or sponsor a school need.
- Send updates on community service information on Parents’ Page of school website;
- Advertise volunteer opportunities in Monthly Newsletter.
- Attend MPA monthly meetings
- Help organize and execute all school mailings on an as needed basis and work closely with Chair of Hospitality.

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Chairman of Fundraiser (1-2 people)
- Recruit and coordinate a committee of parent volunteers to plan and execute a community party that raises funds for the school.
- Work with the Development Department to develop the appropriate theme and messaging to promote the event and raise funds.
- Seek donations from the parent (help with yearly parent donation letter) and seek business community donations/sponsorship, silent auction items and in-kind items to reduce the expenses of the event. Send thank you letter after receiving donation.
- 2018 Planning fundraising community event
- Communicate with everyone on the board and staff to execute plan.
- Assist Historian in developing flyers and submit to Pres. and VP for approval to forward to Principal Gardea.
- Attend MPA monthly meetings

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Historian
- Tracks all school events
- Lead Magnet Parent Association Newsletter. Assist the VP on the MPA Newsletter.
- Monitor information to ensure that it is current and accurate.
- Develop Flyers and submit to Pres. and VP for approval to forward to the Principal Gardea.
- Attend MPA monthly meetings

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Grad Night (1-2)
- Organize all details for the senior class
- Tickets
- Announcements
- Insurance
- Budget
- Waivers
- Chaperones
- Sales
- Attend MPA monthly meetings

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Ms Gardea, Principal________________________________________ Date________________