

Executive Committee Job Description  
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## Haverford School Parents' Association Job Description

Position Title: CHAIRMAN

Basic Position Description:

- Execute to the HSPA Mission Statement and ensure compliance by all Board members
- Oversee all members of the Board in planning and executing their respective responsibilities
- Serve on the HSPA Finance and Executive Committee and General Board
- Serve on the Haverford School Board of Trustees and the Haverford Leadership Council
- Serve as a good will ambassador to the Haverford School community
- Create an enjoyable and meaningful experience for Board members, volunteers and event/project attendees, helping to promote the Haverford School community

Specific Position Requirements:

- Assist HSPA Finance and Executive Committee members and Standing Committee Chairs, if and when needed
- Prepare for and preside over all HSPA Finance and Executive Committee and General Board meetings
- Prepare for the Haverford School Board of Trustees, Board of Trustees committee and Haverford Leadership Council meetings
- Attend Finance and Executive Committee, Standing Committee Chair and Class Parent orientations, if offered
- Review all committee Event Summary Reports of the previous year
- Adhere to HSPA-approved budget
- Oversee timeline for all event activities, e.g. planning meetings, publicity, treasury, etc.
- Oversee communications to parent/guardian community
- Attend Division coffees
- Prepare the Vice Chairman to transition to Chairman the following year
- Send thank you notes to all HSPA Board members upon completion of project/event or term
- Submit a summary report of current year to incoming Chairman

Position Timeline:

Weekly:

- Oversee HSPA related communications
- Review ongoing HSPA events/activities with Director of Parent Programs
- Interface with Vice Chairman and Treasurer
- Communicate with Standing Committee Chairs to review status of planning and execution of respective HSPA events/activities

- Review HSPA weekly publicity to be distributed

Monthly:

- Prepare agendas for and preside over HSPA Finance and Executive Committee meeting and HSPA General Board meeting; review, revise if needed and finalize drafts of minutes
- Review HSPA monthly publicity to be distributed in HSPA and Haverford School publications

Ongoing:

- Prepare for and attend Board of Trustees, Board of Trustees committee and Haverford Leadership Council meetings on scheduled dates
- Attend HSPA Division Coffees on scheduled dates

# Haverford School Parents' Association Job Description

Position Title: VICE-CHAIRMAN

## Basic Position Description:

- Support and supervise Class Parents and all Class Parent projects
- Prepare to assume responsibilities of the HSPA Chairman the following year
- Serve on the HSPA Finance and Executive Committee and the HSPA Board, attending monthly meetings
- Serve as a good will ambassador to the Haverford School community
- Create an enjoyable experience for volunteers and attendees, helping to promote the Haverford School community

## Specific Position Requirements:

- Assist in assembling Standing Committee and Class Parent Folders
- Prepare and lead Class Parent orientation, and attend Class Parent technology training, if offered
- Supervise Class Parent communications with their classes, including the following:
  1. Provide guidelines for, and then review and approve monthly Class Parent communications;
  2. Review and approve all Class Parent emails, invitations, flyers, and webpage copy before finalized and sent, or uploaded
- Oversee all Class Parent projects, ensuring all chairs do the following:
  1. Develop timeline for all event activities
  2. Present preliminary event plan to the Finance & Executive Committee with Vice Chair's guidance
  3. Meet all other event preparation and execution requirements
- Advise on specific class issues as they arise
- Participate in the creation of the HSPA Notes, and other HSPA communications by procuring and editing Class Event articles and flyers, Class Parent letters, etc before forwarding to the Internal Communications Chair, and then reviewing test publications before sent to the HSPA community
- Send thank you notes to Class Parents after their project is completed
- Complete the Event Summary Report

## Position Timeline:

### May

- Conduct the Class Parent & Standing Committee Orientation Meetings

### September

- Attend HSPA Opening Coffees and speak about the Class Parent activities

### Weekly

- Oversee Class Event communications in the HSPA Notes or other Haverford communications when necessary

### Monthly

- Advise Class Parents of presentation guidelines prior to their scheduled Finance and Executive Committee meeting
- Attend Finance and Executive Committee and Board meetings
- Ensure a designated Class Parent representative attends Division coffees if possible.

Ongoing

- Oversee Class Parent projects

# Haverford School Parents' Association Job Description

Position Title: SECOND VICE-CHAIRMAN

## Basic Position Description:

- Serve on the Finance and Executive Committee and HSPA Board, attending monthly meetings
- Create an enjoyable experience for new families, helping to promote the Haverford School community
- Serve as a good will ambassador to the Haverford School community

## Specific Position Requirements:

- Attend orientation, and review Finance and Executive Committee Guidelines, including prior Event Summary Reports
- Coordinate New Parent Events in the fall and spring
- Work with the Communications Office to manage the HSPA section of the Haverford School Parents Page Website, specifically Events & Fundraisers, Committees, Volunteers, Forms & Downloads, etc.
- Collect and review all Standing Committee and Class Parent reports
- Assist in assembling the Class Parent Folders
- With the Vice-Chairman conduct the Class Parent orientation in May
- Serve as a member of the Ways and Means committee

## Position Timeline:

### May

- Assist the Vice-Chairman with the Class Parent & Standing Committee Orientation Meetings

### September

- Attend HSPA Opening Coffees and speak about the New Family activities

### Monthly

- Attend Finance and Executive Committee and Board meetings

### Ongoing

- Communicate with their new families, inviting them to participate in HSPA and school-sponsored events/activities
- Collect completed Event Summary reports
- Perform any projects requested by the Chairman

## Haverford School Parents' Association Job Description

Position Title: CORRESPONDING SECRETARY

### Basic Position Description:

- Oversee all written correspondence from the HSPA to the Haverford School community
- Serve as a good will ambassador to the Haverford School community
- Serve on the HSPA Finance and Executive Committee and the HSPA Board, attending monthly meetings

### Specific Position Requirements:

- Attend orientation, if offered, and review Finance and Executive Committee Folder, including prior Event Summary Reports
- When notified by the Director of Parent Programs of a birth, death, or illness of a faculty or staff member, send an appropriate card, with a handwritten comment, signed on behalf of the Haverford School Parents' Association
- Send other appropriate correspondence at the request of the HSPA Chairman
- Maintain a log of correspondence sent
- Substitute for the Recording Secretary if she is unable to attend a Board or Finance and Executive Committee meeting
- Complete the Event Summary Report

### Position Timeline:

#### Monthly

- Attend Finance and Executive Committee and Board meetings

#### Ongoing

- Respond to correspondence requests in a timely fashion

# Haverford School Parents' Association

## Job Description

Position Title: RECORDING SECRETARY

### Basic Position Description:

- Record and distribute the minutes of the monthly HSPA Finance and Executive Committee and Board meetings
- Serve on the HSPA Finance and Executive Committee and HSPA Board
- Serve as a good will ambassador to the Haverford School community

### Specific Position Requirements:

- Attend orientation, and review Finance and Executive Committee Folder, including prior Event Summary reports
- Compile a Board members email list and a Finance and Executive Committee members email list
- Send emails as requested by the HSPA Chairman (ie, agendas, minutes, meeting reminders)
- Take minutes at Finance and Executive Committee meetings and Board meetings
- After review and approval from HSPA Chairman of the Board Meeting Minutes, work with the Director of Parent Programs to upload the minutes to the HSPA website and email link to Board Members
- Forward copies of the F&E Committee meetings minutes to the Committee Members
- Archive all meeting minutes at the end of the year and submit to the Director of Parent Programs
- Complete the Event Summary Report

### Position Timeline:

#### August

- Compile and test email lists

#### Monthly

- Forward agendas and meeting reminders to Board members
- Attend Finance and Executive Committee and Board meetings
- Produce minutes of meetings and distribute to Board members



# Haverford School Parents' Association

## Job Description

Position Title: ASSISTANT TREASURER

### Basic Position Description:

- Assist the Treasurer in overseeing and reporting on the financial activity of the HSPA
- Serve on the HSPA Finance and Executive Committee and the HSPA Board, attending monthly meetings
- Serve as a good will ambassador to the Haverford School community

### Specific Position Requirements:

- Attend Standing Committee Chair and Class Parent orientations, if offered, to review financial reporting requirements with incoming HSPA Board members
- Review Finance and Executive Committee Folder, including prior Event Summary Reports
- Help prepare the finance and budget sections of the Standing Committee Chair and Class Parent Folders
- Help manage Diamond Mind account (credit card processor) and the HSPA Treasurer Gmail account – utilize both accounts to help the Treasurer provide THS business office with a breakdown of credit card charges on a bi-weekly basis
- Learn how to use the IProcess (swipe card system) on the HSPA's iPads for HSPA events
- Become familiar with the HSPA Store and the HSPA Volusion account (HSPA Store host)
- Become familiar with the monthly P&L reports detailing HSPA income, expenses, and notable budget items
- Be available or make arrangements for someone to be available for all HSPA events to manage the cash, checks, and credit card charges for all HSPA events
- Work with the Director of Parent Programs to provide all cash and credit card needs for all HSPA events
- Work with the Director of Parent Programs to provide the business office with the deposit of all profits from all HSPA events
- Provide guidance to the treasurers of HSPA events, advising on petty cash needs, reporting requirements, etc.
- Help prepare the next year's HSPA budget for review by the Finance and Executive committee

### Position Timeline:

#### May of prior year

- Attend orientation, if offered, for incoming Standing Committee Chairs and Class Parents
- Help finalize budgets for all HSPA events with the Treasurer and create budgets for the following year.

#### Weekly/Monthly

- Attend Finance and Executive Committee and Board meetings, reporting on the HSPA's cash position and event income and expenses
- Assist the Director of Parent Programs with any deposits going to THS's Business Office

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Year End

- Create projections for next year's budget including one for each HSPA event for the following year
- Finalize any year end financial documentation that THS Business Office may need
- Switch over any access authority from the Treasurer to Asst Treasurer

# Haverford School Parents' Association Job Description

Position Title: TREASURER

Basic Position Description:

- Oversee and report on the financial activity of the HSPA
- Serve on the HSPA Finance and Executive Committee and the HSPA Board, attending monthly meetings
- Serve as a good will ambassador to the Haverford School community

Specific Position Requirements:

- Attend Standing Committee Chair and Class Parent orientations, if offered, to review financial reporting requirements with incoming HSPA Board members
- Review Finance and Executive Committee Folder, including prior Event Summary Reports
- Prepare the finance and budget sections of the Standing Committee Chair and Class Parent Folders
- Manage Diamond Mind account (credit card processor) and the HSPA Treasurer Gmail account – utilize both accounts to provide THS business office with a breakdown of credit card charges on a bi-weekly basis
- Learn how to use the IProcess (swipe card system) on the HSPA's iPads for HSPA events
- With the HSPA Store Manager manage the HSPA Volusion account (HSPA Store host)
- Prepare monthly P&L reports detailing HSPA income, expenses, and notable budget items
- Provide guidance to the treasurers of HSPA events, advising on petty cash needs, reporting requirements, etc.
- Assist in determination of the HSPA's annual gift to the school by forecasting the current year's final income and expense
- Prepare a draft of the next year's HSPA budget for review by the Finance and Executive committee and provide this budget to THS Business Office

Position Timeline:

May of prior year

- Update and prepare the financial information for the Board, Standing Committee and Class Parent Folders
- Attend orientation, if offered, for incoming Standing Committee Chairs and Class Parents

Monthly

- Attend Finance and Executive Committee and Board meetings, reporting on the HSPA's financial position and event income and expenses
- Manage Diamond Mind account (credit card processor) and the HSPA Treasurer Gmail account – utilize both accounts to provide THS Business Office with a breakdown of credit card charges on a bi-weekly basis
- Obtain from the Haverford School's Business Office a monthly P&L for the Board meetings

Year End

- Assist in creating the projections for next year's budget including one for each HSPA event for the following year
- Switch over any access authority from the Treasurer to Asst Treasurer

## Haverford School Parents' Association Job Description

Position Title: WAYS AND MEANS CHAIR

Basic Position Description:

- Assist in evaluating current and proposed fund raising and expenditures and perform special assignments for the HSPA Chairman
- Serve as a good will ambassador to the Haverford School community
- Serve on the HSPA Finance and Executive Committee and the HSPA Board, attending monthly meetings

Specific Position Requirements:

- Attend orientations and review Finance and Executive Committee Folder, including prior reports
- If Chair requires performance of special assignment, select committee members as per by-laws, being as inclusive as possible
- Conduct meeting to review event implementation, continuance or change, develop budget projections, analyze expenditures and prepare reports to note recommendations
- Send a thank you note to all people important to committee
- Complete the Event Summary Report

Position Timeline:

Monthly

- Attend Finance and Executive Committee and Board meetings

Ongoing

- Mutually determined by HSPA Chairman and Ways and Means Chair