

Class Parents Job Description Index

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Haverford School Parents' Association

Job Description

Position Title: LOWER SCHOOL CLASS PARENT

Basic Position Description:

- Serve as a good will ambassador for the grade
- Welcome new families and encourage involvement in the HSPA
- Serve on the HSPA Board as the representative for your grade
- Communicate information between the Parents' Association and the parents in your grade
- Co-Chair/Support your Class Event
 - Grades Pre-K & K – Support Spring Fling
 - Grades 1 & 2 – Fall Festival - October
 - Grades 3 & 4 - Book Fair – February
 - Grade 5 - Moving Up Ceremony - June

Specific Position Requirements:

- Attend Class Parent orientation
- Review Class Parent Folder
- Compile an email list of all parents to be used for class specific information
- Write a welcome letter providing information relevant to your class that is sent with the HSPA August Mailing; a Draft of the Welcome Letter must be sent to the Vice Chair for review by July 20th
- Hold a New Boy Welcome Event before the school year starts, adhering to budget guidelines
- Conduct the class meeting following the HSPA Opening Coffee held in early September (welcome new parents, discuss and recruit volunteers for class activities and Class Event)
- Organize Fall Class Parent Social, clearing date with the Director of Parent Programs. (PK & K – Class Parent Social should be held on Campus)
- Attend or have a representative attend monthly HSPA Board meetings and HSPA Division Coffees
- Communicate Class activities and HSPA events to Parents via email, as needed
- Contribute Class Event deadline information as needed for the HSPA Notes
- Adhere to the HSPA approved budget
- Send a thank you note to all people important to your events
- Complete the Class Parent Summary Report

Position Timeline:

May of previous year

- Attend Class Parent orientation meeting

August or early September

- Hold New Boy Welcome Event
- Welcome new parents to the grade

September

- At the HSPA Opening Coffee, conduct the class meeting to solicit volunteers, line up sub-committee chairs and present class project purpose
- Engage host for the Class Parent Social

Oct - May

- Attend monthly HSPA Board meetings and Division Coffees, or have a representative attend
- Coordinate a Mom's night out or coffee (optional)
- Communicate class activities with parents via email

Haverford School Parents' Association

Job Description

Position Title: FALL FESTIVAL CHAIR (2nd Grade) and CO-CHAIR (1st Grade)

Basic Position Description:

- Organize and run a one-day Fall Festival in late October with games and food for the boys
- Serve as a good will ambassador to the Haverford School community
- Serve on the HSPA Board, attending monthly meetings
- Create an enjoyable experience for volunteers and attendees, helping to promote the Haverford School community

Specific Position Requirements:

- Attend Class Parent orientation
- Review Class Parent Folder, including prior Event Summary Reports
- Develop timeline for all event activities, e.g. planning meetings, publicity, treasury
- Investigate and finalize pre-order options
- Present preliminary event plan to the Finance & Executive Committee as scheduled, and seek approval of event changes in pricing, date, and venue, and suggested improvements
- Recruit subcommittee chairs and volunteers, being as inclusive as possible
- Support K Class Parent who will coordinate with Sodexo regarding the purchase of all food that will be sold at the Fall Festival (food must be purchased via Sodexo)
- Contact the Director of Parent Programs for all Facilities requirements
- Adhere to HSPA-approved budget
- Send a thank you note to all people important to the event
- Complete the Event Summary Report

Position Timeline:

Summer

- Begin recruiting volunteers

September

- Meet with class after HSPA Opening Coffee, solicit volunteers and line up sub-committee chairs after presenting class project purpose and relevant information

October

- Have a wonderful event!

Haverford School Parents' Association

Job Description

Position Title: BOOK FAIR CO-CHAIR

Basic Position Description:

- Organize and execute a Book Fair in February/March for the lower school community that promotes the value of reading
- Serve as a good will ambassador to the Haverford School community
- Serve on the HSPA Board, attending monthly meetings
- Create an enjoyable experience for volunteers and attendees, helping to promote the Haverford School community

Specific Position Requirements:

- Attend Class Parent orientation
- Review Class Parent Folder, including prior Event Summary Reports
- Develop timeline for all event activities, e.g. planning meetings, publicity, treasury
- Coordinate with Scholastic, the book vendor
- Select and secure guest author(s) and/or illustrator
- Select and reserve event location site(s) and event time(s)
- Advise the Director of Parent Programs of all needed assistance from Facilities Department
- Present preliminary event plan to the Finance & Executive Committee as scheduled, and seek approval of event changes in pricing, date, and venue, and suggested improvements
- Recruit subcommittee chairs and volunteers, being as inclusive as possible
- Adhere to HSPA-approved budget
- Send a thank you note to all people important to the event
- Complete the Event Summary Report

Position Timeline:

May - August

- Secure author(s) and/or illustrator(s); Confirm selections with Lower School Head and Librarian
- Meet with Book Vendor and secure dates

September - October

- At HSPA Opening Coffee, solicit volunteers and sub-committee chairs after presenting class project purpose and relevant information
- Reserve Event Location

November - December

- Coordinate Teacher's Wish List
- Continue to secure volunteers, if necessary

January - February

- Conduct planning meetings, coordinate lower school class visitation schedule, and any special activities
- Send out pre-order book and gift certificate forms
- Publicize event details
- Submit Teacher's Wish Lists to book vendor
- Have a wonderful event!

Haverford School Parents' Association

Job Description

Position Title: FIFTH GRADE MOVING UP CEREMONY CO-CHAIR

Basic Position Description:

- Coordinate Fifth Grade Moving Up Ceremony activities
- Serve as a good will ambassador to the Haverford School community
- Serve on the HSPA Board, attending monthly meetings
- Create an enjoyable experience for volunteers and attendees, helping to promote the Haverford School community

Specific Position Requirements:

- Attend Class Parent orientation
- Review Class Parent Folder, including prior Event Summary Reports
- Develop timeline for all event activities, e.g. planning meetings, publicity, treasury
- Coordinate gathering of materials and preparation of Fifth Grade video for distribution to the boys at Moving Up Ceremony
- Adhering to the budget, produce a video for the boys with the HSPA designated Videographer
- Arrange for a Fifth Grade class gift for the boys (\$35/boy – usually a duffle to be used in Middle School)
- Present preliminary event plan to the Finance & Executive Committee as scheduled, and seek approval of event changes in pricing, date, and venue, and suggested improvements
- Recruit subcommittee chairs and volunteers, being as inclusive as possible
- Contact the Director of Parent Programs for all Facilities requirements
- Adhere to HSPA-approved budget
- Send a thank you note to all people important to the event
- Complete the Event Summary Report

Position Timeline:

September

- At HSPA Opening Coffee, solicit volunteers and sub-committee chairs after presenting class project purpose and relevant information

September - December

- Communicate with HSPA designated video production company, research vendors for gifts
- Communicate with parents about required items (photos, preferred names, etc.)

January – May

- Oversee committees to finalize video production, gift, and reception plans

June

- Have a wonderful Moving Up Ceremony!

Haverford School Parents' Association

Job Description

Position Title: MIDDLE SCHOOL CLASS PARENT

Basic Position Description:

- Serve as a good will ambassador for the grade
- Welcome new families and encourage involvement in the HSPA
- Serve on the HSPA Board as the representative for your grade
- Communicate information between the Parents' Association and the parents in your grade
- Chair your Class Event
 - Grade 6 - Recycle Sale - September/April
 - Form I - Haverford/EA Day Breakfast - 2nd Saturday in November
 - Form II - Moving Up Ceremony – June

Specific Position Requirements:

- Attend Class Parent orientation
- Review Class Parent Folder
- Write a welcome letter providing information relevant to your class that is sent with the HSPA August Mailing; a Draft of the Welcome Letter must be sent to the Vice Chair for review by July 20th
- Compile an email list of all parents to be used for some class specific information
- Conduct the class meeting following the HSPA Opening Coffee held in early September (welcome new parents, discuss and recruit volunteers for class activities and Class Event)
- Organize Fall Class Parent Social, clearing date with the Director of Parent Programs. (6th Grade Class Parent Social should be held on Campus)
- Attend or have a representative attend monthly HSPA Board meetings and HSPA Division Coffees
- Communicate Class activities and HSPA events to Parents via email, as needed
- Contribute Class Event deadline information as needed for the HSPA Notes
- Adhere to the HSPA approved budget
- Send a thank you note to all people important to your event
- Complete the Class Parent Summary Report

Position Timeline:

May of previous year

- Attend Class Parent orientation meeting

August or early September

- Welcome new parents to the grade

September

- At the HSPA Opening Coffee, conduct the class meeting to solicit volunteers, line up sub-committee chairs and present class project purpose
- Engage host for the Class Parent Social (Form I & II)

Oct - May

- Attend monthly HSPA Board meetings and Division Coffees, or designate another to attend
- Coordinate a Mom's night out or coffee (optional)
- Communicate class activities with parents via email

Haverford School Parents' Association

Job Description

Position Title: HAV-AFFORD RECYCLE SALE CHAIR

Basic Position Description:

- Conduct a gently-used clothing recycle sale in September and April for Haverford School parents and guardians
- Serve as a good will ambassador to the Haverford School community
- Serve on the HSPA Board, attending monthly meetings
- Create an enjoyable experience for volunteers and attendees, helping to promote the Haverford School community

Specific Position Requirements:

- Attend Class Parent orientation
- Review Class Parent Folder, including prior Event Summary Reports
- Develop timeline for all event activities, e.g. planning meetings, publicity, treasury
- Present preliminary event plan to the Finance & Executive Committee as scheduled, and seek approval of event changes in pricing, date, and venue, and suggested improvements
- Recruit subcommittee chairs and volunteers, being as inclusive as possible
- Ask families to save and donate gently-used sports items, and clothing that complies with the Haverford School Dress Code
- Sort donated clothing, discarding unsuitable items
- Contact the Director of Parent Programs for all Facilities requirements
- Adhere to HSPA-approved budget
- Send a thank you note to all people important to the event
- Complete the Event Summary Report

Position Timeline:

June:

- Ask families to save clothing over the summer for donation

July - August

- Begin recruiting volunteers

September

- At HSPA Opening Coffee, solicit additional volunteers and sub-committee chairs after presenting class project purpose and relevant information
- Publicize event details
- Arrange for clothing collection, sorting, and storage
- Conduct sale

January - February

- Ask families to save clothing for April sale

March – April

- Recruit volunteers
- Publicize event details
- Collect, sort and store clothing
- Conduct sale

Haverford School Parents' Association

Job Description

Position Title: HAVERFORD/EA DAY PANCAKE BREAKFAST CHAIR

Basic Position Description:

- Organize and execute a pancake breakfast for the Haverford School community on Haverford/EA Day
- Serve as a good will ambassador to the Haverford School community
- Serve on the HSPA Board, attending monthly meetings
- Create an enjoyable experience for volunteers and attendees, helping to promote the Haverford School community

Specific Position Requirements:

- Attend Class Parent orientation
- Review Class Parent Folder, including prior Event Summary Reports
- Develop timeline for all event activities, e.g. planning meetings, publicity, treasury
- Obtain bid from school Dining Services for food and supplies for breakfast
- Evaluate best options for purchasing supplies (ie, Dining Services, donations, Costco)
- Solicit product and/or monetary donations from Form I parents
- Present preliminary event plan to the Finance & Executive Committee as scheduled, and seek approval of event changes in pricing, date, and venue, and suggested improvements
- Recruit subcommittee chairs and volunteers, being as inclusive as possible
- Contact the Director of Parent Programs for all Facilities and Dining Hall requirements
- Adhere to HSPA-approved budget
- Send a thank you note to all people important to the event
- Complete the Event Summary Report

Position Timeline:

September

- Meet with class after HSPA Opening Coffee, solicit volunteers and sub-committee chairs after presenting class project purpose and relevant information

October

- Meet with Dining Services staff to obtain bid and finalize order
- Solicit donations
- Accumulate supplies to be obtained from outside vendors

November

- Publicize event details
- Week of Haverford/EA Day - Finalize plans with Dining Services, donors and volunteers
- Have a spirited event!

Haverford School Parents' Association

Job Description

Position Title: FORM II MOVING UP CEREMONY CHAIR

Basic Position Description:

- Assist Head of Middle School with coordination of the Form II Moving Up ceremony
- Serve as a good will ambassador to the Haverford School community
- Serve on the HSPA Board, attending monthly meetings
- Create an enjoyable experience for volunteers and attendees, helping to promote the Haverford School community

Specific Position Requirements:

- Attend Class Parent orientation
- Review Class Parent Folder, including prior Event Summary Reports
- Develop timeline for all event activities, e.g. planning meetings, publicity, treasury
- Coordinate the gathering of baby photos of all boys for the AV presentation produced by the Head of Middle School
- Produce a yearbook for the boys using Jostens
- Obtain a gift for each boy (\$25/boy - non-clothing item such as hat or drawstring bag)
- Present preliminary event plan to the Finance & Executive Committee as scheduled, and seek approval of event changes in pricing, date, and venue, and suggested improvements
- Recruit subcommittee chairs and volunteers, being as inclusive as possible
- Contact Director of Parent Programs for all Facilities and Dining Hall requirements
- Adhere to HSPA-approved budget
- Send a thank you note to all people important to the event
- Complete the Event Summary Report

Position Timeline:

September

- At HSPA Opening Coffee, solicit volunteers and line up sub-committee chairs after presenting class project purpose and relevant information
- Initiate collection of Haverford-related photos of sporting events and activities

October - December

- Meet with yearbook committee to ensure project is kept on track

January - May

- Monitor yearbook layout options, student questionnaire, collection of baby photos and gift selection

June

- Attend Hold Moving Up ceremony, present boys with gift

Haverford School Parents' Association

Job Description

Position Title: UPPER SCHOOL CLASS PARENT

Basic Position Description:

- Serve as a good will ambassador for the grade
- Welcome new families and encourage involvement in the HSPA
- Serve on the HSPA Board as the representative for your grade
- Communicate information between the Parents' Association and the parents in your grade
- Chair your Class Event
 - Form III - Faculty/Staff Appreciation Day - March
 - Form IV - Spring Luncheon & Shops - April/May
 - Form V - Graduation Support - June
 - Form VI - Graduation - June

Specific Position Requirements:

- Attend Class Parent orientation
- Review Class Parent Folder
- Compile an email list of all parents to be used for some class specific information
- Write a welcome letter providing information relevant to your class that is sent with the HSPA August Mailing; a Draft of the Welcome Letter must be sent to the Vice Chair for review by July 20th
- Conduct the class meeting following the HSPA Opening Coffee held in early September (welcome new parents, discuss and recruit volunteers for class activities and Class Event)
- Organize Fall Class Parent Social, clearing date with the Director of Parent Programs. (Form III Class Parent Social should be held on Campus)
- Attend or have a representative attend monthly HSPA Board meetings and HSPA Division Coffees
- Communicate Class activities and HSPA events to Parents via email, as needed
- Contribute Class Event deadline information as needed for the HSPA Notes
- Adhere to the HSPA approved budget
- Send a thank you note to all people important to your event
- Complete the Class Parent Summary Report

Position Timeline:

May of previous year

- Attend Class Parent orientation meeting

September

- At the HSPA Opening Coffee, conduct the class meeting to solicit volunteers, line up sub-committee chairs and present class project purpose
- Engage host for the Class Parent Social (Forms IV, V & VI)

Oct - May

- Attend monthly HSPA Board meetings and Division Coffees, or designate a representative to attend
- Coordinate a Mom's night out or coffee (optional)
- Communicate class activities with parents via email

Haverford School Parents' Association

Job Description

Position Title: FACULTY & STAFF APPRECIATION LUNCHEON CO-CHAIR

Basic Position Description:

- Organize and execute a luncheon in the Dining Hall on the scheduled spring Parent/Faculty Conference Day to honor the school's faculty and staff for their significant contributions to the education and care of the students
- Serve as a good will ambassador to the Haverford School community
- Serve on the HSPA Board, attending monthly meetings
- Create an enjoyable experience for volunteers and attendees, helping to promote the Haverford School community

Specific Position Requirements:

- Attend Class Parent orientation, if offered
- Review Class Parent Folder, including prior Event Summary Reports
- Develop timeline for all event activities, e.g. planning meetings, publicity, treasury
- Confirm event date and reserve Dining Hall for same with Director of Parent Programs
- Select a theme and determine who will provide food (Dining Services, parents or combination thereof)
- Meet with Dining Services to incorporate their facility, menu planning and staff into the event plans
- Secure monetary donations from parent population to support expense underwriting and a gift to the Faculty and Staff
- Present preliminary event plan to the Finance & Executive Committee as scheduled, and seek approval of event changes in pricing, date, and venue, and suggested improvements
- Recruit subcommittee chairs and volunteers, being as inclusive as possible
- Adhere to HSPA-approved budget
- Send a thank you note to all people important to the event
- Complete the Event Summary Report

Position Timeline:

September - December

- At HSPA Opening Coffee, solicit volunteers and line up sub-committee chairs after presenting class project purpose and relevant information
- Continue to secure volunteers, as needed

January

- Conduct organizational meeting in January to determine theme, menu, décor and gift
- Design/develop information to be posted on the HSPA Store and via HSPA Notes that includes solicitation for volunteer help and monetary donations

February - March

- Continue solicitation efforts as needed
- Publicize event details
- Meet with Dining Services to plan event set-up in March
- Have a wonderful event!

Haverford School Parents' Association

Job Description

Position Title: SPRING LUNCHEON & SHOPS CO-CHAIR

Basic Position Description:

- Organize and execute a luncheon for the entire parent and guardian community and a select number of administrators, faculty and staff that acknowledges the efforts of all HSPA volunteers during the current school year. The event will include an HSPA General Board meeting at which the new board is presented and voted upon.
- Serve as a good will ambassador to the Haverford School community
- Serve on the HSPA Board, attending monthly meetings
- Create an enjoyable experience for volunteers and attendees, helping to promote the Haverford School community

Specific Position Requirements:

- Attend Class Parent orientation
- Review Class Parent Folder, including prior Event Summary Reports
- Develop timeline for all event activities, e.g. planning meetings, publicity, treasury
- Select and secure a venue and date mutually agreed upon by the school's Headmaster, the HSPA Finance and Executive Committee and the Director of Parent Programs.
- Select, taste test and approve a reasonably priced luncheon menu (cash bar only for alcoholic beverages)
- Request any and all venue provider contracts and review/revise prior to submitting to HSPA Chair for approval and signature(s)
- Arrange for event entertainment (e.g., Notables, String Quartet)
- Select and secure vendors to participate in boutique shopping offering targeted for attendees
- Present preliminary event plan to the Finance & Executive Committee as scheduled, and seek approval of event changes in pricing, date, and venue, and suggested improvements
- Recruit subcommittee chairs and volunteers, being as inclusive as possible
- Adhere to HSPA-approved budget
- Send a thank you note to all people important to the event
- Complete the Event Summary Report

Position Timeline:

September - December

- At HSPA Opening Coffee, solicit volunteers and line up sub-committee chairs after presenting class project purpose and relevant information
- Select event venue
- Continue to secure volunteers through December, if necessary

January - February

- Assemble committee; begin event planning; arrange for entertainment; contact and contract boutique vendors; arrange for Senior Parent extras; plan decorations and menu

March – April/May

- Publicize event/ticket purchase & shops in late March/early April based on event date; plan seating arrangements and room setup based on RSVPs
- Event week – prepare name tags with table assignments, finalize details for boutique vendor setup and decorations
- Have a wonderful event!

Haverford School Parents' Association

Job Description

Position Title: FORM VI GRADUATION CO-CHAIR

Basic Position Description:

- Coordinate specific commencement-related activities in conjunction with the Assistant to the Headmaster and Director of Parent Programs
- Serve as a good will ambassador to the Haverford School community
- Serve on the HSPA Board, attending monthly meetings
- Create an enjoyable experience for volunteers and attendees, helping to promote the Haverford School community

Specific Position Requirements:

- Attend Class Parent orientation
- Review Class Parent Folder, including prior Event Summary Reports
- Develop timeline for all event activities, e.g. planning meetings, publicity, treasury
- Recruit sub-committee chairs and volunteers, being as inclusive as possible
- Attend a mandatory January planning meeting with school administrators (you will be notified of date by the Assistant to the Headmaster). Soon after, conduct an information meeting with all Form VI parents
- Assist Director of Parent Programs in coordination of Blazer/Photo Day/Video Interview
- Coordinate a Mother/Son Brunch
- Coordinate collection of baby and current photos of each student for the day of reception collage
- Coordinate caricature drawings of each student with artist
- Coordinate gift(s) for students with the Director of Parent Programs
- Assist in coordination of Commencement Eve Parent Cocktail reception and the Student Dinner
- Assist in decoration of event venues
- Advise Director of Parent Programs of all needed assistance from Facilities Department
- Present preliminary event plan to the Finance & Executive Committee as scheduled, and seek approval of event changes in pricing, date, and venue, and suggested improvements
- Adhere to HSPA-approved budget
- Send a thank you note to all people important to the event
- Complete the Event Summary Report

Position Timeline:

September

- At HSPA Opening Coffee, solicit volunteers and line up sub-committee chairs after presenting class project purpose and relevant information

January - February

- Planning meeting with school administrators
- Information/organization meeting with all parents and guardians
- Blazer/Photo Day/Video Interview
- Mother/Son Brunch (window week)
- Collection of photos for collage (ongoing through May)

March - May

- Caricature drawings
- Gift(s) for students
- Decorations planning for related events

June

- Commencement eve day – decorate Big Room for Student Dinner, Wrestling Room, Field House Lobby, Staircase and Gym for Commencement Day
- Commencement Day – fine tune
- Have a wonderful event!