

Standing Committee Job Description Index

Job Description	Page
Campus Decorations Chair	2
External Communications Chair	4
Father/Son Event Chair	5
Fundraising Projects Chair	6
Gala Co-Chair	8
Haverford/EA Day Chair	9
Internal Communications – HSPA Notes Chair	10
Internal Communications – HSPA Store Chair	11
Parent Event Chair	12
Perfect Present Holiday Gift Table	13
Spring Fling Co-Chair	14
Spring Luncheon Shops Chair	15

Haverford School Parents' Association Job Description

Position Title: CAMPUS DECORATIONS CHAIR

Basic Position Description:

- Coordinate with school's Facilities Manager to place seasonal decorations around campus and remove when appropriate
- 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 Standing Committee Chair orientation, if offered
- Review Standing Committee Folder, including prior Event Summary Reports
- Develop timeline for all event activities, e.g. planning meetings, publicity, treasury
- Plan holiday decorations to reflect religious diversity
- Meet with incoming HSPA Chair to review any considerations/changes for the following year and ask Division Heads for any specific requests for the first day of school and holiday decorations
- Meet with school's Facilities Manager to review where decorations are allowed to be placed, on what dates, protocol for removal and any restrictions on plants or materials to be used
- Obtain an inventory of what seasonal decorations, stored in the Palmer House basement, are usable
- Purchase holiday greens (trees, wreaths and garland)
- Coordinate plans with school's Service Learning Coordinator about "Share the Warmth" trees
- 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
- Recruit sub-committee chairs and volunteers, being as inclusive as possible
- Send thank you cards to appropriate people
- Adhere to HSPA-approved budget
- Complete the Event Summary Report

Position Timeline:

May – June

- Meet with incoming HSPA Chair; contact Division Heads; meet with Facilities Manager

August – September

- Obtain volunteer names; plan and place first day of school decorations; plan fall decorations (review with Pumpkin Fair Co-Chairs also); remove first day of school decorations

October – November

- Place fall decorations; plan holiday decorations/Share the Warmth trees

December – March

- Remove fall decorations; place holiday decorations; refresh/remove holiday decorations; plan spring decorations (review with Spring Fling Co-Chairs)

April – June

- Place spring decorations; refresh if needed prior to Moving Up/Graduation ceremonies in June

Haverford School Parents' Association Job Description

Position Title: EXTERNAL COMMUNICATIONS CHAIR

Basic Position Description:

- Develop and implement plan to secure local media coverage for HSPA-sponsored events
- Serve as a good will ambassador to the Haverford School Community
- Serve on the HSPA Board, attending monthly meetings

Specific Position Requirements:

- Attend Standing Committee Chair orientation, if provided
- Review Standing Committee Folder, including prior Chair Summary Reports
- With HSPA Chair and Haverford School Communications, identify HSPA events for which local media coverage is desired
- Coordinate timing of publicity coverage between the HSPA and Haverford School so that editors receive information at regular intervals, and not for numerous events at the same time
- Where editors do not attend, determine with Haverford School Communications who is responsible for taking photographs; if it is the HSPA, attend the event, take photographs, and submit a written press release, photos, and other relevant materials
- Send thank you cards to appropriate people
- Complete the Chair Summary Report

Position Timeline:

May

- Hold meeting with Haverford School Communications, incoming HSPA Chair, and outgoing External Communications Chair to plan for the following fall

Monthly

- Attend HSPA events

Haverford School Parents' Association Job Description

Position Title: FATHER/SON EVENT CHAIR

Basic Position Description:

- Organize and execute a Spring social event for fathers/male guardians and sons
- 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 Standing Committee Chair orientation, if offered
- Review Standing Committee Folder, including prior Event Summary Reports
- Develop timeline for all event activities, e.g. planning meetings, publicity, treasury
- Schedule a one day event (keep cost under \$25-30/person) suitable for fathers/male guardians and sons
- 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
- Clear proposed date with Director of Parent Programs to ensure no conflicts with the school calendar
- Send thank you cards to appropriate people
- Adhere to HSPA-approved budget
- Complete the Event Summary Report

Position Timeline:

September

- Research and plan event

Two months prior to event

- Publicize in HSPA Notes, HSPA Store, and on school website, include order form and RSVP instructions

One month prior through event day

- Finalize plans with venue contact
- Monitor RSVPs with Director of Parent Programs
- Have a wonderful event!

Haverford School Parents' Association Job Description

Position Title: FUNDRAISING PROJECTS CHAIR

Basic Position Description:

- Organize, coordinate and execute approved fundraising activities throughout the school year
- 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, helping to promote the Haverford School community

Specific Position Requirements:

- Attend Standing Committee Chair orientation, if offered
- Review Standing Committee Folder, including prior Chair Summary Reports
- Develop timeline for all activities, e.g. planning meetings, publicity, treasury
- Meet with HSPA Chair to review established activities and make improvements, if necessary
- Contact vendors for all activities to introduce committee members, meeting when appropriate
- Select merchandise, design HSPA Store link, submit orders to vendors, and received orders to meet scheduled distribution dates
- Advise Director of Parent Programs of all needed assistance from Facilities Department
- Present preliminary plan to the Finance & Executive Committee as scheduled, and see approval of changes in pricing, date, etc. and suggested improvements
- Recruit sub-committee chairs and volunteers, being as inclusive as possible
- Adhere to HSPA-approved budget
- Send thank you cards to appropriate people
- Complete the Event Summary Report

Position Timeline:

June - September

- Solicit and secure committee members and volunteers for all activities

September - December

- Update and work with the Internal Communication – HSPA Store Chair to set up/revise pages on the HSPA Store for the following preorder activities:
 - Gift Wrap Program
 - Class Photos
 - Fall/Winter Spirit Gear
- Pre-order merchandise is distributed prior to Winter Break

January - May

- Update and work with the Internal Communication – HSPA Store Chair to set up/revise pages on the HSPA Store for the following preorder activities:

- Class Photos
 - Spring Spirit Gear
- Pre-order merchandise is distributed before the end of May

Year Round

- Serve as conduit of information for third party fundraising opportunities (OneCause, Peace a Pizza, Five Below, Amazon Smile, etc.)

Haverford School Parents' Association Job Description

Position Title: GALA CO-CHAIR

Basic Position Description:

- Plan an enjoyable and welcoming event for Haverford School parents and guests
- Strive to make HSPA's largest fundraiser financially successful
- 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 Standing Committee Chair orientation, if offered
- Review Standing Committee Folder, including prior Event Summary Reports
- Select theme and format for the evening
- Recruit motivated sub-committee chairs and volunteers, being as inclusive as possible
- 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
- Contact the Director of Parent Programs for all Facilities requirements
- Conduct periodic meetings to keep committees working together
- Adhere to HSPA-approved budget
- Work with the Development Office to ensure tax letters are provided to event donors where appropriate
- Send thank you notes to people important to the event
- Complete the Event Summary Report

Position Timeline:

January to March

- Plan theme/format, review with HSPA Chair, secure sub-committee chairs
- Hold kick-off meeting, open to entire parent community

Summer

- Oversee sub-committees which require soliciting/planning over the summer
- Organize Gala's portion of HSPA's August mailing to the parent community with appropriate forms and publicity

September to November

- Speak at HSPA Opening Coffees to solicit help and create interest in the upcoming Gala
- Conduct committee meetings
- Communicate frequently with sub-committee chairs, being available as needed

November - December

- Hold a wonderful event!
- Obtain sub-committee reports and write Gala Chair event summary report

Haverford School Parents' Association Job Description

Position Title: HAVERFORD/EA DAY CO-CHAIR

Basic Position Description:

- Research, select and/or design and promote school spirit-related apparel and accessories to sell prior to and through the second Saturday in November during Haverford/EA Day week.
- 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 Standing Committee orientation, if offered
- Review Standing Committee Folder, including prior Event Summary Reports
- Select merchandise vendor(s) for appropriate spirit gear merchandise (apparel, accessories and “fun” items).
- Ensure that spirit-related items contain the approved school logo
- Contact the Communications Director, as necessary for the appropriate logo information
- Communicate with HSPA Fundraising Projects Chair to ensure there is no duplication of merchandise being offered in Fall Spirit Gear collection.
- Coordinate with EA event chairs to determine their needs if event is located at Haverford School
- Advise Director of Parent Programs of all needed assistance from Facilities Department
- 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 sub-committee 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 – November

- Determine merchandise vendor(s)
- Design and select items for pre-order and to sell on days prior to and day of event
- Work with the Internal Communication – HSPA Store Chair to set up/revise pages on the HSPA Store for preorder items
- Pre-order merchandise is distributed the week leading up to Haverford/EA Day
- Have a wonderful event!

Haverford School Parents' Association Job Description

Position Title: INTERNAL COMMUNICATIONS – HSPA NOTES CHAIR

Basic Position Description:

- Coordinate all internal communications between the HSPA and the Haverford School community, primarily the HSPA NOTES and the information display case in the Lower School circle
- 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 Standing Committee Chair orientation, if provided
- Review Standing Committee Folder, including prior Chair Summary Report and prior year e-publications
- Work with Chairman, Vice-Chairman, and Event Chairs to compile, edit, and publish the weekly HSPA Notes
- Attend monthly board meetings to take note of upcoming HSPA events, school information, and other items that should be publicized internally
- Complete the Chair Summary Report

Position Timeline:

Monthly

- Update the information display case as needed

Weekly – HSPA Notes

- Assemble, edit, and review information for the HSPA Notes, published most Wednesdays. One to two hours per week are required; most of the time is spent in the 24 hours prior to publication.

As Needed

- Assemble, edit & review information for special email blasts
- Train additional people on managing the HSPA Notes

Haverford School Parents' Association Job Description

Position Title: INTERNAL COMMUNICATIONS – HSPA STORE CHAIR

Basic Position Description:

- Work with the HSPA Chair and Vice Chairs to manage HSPA information on the HSPA Store website, and implement any changes as necessary
- Manage the technical piece of the HSPA Store, including scheduled publications, etc.
- Serve as a good will ambassador to the Haverford School Community
- Serve on the HSPA Board, attending monthly meetings
- Create an enjoyable online experience for the Haverford School community

Specific Position Requirements:

- Attend Standing Committee Chair orientation, if provided
- Review Standing Committee Folder, including prior Chair Summary Report
- Learn Volusion, the Site that hosts the HSPA Store
- Develop working relationship with HSPA Event Chairs
- Prepare and lead training on the HSPA Store for Class Parents and Other HSPA Chairs
- Review website content with Chair periodically to ensure that all information is current
- Attend monthly board meetings to take note of upcoming HSPA events and other items that should be uploaded to the HSPA Store
- Maintain online archive of previous HSPA Store pages
- Complete the Chair Summary Report

Position Timeline:

May and September

- As needed, conduct training workshops on the HSPA Store site

Summer

- Review HSPA Store layout with Chair and make suggestions for improvement/changes

September - May

- Upload information for upcoming HSPA Projects and Events

As Needed

- Train additional people on managing the HSPA Store

Haverford School Parents' Association Job Description

Position Title: PARENT EVENT(S) CHAIR

Basic Position Description:

- Organize and execute a social event(s) for Haverford School parents, guardians and guests (Broadway play, museum etc.)
- 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 Standing Committee Chair orientation, if offered
- Review Standing Committee Folder, including prior Event Summary Reports
- Develop timeline for all event activities, e.g. planning meetings, publicity, treasury
- Choose an event and coordinator
- 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
- Send thank you cards to appropriate people
- Adhere to HSPA-approved budget
- Complete the Event Summary Report

Position Timeline:

September

- Investigate event options, consult with HSPA Chair for approval, finalize if appropriate

Two months prior to event

- Publicize in HSPA Notes, HSPA Store, and on school website, include order form and RSVP instructions

One month prior through event day

- Finalize plans
- Monitor RSVPs with Director of Parent Programs
- Have a wonderful event!

Haverford School Parents' Association Job Description

Position Title: PERFECT PRESENT HOLIDAY GIFT TABLE CO-CHAIR

Basic Position Description:

- Organize and run a festive holiday gift fair for Lower School boys in December
- 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 Standing Committee orientation, if offered
- Review Standing Committee Folder, including prior Event Summary Reports
- Develop timeline for all event activities, e.g. planning meetings, publicity, treasury
- Research gift vendors before selecting final provider
- Select merchandise to be offered, including gift options at many price points
- 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
- Distribute gift table envelopes to parents
- Adhere to HSPA-approved budget
- Send thank you notes to people important to the event
- Complete the Event Summary Report

Position Timeline:

Summer

- Review and select vendor

September – November

- Solicit volunteers and sub-committee chairs
- Review and select vendor merchandise
- Oversee sub-committees (decorations, publicity, volunteers, etc.)
- Communicate with vendor to finalize merchandise

December

- Distribute gift envelopes
- Receive merchandise and set up venue
- Have a wonderful event!

Haverford School Parents' Association Job Description

Position Title: SPRING FLING CO-CHAIR

Basic Position Description:

- Organize and coordinate a one-day event that uses the warm weather as a springboard for a festive celebration while raising community spirit and funds
- 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 Standing Committee Chair orientation, if offered
- Review Standing Committee Folder, including prior Event Summary Reports
- Develop timeline for all event activities, e.g. planning meetings, publicity, treasury
- Select a vendor(s) to provide items (e.g. dunk tank, bouncy castle, etc.)
- Offer activities, games and food for the LS, MS and US student to enjoy
- Coordinate with Sodexo for any food items that will be sold
- Contact the Director of Parent Programs for all Facilities requirements
- 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

- Solicit volunteers

January - February

- Prepare publicity materials
- Design logo/t-shirt
- Coordinate Lower School Visitation Schedule

March - April

- Publicize in HSPA Notes, on HSPA Store, and on school website

May

- Finalize plans
- Have a wonderful event

Haverford School Parents' Association Job Description

Position Title: SPRING LUNCHEON SHOPS -CHAIR

Basic Position Description:

- Select a pre-determined amount of Vendors (based upon available space) to sell items at the Spring Luncheon hosted by the Form IV parents. Choose vendors, review contracts, arrange spacing and table requirements, and select a committee including a treasurer to assist with set up and selections.
- Work with the Form IV (10th grade) Class parents as they 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 when necessary
- Create an enjoyable experience for volunteers and attendees, helping to promote the Haverford School community

Specific Position Requirements:

- Develop timeline for all event activities, e.g. planning meetings, publicity, treasury
- Work with Form IV parents who will select and secure a venue and date mutually agreed upon by the Headmaster of the School, the HSPA Finance and Executive Committee, and the Director of Parent Programs
- Curate, select and contract vendors to sell items during the Spring Luncheon. Shops will operate separately from the Spring Luncheon other than sharing a physical location.
- Request any and all venue provider contracts and review/revise prior to submitting to HSPA Chair for approval and signature(s).
- Select and secure vendors to participate in boutique shopping offering targeted for attendees.
- Present preliminary Vendor plan to the Finance & Executive Committee as scheduled, and seek approval of event changes and suggested improvements
- Recruit subcommittee chairs and volunteers as needed, being as inclusive as possible
- Adhere to HSPA-approved budget if given
- 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
- Confirm event venue with Form IV parents reviewing space available and determine how many vendors will fit into the space chosen
- Continue to secure volunteers through December, if necessary

January - February

- Assemble committee if needed

March – April/May

- Publicize event/ticket purchase & shops in late March/early April based on event date with the Form IV parents, finalize details for boutique vendor setup

At the event

- Check in vendors and make sure they have everything they need
- Have a wonderful event!