

AMPA BOARD ELECTIONS 2015-2016

The American Martyrs Parents Association is seeking candidates for four open AMPA Board positions for the upcoming 2015 - 2016 school year. Each of these four board positions would fulfill your parent service requirement.

- President Elect
- 1st Vice President Parent Service Coordinator
- 2nd Vice President Fundraising and
- 3rd Vice President Room Parent Coordinator

Additionally, we have openings for eight Members at Large (MALs). The MAL positions do not fulfill your parent service requirement.

If you are interested in becoming an AMPA Board member, please write your name next to the position that interests you. Feel free to indicate more than one position.

Please note: AMPA General Meetings and AMPA Board meetings take place on Wednesday mornings. There are four AMPA General Meetings and four AMPA Board meetings throughout the year.

Please return this form to **Pat Barrera** via the Wednesday envelope, drop off at the School Office or email barrera@baattorneys.com. **Deadline for submissions is Thursday, March 19th 2015.**

The following positions are open for this year's election:

➤ **President Elect** _____

Note: This position requires a minimum of one year of prior AMPA Board experience, although not necessarily serving on the current Board roster. (Former Members-at-Large do meet this stipulation.)

Prior Position(s): _____ Year(s) served: _____

➤ **1st Vice President / Parent Service Coordinator** _____

➤ **2nd Vice President / Fundraising** _____

➤ **3rd Vice President / Room Parent Coordinator** _____

Members at Large (If interested, please submit your name for the section(s) in which you will have a child during the 2015 – 2016 school year.)

Lower School (Pony – 4th) _____

Upper School (5th – 8th) _____

Detailed description of each position and any skills required follows on the next pages.

THE PRESIDENT ELECT SHALL:

- Be present at all AMPA General Meetings and AMPA Board Meetings
- Observe AMPA procedures during the school year in preparation for the following school year
- In conjunction with the AMPA President, 2nd VP/Fundraising and Treasurer coordinate between the various Events/Fundraiser Chairs and the AMPA Board to ensure that they have the logistical and staffing support they need in order to create successful events; these events include, but may not be limited to: Dodger/Galaxy Night, Gift Wrap, School Supplies. Dine Arounds, Christmas Market, Winter Dinner Dance, AMS 5K Run/Walk, the Golf Tournament, and the Sophisticated Snoop Tour
- Act as Lead Coordinator for Catholic Schools Week activities
- Confirm returning Service/Event Chairs and recruit new Chairs if necessary before the start of Parent Service assignments (prior to May 1st)
- Perform tasks as the President may request
- Serve as a member of the Budget Committee along with the Treasurer, 2nd VP/Fundraising, and President
- Serve as a member of the Nominations Committee along with the Pastor, Principal, Parliamentarian, and President

This is a 3 year commitment (President Elect, President, Parliamentarian) and fulfills your family service obligation; must have previously served on the AMPA Board at least one year, although not necessarily on the present Board roster. Term runs from July 1st to June 30th.

THE 1ST VICE PRESIDENT / PARENT SERVICE COORDINATOR SHALL:

- Be present at all AMPA General Meetings and AMPA Board Meetings and be prepared to provide an update on the Parent Service program
- Be responsible to administer the Parent Service process for the school from solicitation, assignment through follow-up
- Keep current list of all Event/Service Chairs and provide it to all AMPA Board members and the Administration at the beginning of the school year; notify all of the above in the event of a Chair personnel change
- Work with Administration to orient new families to the Parent Service program, assign them service and outline their obligations
- Work with Service/Event Chairs to ensure that assigned families are fulfilling their Parent Service obligations; if not, follow up with family to reassign them to an alternate service if necessary
- Keep Principal apprised of any families that are not fulfilling their service obligations for follow-up by the school if necessary
- Work with President Elect to confirm returning Service/Event Chairs and recruit new Chairs, if necessary, before the start of Parent Service assignments (prior to May 1st)
- Update list of Parent Service opportunities in conjunction with Event/Service Chairs (March)
- Coordinate Parent Service sign-up process with announcements in weekly e-Bulletin, school website and through Room Parents (April/May); note that all Parent Service sign-up requests are tracked through a designated school email account (not a personal email account)
- Present Parent Service program to new families at Kindergarten Orientation meeting (May)
- This position is limited to two consecutive 2-year terms

Skills Required:

- Use of Excel, Word, email and Google forms for tracking and ongoing communication to parents, Chairs and Administration
- Good organizational skills; attention to detail
- Must be discrete and willing to create an inclusive environment for school families
- Good communication skills as this position works with every school family, as well as the Principal

This is a 2 year commitment and fulfills your family service obligation. Note that the term for this position runs from September 1st – August 31st (not from July 1st to June 30th as all other Board positions do).

THE 2ND VICE PRESIDENT / FUNDRAISING SHALL:

- Be present at all AMPA General Meetings and AMPA Board Meetings and be prepared to discuss fundraising progress or plans for future events
- In conjunction with the AMPA President and Treasurer, help support the various Event/Fundraiser Chairs to ensure they have the logistical and staffing support they need in order to lead successful events; these events include, but may not be limited to: Dodger/Galaxy Night, Gift Wrap, Christmas Market, Catholic Schools Week , Spring Dinner Dance, AMS 5K Run/Walk, the Golf Tournament, and the Sophisticated Snoop Tour
- Coordinate the effective utilization of the Fundraising Committee to support AMPA fundraising activities/events, including, but not limited to various Spirit Wear sales and In and Out Burger Day. (Note: The Fundraising Committee is comprised of several parents who serve in fulfillment of their Parent Service commitment to the school; their mission is to support AMPA activities in whatever way is deemed necessary to further their efforts.)
- Maintain the inventory of Spirit Wear, ordering and/or designing new Spirit Wear as needed
- Sell Spirit Wear at strategic times during the year (i.e.: AMPA Welcome Back breakfast on the first day of school, Back to School Night, Open House, Kindergarten Orientation meeting, at various drop-off's, etc.) and fulfill orders made via the online Spirit Wear order form; modify the order form as necessary
- Identify and/or respond to community fundraising opportunities, i.e.: local restaurants, retailers/grocers, and obtain approval from the AMPA President and the Principal; once approved, either implement or oversee the implementation of event/promotion
- In the event of an AMS parent fundraising proposal, who takes the lead on a promotion, the VP Fundraising obtains approval from the AMPA President and Principal, reviews all newsletter write-ups and flyers, coordinates the write-ups for weekly school e-bulletin and school website inclusion, and monitors the financial results of the activity
- Plan and implement the annual Ice-Skating Party which is held on the Friday of Catholic Schools Week
- This position is limited to two consecutive 2-year terms

Skills Required:

- Use of Excel, Word and email
- Good organizational and planning skills; attention to detail
- Comfortable with numbers and finances; ability to reconcile money matters
- Good communication skills as this position works with various members of our local community, our fundraising Chairs as well as the Fundraising Committee

This is a 2 year commitment and fulfills your family service obligation. Term runs from July 1st to June 30th.

THE 3RD VICE PRESIDENT / ROOM PARENT COORDINATOR SHALL:

- Be present at all AMPA General Meetings and AMPA Board Meetings and provide an update on Room Parent activities
- Work with the Administration to establish and monitor the class budgets for activities
- Support ongoing communication between Administration, Room Parents and individual parents
- Respond to ongoing questions and communications from Room Parents
- Draft monthly communications to Room Parents and Administration summarizing important activities and dates for each month
- Negotiate contract with party supply vendor for Home Mass tables, chairs and linens for all grades (July/August) and coordinate table/linen orders for each Home Mass (liaison between Room Parents and vendor)
- Coordinate locations around campus for 3 class parties (Halloween, Christmas, Valentine's Day)
- Coordinate dates for annual class Holiday Ornament Exchanges to avoid conflicts (November)
- Update and maintain the Room Parent Manual, provided in a digital form to all Room Parents (May/June)
- Update and maintain teacher-requested class activities support list for each grade (March)
- Recruit new Room Parent candidates (March; ideally selection needs to be completed before Parent Service requests are issued in April/May)
- Run Orientation Meeting for all incoming Room Parents, highlighting key responsibilities (May/June)
- Arrange for online sign-up (Jooners or similar) training for Room Parents (Summer and/or early Fall)
- Maintain digital files of important correspondence and all contact information for Room Parents by grade
- This position is limited to two consecutive 2-year terms

The Room Parent Coordinator shall support Room Parents in successfully managing:

- Scheduling for class volunteer activities
- Ongoing communication of important school activities and messages to parents
- Class budget and planning for designated class parties and service activities
- Coordinating and supporting teacher requests
- Planning the fall Home Mass
- Help for the Hungry (renamed from St Lawrence Brindisi) Sandwich-Making
- Pancake and Donut Sundays
- Teacher Appreciation Lunches

Skills Required:

- Use of Word (or other word processing software), Jooners and email for ongoing communication to Room Parents, teachers and Administration
- Good organizational skills
- Ability to respond to questions within a short timeframe

This is a 2 year commitment and fulfills your family service obligation. Term runs from July 1st to June 30th.

MEMBERS-AT-LARGE (MALs) SHALL:

- Be present at all AMPA General Meetings and AMPA Board Meetings
- Serve the AMPA Board as liaisons between the classes and the Board for the grade sections they represent (Lower School or Upper School)
- There are four MALs for the Lower School (Pony-4th) and four MALs for the Upper School (5th – 8th)
- Participate as voting members of the AMPA Board
- Perform small tasks as the President may request
- Support Catholic Schools Week by coordinating a teacher lunch or yard duty

This is a 1 year commitment. Please submit your name for the section(s) in which you will have a child during the 2015 – 2016 school year. **Term runs from July 1st to June 30th, and unlike the other Board positions above, this position does not fulfill a parent service obligation.**