



SPA ROLES AND RESPONSIBILITIES

PRESIDENT

President Responsibilities:

- Exercise general supervision over the affairs and activities of the Association;
- Preside at the monthly meetings of the Executive Committee, Stuart parents and faculty and staff and all meetings of the Association;
- Give an oral report on the activities of the Association, making comments and recommendations to the Council when necessary;
- Attend and speak on behalf of SPA at events or functions as requested by the Head of the School;
- Prepare a letter to parents welcoming them to SPA and explaining opportunities for involvement;
- Coordinate a Class Parent event in the Fall and a SPA Luncheon in the Spring. Work with Director of Communications to extend an invitation and collect RSVPs. Advise Dining Services on food, beverages and table set up; Facilities on table and chair set up. See website for request forms;
- Prior to the first Executive Committee meeting prepare the following packet to include:
 - SPA Welcome Letter
 - SPA Roles and Responsibilities
 - SPA Event Calendar and Chair Information
 - SPA Executive Council Contact Information
 - SPA Calendar
- Review Balance Sheet and year-to-date Budget vs. Actual reports prior to monthly meetings. Bring concerns or questions to the Treasurer for clarification. Authorize SPA funds to be distributed appropriately.;
- Provide Executive Committee at February meeting with nomination ideas for positions to be filled the following year.
- Work with Director of Communications to send an all school email advising parents of the positions available.
- Schedule nomination committee meeting after spring break to determine current interest in Executive Committee and volunteer roles. SPA parent page will provide information.;

- Coordinate Class Parent recruitment with the Vice President of Volunteers. Current class parents should not serve consecutive terms if others are available. Confirm class parents for the following school year by May meeting. Final list to be distributed by June 1;
- Purchase thank you gifts for outgoing SPA Executive Committee Members and present at SPA Annual Luncheon;
- Prepare final slate of new and returning Executive Council Members and present at SPA Annual Luncheon;
- Prepare complete list of Class Parents for the following year and submit to the Admissions Office;
- Revise duties of Executive Committee Members as needed;
- Share letters of thanks, etc. to SPA members at monthly meetings;
- Meet with Treasurer, President-Elect and Past President to determine budget for the following year prior to last day of school;
- Support the Admissions Office when assistance is requested.

PAST PRESIDENT

Past President Responsibilities:

- Attend SPA* monthly meetings;
- Serve as an advisor to the President;
- Assist the President with her duties as requested;
- Help to maintain continuity from year to year as the officers of SPA change;
- Attend Stuart events along with President and President-Elect as SPA representatives and ambassadors; and
- Work with the Admissions Office as a new family/Stuart Community liaison. Maintain communication with the Admissions Office on what needs they may have.

PRESIDENT ELECT

President-Elect Responsibilities:

- Attend SPA* monthly meetings and provide an oral report when necessary;
- Serve as a President-in-training and become President of the Association the following year;
- Assist the President with her/his duties as requested and perform her/his duties if she/he is absent;
- Work with the President and schedule a meeting with new Executive Committee to go over roles and responsibilities prior to the end of the school year;
- Help to maintain continuity from year and year as the officers of SPA change;
- Attend Stuart events along with President and Past President as SPA representatives and ambassadors;
- Support the Admissions Office when assistance is requested.

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SECRETARY

Secretary Responsibilities:

- Attend SPA* monthly meetings;
- Take roll at monthly meetings;
- Record minutes of all SPA meetings and distribute to each member of the Executive Committee via e-mail no later than the Monday before the next monthly meeting;
- Give SPA meeting notice to all Executive Committee members one week prior to the monthly meeting via email. Recorded minutes to be attached.
- Coordinate administrative and staff agenda with the Head of School one week prior to the monthly meeting;
- Forward approved minutes to VP of Communications for use on the SPA webpage on the Stuart Website;

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TREASURER

Treasurer Responsibilities:

- Attend SPA* monthly meetings and present oral as well as written financial reports.
- Prepare an annual budget after consulting with President and President-Elect. Proposed budget shall be presented at first SPA meeting of the school year.
- Keep full and accurate accounts of receipts and disbursements in Quicken for MAC (licensed to SPA) as well as a copy of all check requests, reimbursements, invoices, statements, etc. of all SPA financial business;
- Review bank statements monthly to ensure proper posting of all items and work with the Business Office and bank to resolve any account posting errors;
- Keep the President apprised of any concerns regarding the accounting of the Association;
- Review budget items monthly and follow-up with Business Office, chairpersons and VP of Merchandising on items outstanding;
- Deposit monies of the Association and issue disbursements in an accurate and timely manner;
- Review for accuracy deposits and disbursement requests from chairpersons of all SPA events;
- Train the incoming treasurer after Spring Break and provide the incoming treasurer with a balanced check book;
- Provide a report of financial standing at SPA Annual Luncheon meeting
- Provide an up to date Quicken file no later than September 1st

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VICE PRESIDENT OF EDUCATION

Vice President of Education Responsibilities:

- Attend SPA* monthly meetings and provide an oral report of the events planned by Common Ground;
- Attend monthly meetings of Common Ground, act in capacity of the Treasurer for Common Ground, including but not limited to providing the Chair with a balance sheet indicating expenses incurred to date;
- Work with the business office to oversee the collection of member dues and issue disbursements on behalf of Common Ground;
- Participate in the discussion and decision-making process for future Common Ground speakers;
- Advise the President and Treasurer of future Common Ground events hosted by Stuart to secure date on master Stuart calendar;
- Make the necessary arrangements for Stuart to host a speaker by filling out and submitting an **event registration form and dining room services function sheet** for major events at the beginning of the school year;
- Work with Director of Communications to publicize Common Ground events to the Stuart Community;
- Oversee the organization of SPA library as deemed appropriate by the Executive Committee;

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VICE PRESIDENT OF VOLUNTEERS

Vice President of Volunteers Responsibilities:

- Attend SPA* monthly meetings and provide an oral report when needed;
- Provide up-to-date volunteer status and ongoing volunteer opportunities;
- Recruit parents to become involved in the SPA Executive Committee as well as volunteer for school events:
- Organize volunteer contact information gathered from Parent Volunteer Sign-up forms and the SPA webpage. Create a sign-up list for each event to be provided to Event Chair:
- Provide the Parent Volunteer Sign-up forms for all appropriate events, for example Orientation Day, Back-to-School Night, etc. Events to be determined prior to the first day of school.
- Speak with the SPA President prior to the beginning of the school year about events and volunteer status;
- Create a Volunteer packet with all the following forms, to be distributed at the first meeting of the school year set up by the SPA President with all of the new Executive Committee members:
 - Volunteer List
 - Event Registration Form
 - SPA Check Request Form
 - NJ Tax Exempt Form
 - Budget report (prepared by President and Treasurer)
 - Chairperson's Report (Prior Year)
- Contact each Event chair two months prior to an event and review the Volunteer packet and needs of the Chair;
- Work with the Chair to ensure a reasonable and appropriate number of volunteers for each event;
- Follow up no more than 14 days after an event to collect the Chairperson's Report to be used the following year;
- Thank Chairs and ask if they would like to Chair in the future or know someone who is interested;
- Prior to end of school year, meet with the SPA President and President-Elect to update Parent Volunteer Sign-Up Sheet for the following year

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VICE PRESIDENT OF COMMUNICATIONS

Vice President of Communication Responsibilities:

- Attend SPA* monthly meetings and provide an oral report when needed;
- Work with President and Executive Committee to make sure the SPA page is updated and has all relative announcements and information;
- Work with the Director of Communications to make all updates and changes;
- Work with President to review yearly calendar and make sure all changes are made prior to the first day of school;
- Receive, edit and post all SPA-related announcements on SPA parent webpage;
- Submit SPA announcements to Weekly Wisdom as appropriate and requested by SPA President and/or SPA Chairpersons of SPA sponsored events;
- Work with Upper School Head to put together baby-sitter list to be distributed at Back to School Night
- Put a complete babysitter list on the SPA webpage
- Act as a liaison between Stuart's Communication Office and the members of the Executive Council

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VICE PRESIDENT OF OUTREACH

Vice President of Outreach Responsibilities:

- Attend SPA* monthly meetings and provide an oral report on SPA's outreach efforts, when needed;
- Meet with the President and President-Elect to discuss volunteer outreach opportunities for the Stuart community;
- Inform the Stuart community of volunteer outreach opportunities;
- Oversee the organization and follow-through of SPA's outreach efforts;
- Keep the Stuart community apprised of the success of their volunteer efforts;

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VICE PRESIDENT OF MERCHANDISING

Vice President of Merchandising Responsibilities:

- Attend SPA monthly meetings and provide an oral report on the status of the Book Bag.
- Operate the Book Bag in support of its mission of providing appropriate Stuart logo apparel and accessories in order to promote school spirit and recognition in the community as well as such additional school supplies and merchandise as may be requested from time to time by the faculty and staff.
- Operate the Book Bag with the goal of attaining and sustaining a positive balance.
- Maintain the financial records of the Book Bag and provide monthly reports to the SPA Treasurer;
- Contact current Book Bag volunteers and new recruits prior to the beginning of the new school year to establish schedule;
- Train, schedule and oversee volunteers to staff the Book Bag during the published hours of operation and during any additional hours of operation as may be requested by the administration or Executive Committee.
- Use deposit form for all Book Bag deposits and submit to Treasurer;
- Maintain control of Book Bag door keys and cash register keys to ensure only authorized personnel are allowed entry;
- Run, print, and retain monthly reports to clear register memory??;
- Perform an inventory count of all items selling for five dollars or more, to be completed annually in late June or early September; just choose a time?
- Obtain prior approval from SPA Treasurer for all purchases to ensure availability of funds;
- Retain copies of all order paperwork and invoices for Book Bag items.

**VICE PRESIDENT OF RELIGIOUS COMMUNICATION
(First Friday)**

Vice President of Religious Communication Responsibilities:

- Attend SPA monthly meetings and provide an oral report on the status of First Friday.
- Establish and keep open lines of communication with Stuart Campus Ministry
- Serve on the First Friday Planning Board which meets twice a year, January and June.
- Promote the First Friday gatherings to the Stuart community and to the designated representatives of PASH
- Encourage attendance by members and friends of the Sacred Heart community. Seek ways to further promote the gatherings.
- Complete event registration form for Cor Unum, Front Hall and Parking. This can be done the first week of the year for all the events. Four copies of each form are created and distributed.
- Complete FLIK order form for coffee/tea/water for each gathering
- Complete event form for each month based on speaker's needs. (Tech, podium, easels, etc.)
- Post gatherings, collect supplies and assist with closing out the event.
- Print, Fold and Stuff Brochure for mailing – coordinate with the SFF Board

DIVISION REPRESENTATIVE AND CLASS PARENT RESPONSIBILITIES

Lower School Rep Responsibilities:

Rep – 1 EC and 1 LS

The responsibilities of the Lower School rep include:

- Attend a monthly meeting with Michelle Dowling and other Rep to review communications, events, etc.
- Attend the monthly SPA* meeting to communicate updates to the SPA Executive Committee
- Provide Class Parents with time sensitive information to be distributed to their classes (Copy Lower School Administrative Assistant)
- Acting as an information source for class parents to go to with questions about the grade or school

Lower School Class Parent Responsibilities:

The responsibilities of the Lower School class parents are divided into three roles:

Class Parent 1

- Send reminder emails to all parents in the class with class specific information including any content provided by Lower School Rep

Class Parent 2

- Organizing a monthly get together for your class (You do not have to host, just coordinate) Please schedule a welcome back get together over the summer.
- Work with the teachers and assist them in any way needed. Depending on the grade, there will be different responsibilities
- Coordinate a Birthday Bouquet for your teachers

Class Parent 3 (Buddy) – 2 Buddies for Kindergarden

- SPA Past President will work with Class Parent 3 to support ongoing efforts and communications with new families
- Act as a contact person for all new families in your class and reach out appropriately based on ongoing activities
- Admissions will provide a list to you in early August so that you can reach out to all new families

DIVISION REPRESENTATIVE AND CLASS PARENT RESPONSIBILITIES

Middle School Rep Responsibilities:

Reps – 1 MS Rep

The responsibilities of the Middle School School rep include:

- Attend the monthly SPA* meeting to communicate updates to the SPA Board.
- Act as an information source for room parents to go to with questions about the grade or school.

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- Attend a trimester meeting with Robert M. and the MS room parents to review communications, events, etc.

Middle School Class Parent Responsibilities:

The responsibilities of the Middle School class parents are divided into three roles:

Class Parent 1

- Act as an information source for parents to go to with questions about the grade or school. Share feedback and concerns with Robert Missonis.
- Send emails to the parents in the class (copying Middle School Administrative Assistant), should there be necessary information to convey or to help remind/publicize key student events. Middle School Rep will provide all school or division information.
- Attend a trimester meeting with Robert M. and the MS Reps to review events, etc.
- Support Class Parent 2 if needed for special events

Class Parent 2

- Work with the teachers and assist them in any way needed. Depending on the grade, there will be different responsibilities
- Provide treats to students around holidays or special events throughout the year. Brainstorm and suggest ways to add “fun” to student’s experience.
- Please schedule a welcome back get together over the summer.

Class Parent 3 (Buddy) 2 Buddies for 6th Grade

- SPA Past President will work with Class Parent 3 to support ongoing efforts and communications with new families
- Act as a contact person for all new families in your class and reach out appropriately based on ongoing activities
- Admissions will provide a list to you in early August so that you can reach out to all new families
- Keep communication consistent through out the school year to make sure all new parents feel included and part of the Stuart community

Some additional items for the grade 7 and 8 class parents:

- Grade 7 parents help plan the post Prize-Day reception for eighth graders and their families and provide the gift for eighth graders that day (usually a framed photo of the class from Washington, D.C.) and organize snacks.
- The eighth grade parents organize, set up, and clean up the cast party following the 8th grade musical.

DIVISION REPRESENTATIVE AND CLASS PARENT RESPONSIBILITIES

Reps – 2 US Reps

Upper School Rep Responsibilities:

The responsibilities of the Upper School rep include:

- Attend one meeting per trimester with Trisha M. and the US room parents to coordinate plans and ideas.
- Attend the monthly SPA* meeting to communicate updates to the SPA Board
- Act as an information source for room parents to go to with questions about the grade or school
- Support Class Parents with “Random Acts of Kindness”

Upper School Class Parent Responsibilities:

The responsibilities of the Upper School class parents are divided into three roles:

Class Parent 1

- Attend one meeting per trimester with Trisha M. and the US reps to coordinate plans and ideas.
- Act as an information source for parents to go to with questions about the grade or school. Share feedback and concerns with Trisha M.
- Send emails to the parents in the class (copying Upper School Administrative Assistant), should there be necessary information to convey or to help remind/publicize key student events. Upper School Rep will provide all school or division information.
- Acting as an information source for parents to go to with questions about the grade or school
- Working in conjunction with the SPA Reps and Trisha M. to provide occasional treats for the Upper School girls.

Class Parent 2 (Buddy) – 2 Buddies for 9th Grade

- SPA Past President will work with Class Parent 2 to support ongoing efforts and communications with new families
- Act as a contact person for all new families in your class and reach out appropriately based on ongoing activities
- Admissions will provide a list to you in early August so that you can reach out to all new families
- Keep communication consistent through out the school year to make sure all new parents feel included and part of the Stuart community

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