

Presidential Duties

Dawson Parent Association Board

Revised by Lisa Albright May 2017

Overview:

The role of the President is to preside over the Dawson Parent Association and ensure its mission for creating school community, school spirit and effective communication. She/he leads the Executive DPA Board in helping to support the administration as well as nurturing an inclusive and appreciative school community.

Duties:

Executive Committee

- **DPA Board Meetings**, the first Tuesday of every month, approximately 8AM to 10AM in the DPA Office. Develop an agenda based around upcoming DPA events and initiatives. You may also want to check in with your board members for input about other issues they may be hearing about from the parent community. Usually George Moore, Susan Miller and occasionally Sarah Amirani will stop by to discuss any issues the administration would like communicate and/or get feedback on.
- **DPA All Parent Meetings**, happen approximately 5 times per year, usually the second Tuesday of the month from 8AM to 9:45 in Henderson Hall Dining Room. (For 2015 thru spring of 2017 these meetings occurred in September, November, February, April, with May being a Volunteer Honoring event). These meetings primarily focus on a faculty/staff presentation around a topic the parent community wants to hear more about. You can pick & plan presentation topics using the tally from the "DPA Potential Presentation Topics 16-17.pdf," which was passed out at the final May meeting. Once the most popular topics are chosen, you connect with the faculty/staff that coincides with the presentation topic and have them pick from the available dates. Besides the presentation, you may want to

discuss and publicize certain upcoming DPA events or initiatives.

- **DPA Calendar Creation**, based on the prior year's calendar of events you will check in with Sarah Amirani and make certain to confirm ALL DPA event dates and the DPA All Parent Meeting dates. Then you can get this info to the DPA website webmaster to post on the "Calendar" page.
- **DPA Description of Duties**, you may want to remind all board members to take a peek at their "Description of Duties" document which is hyperlinked to their position title under "Officers & Chairs" on the DPA website, www.dawsonpa.org. You may also want to encourage your Board Division Coordinators to connect with their Parent Classroom Representatives and also encourage them to check out their "Description of Duties" document which is hyperlinked to their position title on the DPA website. Towards the end of the year you may want to request that the Board members look at their individual "Description of Duties" documents for any necessary revision. Get these revised versions to the webmaster for updating on the DPA website.
- **Communications** role: Listen to the needs, concerns, and desires of the parents; Serve as the principal liaison between the DPA Board and the administration. Like all other Board members, value and respect varying views on the board. Be prepared to agree to disagree.
- **Oversight**: oversee the Board member activities and make certain they are checking in with their assigned DPA Committees to make certain all events and initiatives are running smoothly; make sure that the DPA mission is carefully and effectively being executed
- **Presence**: Attend various *Dawson functions* (as possible) – the New Parent Reception, in August, is an important function to try and attend as the parents often feel reassured by your presence and you can often rope in willing volunteers for different Committees. A few times a year you will be asked to meet with the *Dawson Board of Trustees* to discuss what the DPA is up to and answer the many questions they will have about the parent community.

- Please feel free to refer to the documents on your **USB Drive** in the “Executive Committee Duties” folder.

Summer Mailer

- Instead of the giant (and expensive) packet of material we sent to parents in the past, we had discussed doing a fun DPA Summer Post Card – which would publicize the DPA website and highlight the kinds of information parents can find there to answer their questions and prep for the school year. You can create this post card using images that Sarah Amirani is happy to give you, color copy this, and then ask the Admissions Office secretary for mailing labels for the whole parent community. After affixing the labels, you then hand these back to the Admissions Office secretary for mailing.
- Please feel free to refer to the documents on your USB Drive in the “Summer Mailer/New Family Welcome” folder. I use the program “Acrobat Pro DC” to edit PDF files. This is a wonderful tool and has a monthly fee associated with it – however it means you can alter any PDF file from year to year in order to update old materials. I have also told the Marketing Director about this tool – perhaps you can charge the monthly fee to the DPA under administrative costs. I have found it invaluable!

Registration

- Make certain the Spirit Wear Committee & the Grocery Card Committee are gearing up for the event. Position tables outside the Athletic Center for best visibility. Spirit Wear signage is in the DPA Office (they take care of this) and Grocery Card signage is minimal – we may need to create something. Check in DPA storage garage and in office.
- Inside the gym we normally have one table set up focused on VOLUNTEER OPPORTUNITIES! And we hang the large DPA banner (in storage) behind the table. We use a table cloth (in storage) and any necessary table signage to make the table inviting. Please ask a few board members to join you to talk

with families that morning at the event. Have parents sign up for open volunteer opportunities!

- Please check in with the DPA Marketing Director for any of your marketing needs as she may have useful documents on her “Marketing” USB Drive.

Dawson Fest

- This is the DPA Event that the president oversees most thoroughly. Please reach out to the Dawson Fest team and ask if they need assistance from you in any way. Usually it requires confirming the event budget and then being present to lend a hand the day of the event.
- Please feel free to refer to the documents on your USB Drive in the “Dawson Fest Event” folder.

Month by Month Happenings that *may* require some presidential attention (please synch with the DPA Calendar you created, so events fall in the proper months):

- **July** – DPA Summer Mailer, described above, this flyer/post card usually lands in the parents mailbox a week or two before the school Registration event, and the Admissions Office secretary normally requires ample notice (3 weeks from mailing date) to create the mailing labels for you.
- **August** – Registration event, potentially have first DPA Board meeting gathering. Prep for September Board Meeting and All Parent Meeting. Fall Parent Parties begin! Send out welcome to new volunteers (Parent Class Reps, Committee Chairs, Board Members) and remind them to check out their “Description of Duties” document on the DPA website and attach any “New Volunteer Tools” that you’d like them to have on hand. Attend New Parent Reception at George Moore’s house if possible.
- **September** – Board meeting, DPA All Parent Meeting with Presentation, help with Dawson Fest day of, Fall Parent Parties continue.
- **October** – Board Meeting, Fall Teacher Conference Food donation, MS Halloween party

- **November** – Board Meeting, DPA All Parent Meeting with Presentation, Dad's serve for Thanksgiving Lunch
- **December** – Board Meeting, Holiday Coffee Event, Gift Card Order, Compilation & Delivery, make certain Mark Saunders in the Admissions Office has plenty of DPA flyers/postcards on hand for putting in his January acceptance packages.
- **January** – Board Meeting, State of the School Address, MS Dance, Winter Carnival, Mini/Mega Grant deadline & subsequent allocation of grants
- **February** – Board Meeting, DPA All Parent Meeting with Presentation
- **March** – Board Meeting, begin thinking of Board/Committee Chair/Parent Class Rep RECRUITMENT needs.
- **April** – Board Meeting, DPA All Parent Meeting with Presentation, After Prom, help recruit all needed volunteers. In 2017 I was asked to make a Sign Up Genius for the Admissions Office "New Welcome Committee." They are really taking charge of this initiative, yet I have included the Sign Up on your USB Drive in case you need it. This Sign Up would go out in late April to entice volunteers to get involved. You may want to check in with Mark Saunders & Sarah Amirani on this.
- **May** -- Board Meeting, POTENTIAL Volunteer Honoring event with Development Office (We had discussed cancelling this and doing a digital thank you note instead! It is a fiercely busy time of year and we are not attracting more than usual suspects. You decide.). Check in with Dawson Fest team to make certain they are set with their budget numbers for the September event. They need to reserve entertainment in May for this Fall event. Write thank you's to Board & all Committee Chairs. Set up any useful materials for next president!! 😊

Please refer to **DPA President USB Drive for all digital materials needed to perform presidential duties. These materials are template examples from which you can edit and adjust as desired.

THANK YOU for your great service to the Dawson School Community!!!