

Vice President Duties

Dawson Parent Association Board

Updated March 2017 by Lisa Albright

OVERVIEW:

The role of the Vice President is to support the President, to carry out the jobs listed below, and to serve the Dawson community with integrity, inclusivity, and kindness

DUTIES:

Executive Committee

- Try to attend as many of the monthly DPA Board Meetings as possible. They occur the first Tuesday of each month of the school year usually starting at 8AM in the DPA office, which is in the back of the Admissions Cottage, across from Henderson Hall.
- Try to attend as many of the DPA All Parent Meetings as possible. There are 5 per year and the dates are listed on the DPA website, www.dawsonpa.org, under "DPA Calendar." Lead this meeting IF the DPA President is unavailable.
- Listen to concerns of parents as they arise; serve as a liaison if necessary between the parents and the administration
- Value and respect varying views on the board; agree to disagree

Fall Parent Parties

- Develop a list of potential dates for Fall Parent Parties in May, prior to the following school year, (these parties normally happen from late August into early October). To develop this list you must check in with Sarah Amirani who will choose a number of dates that work with the Head of School's and/or Division Dean's schedule. Their attendance is key to a successful event.

- Encourage each Parent Classroom Representative to sign up for a party date and time in May (before the end of school, if possible).
- Once the parties are set, create a listing of what grade party will happen on which date and when/where details. Get this document to the DPA Marketing Director and the LS/MS/US Coordinators in order to disseminate the information to the parent community
- Please feel free to refer to the documents on your USB Drive in the “Fall Parent Parties” folder.

Mini-Grant/Mega Grant Program

- First, please go to the DPA Website, www.dawsonpa.org and read the Grant Program description and all related materials. You will find this under “DPA Initiatives.”
- Promote the program to faculty and staff prior to the application process through emails, printed materials, and announcements at faculty/staff meetings. The application is on the DPA website under “DPA Initiatives”, www.dawsonpa.org
- Secure division faculty representatives to serve on the Grant Review Committee with the help of the Division Deans
- Determine a mutually convenient time for the Review Committee to meet (Vice President, LS Coordinator, MS Coordinator, US Coordinator, Treasurer, Assistant Treasurer, US/MS/LS Faculty)
- Provide applications to faculty and staff both on-line and through division heads two weeks prior to the application deadline
- Give Head of School a week to review the applications prior to the Grant Review Committee’s independent perusal of the documents, they can peruse these documents digitally if you can scan them and email them (this may be easier than copying all the applications and hand distributing them).
- Serve as the liaison between the committee and the faculty/staff if there are questions concerning the applications
- Conduct an organized, efficient meeting to review the individual applications

- Announce results to Head of School, Division Heads, and grant recipients
- Provide official announcement to school community both at the DPA Meeting and through the weekly Dawson newsletter and bi-annual DPA Newsletter
- Require grant recipients to provide written and visual feedback of their projects at work at least two month following the financial distribution. (This is ideal, yet hard to enforce due to timing. When possible, gather this information and make a general flyer to inform parents where their money was spent. Get this to Sarah Amirani for publication and distribution).
- Please feel free to refer to the documents on your USB Drive in the “Mini Mega Grant Program” folder.

Holiday Coffee

- Organize a December Coffee/Gathering to foster community and promote DPA fundraisers (Dawson Spirit Wear; grocery and gift cards; potential plant sales)
- Plan for food, coffee, tea, cider, music (live piano player or harpist (!!); LS student performance, acapella group performance, or other student performance)
- Provide several copies of teacher wish lists alongside grocery and gift card forms
- Thanks to Tina Sala this event has morphed into a Holiday Coffee & MARKET (She has done this in 2015, 2016 and has committed to do this Chair and run this event for 2017).
- Please feel free to refer to the documents on your USB Drive in the “Holiday Coffee Event” folder.

****Again, please refer to **DPA Vice President USB Drive** for all digital materials needed to perform your 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!!!