



Parent Association

PA Officer Nominating Committee

The Nominating Committee of the Parent Association is charged with preparing a slate of nominees for officers to be sent to all members with the notice of the Annual Meeting (in April). In February and March, the Nominating Committee will consider names of candidates for next year’s slate of officers. We welcome suggestions of possible candidates from among the parent body. If you would like to nominate someone for consideration, please use the form below. Your suggestion will be kept in confidence by the committee. If you are nominating yourself (either to continue in a role or for a new one), please complete this form and send to: Vaishalee Sampat, Friends Select School, 17th & Benjamin Franklin Parkway, Phila, PA 19103. Fax – 215-864-2979, email – vaishalees@friends-select.org .

Form must be *received* by Friday, February 26, 2010

Thank you for your help in maintaining strong leadership for the Parent Association.

Name of nominee: _____ Date: _____

Child(ren) name/s and grade/s: _____

For which position are you nominating this individual? (See list on reverse side.)

Please note particular strengths this individual would bring to a volunteer leadership position:

Other comments: _____

Recommended by: _____

Email: _____ Day phone: _____

PA Board Officer Descriptions

President (may be co-presidents)

- Presides at all PA meetings
- Attends FSS Board of Trustee meetings
- Works closely with Director of Parent Programs to ensure PA objectives are met
- Supports all PA committees with goals and objectives
- May be asked to represent PA at special events/functions
- Leads annual PA retreat—helps set annual PA calendar of events

Co-Vice Presidents (2)

For 2010-11, the PA Co-Vice Presidents will serve as the chair for the Families of Color Committee and the Lesbian, Gay, Bisexual, & Transgender (LGBT) Committee. Each VP will chair one committee only.

- Parent liaison between Families of Color and LGBT committees and the PA
- Reports committee updates at PA meetings
- Coordinates guest author for PA monthly newsletter submission
- Performs duties of the president in his/her absence and such duties as may be assigned by the president or the executive board.

Treasurer (may be co-treasurers)

- Responsible for Parent Association funds
- Keeps accurate record of all monies received and paid
- Presents a report regularly to the PA board, as well as at the Board retreat
- Works with fundraiser committee chairs to properly process all deposits
- Assumes the functions of the secretary in his/her absence or incapacity to act, until president appoints a replacement.

Secretary (may be co-secretaries)

- Keeps all records of the proceedings at every meeting
- Works closely with Director of Parent Programs to ensure PA page on website is regularly updated
- Conducts correspondence as may be deemed necessary by the president or the PA Board.
- Assumes the functions of the treasurer in his/her absence or incapacity to act, until president appoints a replacement.

Co- Vice Presidents for Lower School (2)

- Works with class representatives to facilitate communication between the PA and the class reps
- Should attend PA meetings
- Leads quarterly class representative meeting
- May lead divisional breakout session at PA meetings
- Meets regularly with divisional head and reports to the PA board.

Co-Vice Presidents for Middle School (2) See above description.

Co-Vice Presidents for Upper School (2) See above description.

****Officers are approved for one-year terms (June through May) and each office holder may serve successive**

terms.