PSA EXECUTIVE BOARD
JOB DESCRIPTIONS
Revised April 2017

PRESIDENT

• Is a member of the PSA Executive Board and shall attend all PSA Executive Board meetings.
• Shall preside at all meetings of the Association and shall oversee the duties and responsibilities of the Executive Board members.
• Shall appoint ad-hoc committees as needed.
• Two years of Parent Service Association involvement preferred, one year required.

FIRST VICE PRESIDENT

• Is a member of the PSA Executive Board and shall attend all PSA Executive Board meetings.
• Assumes duties and responsibilities of President in his/her absence.
• Responsible for correspondence to members of the San Domenico community on behalf of the PSA including notes of appreciation, congratulations and condolences, as appropriate, as well as birthday wishes to members of the San Domenico “all school” staff.
• Chairs the Nominating Committee.
• One year of Parent Service Association involvement required.

PSA ALL-SCHOOL FUNDRAISER CO-CHAIR(S)

• Is a member of the PSA Executive Board and shall attend all PSA Executive Board meetings.
• Chairs the spring PSA All School Fundraiser.
• Acts as liaison with the Advancement Office regarding the PSA Fundraiser.
• Works with the PSA Treasurer to provide a budget for the event and approves all expense disbursements for the event.

SCRIP MARKETING CHAIR

• Is a member of the PSA Executive Board and shall attend all PSA Executive Board meetings.
• Is responsible for administering and marketing the SCRIP program.
• Works with the PSA Treasurer to provide SCRIP financial reports to the PSA Board.
• Works with the San Domenico Business Office to coordinate scrip payments.

**UNIFORM CLOSET CHAIR**

• Is a member of the PSA Executive Board, as an auxiliary position.
• Shall organize and staff the Uniform Closet.
• Shall coordinate with the San Domenico Business Office to pass on funds received.

**VICE PRESIDENT OF THE UPPER SCHOOL**

• Is a member of the PSA Executive Board and shall attend all PSA Executive Board meetings.
• Serves as the Communications Coordinator for the Upper School (with parents, faculty, administration and the PSA). This can include surveys, admission efforts, email and telephone communications regarding school activities and events, special needs and general questions and concerns.
• Acts as the liaison to the school administration and faculty.
• Is responsible for the coordination of the Class Parents, Teacher Gratitude, and Class Social Chair positions.
• Is responsible for organizing school level volunteer needs and for coordinating volunteers as needed by the PSA.
• Is responsible for the committee reports to the PSA meetings.
• One year Class Parent experience preferred.

**VICE PRESIDENT OF THE MIDDLE SCHOOL**

• Is a member of the PSA Executive Board and shall attend all PSA Executive Board meetings.
• Serves as the Communication Coordinator for the Middle School (with parents, faculty, administration and the PSA). This can include surveys, admission efforts, email and telephone communications regarding school activities and events, special needs and general questions and concerns.
• Acts as the liaison to the school administration and faculty.
• Is responsible for the coordination of the Class Parents, Teacher Gratitude, and Class Social Chair positions.
• Is responsible for organizing school level volunteer needs and for coordinating volunteers as needed by the PSA.
• Is responsible for the committee reports to the PSA meetings.
• One year Class Parent experience preferred.
**VICE PRESIDENT OF THE LOWER SCHOOL**

- Is a member of the PSA Executive Board and shall attend all PSA Executive Board meetings.
- Serves as the Communication Coordinator for the Lower School (with parents, faculty, administration and the PSA). This can include surveys, admission efforts, email and telephone communications regarding school activities and events, special needs and general questions and concerns.
- Acts as the liaison to the school administration and faculty.
- Is responsible for the coordination of the Class Parents, Teacher Gratitude and Class Social Chair positions.
- Is responsible for organizing school level volunteer needs and for coordinating volunteers as needed by the PSA.
- Is responsible for the committee reports to the PSA meetings.
- One year Class Parent experience preferred.

**VICE PRESIDENT OF COMMUNITY BUILDING**

- Is a member of the PSA Executive Board and shall attend all PSA Executive Board meetings.
- Point person for PSA Executive Board, Class Parents and Administration/Faculty to help increase community among parents at San Domenico.
- Works with PSA Executive Board members to coordinate All School PSA community building events, which may include a welcome back event (fall), social events before scheduled San Domenico speaker series and an all school service event (spring).
- Works with K-12 Class Social Chairs to ensure community and social events across all school levels.

**SECRETARY**

- Is a member of the PSA Executive Board and shall attend all PSA Executive Board meetings.
- Records, types and distributes the minutes of all meetings and is the custodial of all papers and documents in a prompt manner.
- Updates pages of the PSA Executive Board Binder as directed by the President and/or First Vice President or as approved by the PSA Executive Board.
- Assists the President and First Vice President in any clerical duties deemed necessary, which may include telephone communications or written information.
TREASURER

- Is a member of the PSA Executive Board and shall attend all PSA Executive Board meetings.
- Shall record all receipts and disbursements of the Association and keep the financial records for the general expenses of the PSA and its fundraisers which include the All School Fundraiser, the SCRIP program, and the Uniform Closet.
- Shall make monthly reports including budgets at the PSA Executive Board meetings and provide copies to the Head of School, the Director of Finance, and the Director of Advancement.
- Shall act as a liaison with the Advancement and Business Offices with regard to financial matters of the Association.
- Shall act as a liaison with the PSA School Level Vice Presidents, All-School Fundraiser Co-Chair(s), Scrip Marketing Chair, the Uniform Closet Chair and the Committees of the Association (i.e. Faculty/Staff Appreciation Chair) on all financial matters, including procedures for handling incoming funds and payment of expenses.
- Accounting experience preferred.

VICE PRESIDENT, VOLUNTEERISM

- Point person for PSA Executive Board, Class Parents and Administration/Faculty to help put volunteer needs in place.
- Work with master Sign Up Genius documentation (or other system); make necessary changes to such system documentation for initial set-up and educate event point person on how to make changes to the event throughout the year.
- Person who gathers data on parents talents and resources with and from Admissions.
- Person who markets where the school needs help and/or coordinates where families/parents want to volunteer.
- Work with San Domenico Webmaster on getting a volunteer sign up system on the school website prior to the summer mailing going out in August.
- Help solicit parent volunteers at Welcome Back Parent Faire and other PSA related events.
- Work with PSA Executive Board members to coordinate 1-2 All School PSA meetings, which may include a speaker and PSA volunteer needs, which will drive volunteerism.
- Chairs the PSA Thank you Social in May.

PAST PRESIDENT

- Is a member of the PSA Executive Board and shall attend all PSA Executive Board meetings and assist the President as needed.