

**BENILDE-ST. MARGARET'S PARENT ASSOCIATION
JOB DESCRIPTIONS
2019-20**

Board Positions	Page
President.....	2
Vice President.....	3
Adviser.....	5
Secretary.....	6
Treasurer.....	7
Social Programs.....	8
Ways and Means.....	10
Faith & Wellness.....	12
Hospitality.....	14
Student & Faculty Recognition.....	15
Junior High Activities.....	16
Spirit Shop.....	17
Communications Chair.....	18
Non Board Positions	
Display Case.....	19
Daytime Open House Coordinator.....	20
Parent Ambassador.....	21
Just for Parents.....	22
Prayer Line.....	23
Prayer & Share Leader.....	24

PRESIDENT

Term: One year

Reports to BSM President and Board

Duties and Responsibilities

1. Preside at the meetings of the organization and call special meetings as appropriate.
2. Enforce an observance of the Constitution and By-laws.
3. Perform all duties as the execution of the work of the office may require. Maintain regular communication with all board members and follow timeline from President's binder.
4. Create and email agendas and reports one week prior to both the general board and executive committee meetings. (may also be completed by secretary)
5. Round Up - Coordinate and oversee all PA activities, including but not limited to: recruiting volunteers for PA table and check-off table, setting up the PA table, and creating talking points for volunteers at both tables.
6. BSM Board of Directors
 - a. Provide a quarterly report for each BSM Board of Directors meetings summarizing the Parent Association activities for the applicable time period.
 - b. Attend meetings (send a designee if not able to attend)
7. Committees
 - a. Be an ex-officio member of all committees, except nominating.
 - b. Serve on the Nominating committee of the BSM Parent Association.
 - c. Appoint all committees not otherwise provided for within the Constitution.
8. Communications
 - a. Meet with the BSM President on an every other month basis.
 - b. Communicate regularly with the Vice President outside of meetings.
 - c. Maintain relationships with BSM Administration, Marketing/Communications, Advancement and Finance departments and Spirit Shop.
 - d. Write thank you notes to all event chairs and special committee chairs after events.
 - e. Review meeting minutes from Executive and General meetings, email changes to secretary.
 - f. Update the Event Planning Guide as appropriate, forward to all chairs.
9. Job Descriptions - Annually, but no later than February 15 of each year, review and update Board member job descriptions.
10. Next year planning
 - a. Review and evaluate all programs on a yearly basis.
 - b. Assist VP to set-up planning meetings with each board chair, assistant chair and VP.
 - c. Assist VP and work with Administration to schedule all events in the Master School Calendar.
11. Submit year-end report and update President's timetable.

VICE PRESIDENT

Term: One year

Reports to Parent Association President

Duties and Responsibilities

1. Serve as a member of the Parent Association Board; attend monthly meetings and present plans and reports of progress to the board. Serve as a member of the Executive Committee and attend monthly meetings.
2. Preside in the absence of the President.
3. Decide all questions of order according to "Roberts Rules of Order Revised."
4. Maintain regular communication with the PA President outside of meetings.
5. Attend meetings with Administration, Calendar Planning, Annual Fund Campaign and any other meetings at the request of the PA President.
6. Volunteers
 - a. Create Sign Up Genius (or another online tool) for Parent Association Events, as needed
 - i. Work with board members, event chairs and the BSM administration to identify volunteer needs for each semester.
 - ii. Work with board members, chairs to publicize volunteer opportunities in the Knightly News and provide a link to the sign up on the Volunteering page of the Parent Association via web page coordinator. If the volunteer spots are still open for an event, using the CSV feature of SUG, issue a request for volunteers to the parents on the "call as needed list."
 - iii. Update the "call as needed list" each fall to eliminate duplicates and maximum 500 emails.
7. Knightly News
 - a. Collect Knightly News notices from Board members and committee chairs by 5:00 pm on Sunday for each week that the Knightly News is published.
 - b. Create an email of all notices (no formatting) and email the document to Marketing by noon on Tuesday at info@bsmschool.org for publication in that Wednesday's KN.
 - c. Alert Marketing if a notice should appear under a KN heading other than the Parent Association.
8. Serve on the Parent Association Nominating Committee, chaired by the PA Adviser.
9. Social Functions
 - a. Organize and deliver lunch for facilities/maintenance staff twice a year –December & June.
 - b. Plan and execute the Christmas and Spring Meeting, Mass and Luncheon for the PA Board and guests.
 - c. Organize the PA Board's annual silent auction donation.
10. Serve as Historian for PA
 - a. Maintain an electronic database (Photobucket.com) of photos taken and communicate Photobucket instructions to all chairs.

- b. Create a PA event slideshow to showcase at conferences.
- c. Maintain and update the display poster of Parent Association events and showcase at Red Knight Round-Up, Knight School and BSM Open Houses.

11. Next Year Planning

- a. Set-up planning meetings with each board chair, assistant chair and VP.
- b. Work with BSM Administration to schedule all events in the Master School Calendar.

12. Submit year-end report to Parent Association President and update VP timeline.

ADVISER Served by the immediate past President of the PA Board

Term: One year

Reports to Parent Association President

Duties and Responsibilities

1. Serve as a member of the Parent Association Board; attend monthly meetings and present plans and reports to the board.
2. Provide background, perspective, and direction to the Parent Association Board to facilitate decision-making.
3. Review and evaluate the Mission statement and long-range goals as needed.
4. Chair the nominating committee. (See By-Laws) Fill all vacancies on the Parent Association Board for the following school year.
5. Chair the Long Range Planning committee of the Parent Association.
6. Update the Constitution and By-Laws as needed. Maintain a clean copy of approved documents.
7. Attend committee meetings at the request of the PA President.
8. Submit Year-end report to President.

SECRETARY

Term: Two years

Reports to Parent Association President

Duties and Responsibilities

1. Serve as a member of the Parent Association Board; attend monthly meetings and present plans and reports of progress to the board.
2. Serve as a member of the Executive Committee and attend monthly meetings.
3. Record and maintain a written record (minutes) of the monthly General Board meetings and prepare meeting notes for Executive Board meetings.
4. Meeting minutes
 - a. Prepare minutes of board meetings and send to all Board members within one week of meeting conclusion. Request comments and changes back within 7 days.
 - b. Re-distribute minutes 3-5 days prior to next board meeting to allow all members the chance to review the final minutes.
 - c. Once General Board minutes are approved, e-mail approved minutes to the BSM Website Coordinator for the PA Board non-secure site.
5. Compile monthly committee reports from all chairs and circulate to all Board members prior to the next month's Board meeting.
6. Parent Association webpage changes and additions are funneled through the Secretary. Provide all changes to the BSM Website Coordinator as needed. Maintain updated PA board documents on site.
7. Parent Association Board Binders and Documents. Prepare the board roster, special committee roster, meeting calendar, and PA event calendar for the following year and present in binders or email format to board members.
8. Prepare name tents for the board meetings. Set out and collect at end of meeting.
9. Update current Board member roster and meeting/event calendars, as needed.
10. Provide Direction for the Display Case Chair. Coordinate and oversee monthly display and advertisement of Parent Association events and fundraisers in the main hallway display cabinet along with Display Case Committee Chair.
11. Mail Chimp Publications. Work with PA Board Members and event Chairs to create Mail Chimps as requested and coordinate the scheduling of the Mail Chimps with BSM Marketing.
12. Board Meeting Agendas. Send out requests each month prior to the Executive and General Board Meetings for agenda items. Send the agenda to the President to review before sending it out the other PA Board Members attending the meeting. (may also be completed by President)
13. Refreshments Schedule. Work with Anne Moen to make arrangements for coffee and water at each General Meeting and create a Sign Up Genius for PA Board members to sign up to bring treats to each General Meeting.

TREASURER

Term: Two years

Reports to Parent Association President

Duties and Responsibilities

1. Serve as an advisor and resource to the Parent Association to ensure that the organization meets its financial goals and receives timely and accurate financial reporting.
2. Serve as a member of the Executive Committee, attend monthly meetings and present a monthly treasurer's report. Serve as a member of the Parent Association Board, attend monthly meetings and present a monthly treasurer's report.
3. Provide prior year-end detailed financial information for each event to respective chairs and discuss the use of these financials as a basis for the current year budget. Offer assistance with event budgeting, record keeping, reimbursement requirements, and financial expectations to all chairs.
4. Assist with on-line sales and registration as needed. Act as a liaison between BSM Finance and event chairs to resolve any issues associated with on-line sales/registration. For events, coordinate with PA Chair/event chair to determine registration/revenue reporting needs. Request needed reports from BSM Controller and ensure they are accurate and timely.
5. Handle all requests from event chairs for cash boxes and/or credit cards machines and coordinate with the BSM Finance Department to ensure these requests are met. Currently, cash boxes and/or credit card machines are used at the following events: Homecoming Dinner, Knightsbridge and Treasure Hunt. Attend these events and oversee cash boxes/revenue collection, as needed. If the treasurer is unable to attend the event, coordinate with the event chair to ensure that proper financial controls are communicated and responsibilities assigned.
6. Review, approve and code all bills received by Parent Association. Forward to the BSM Controller for payment.
7. Obtain detailed monthly financial reports from the BSM Controller. Reconcile all entries and resolve any discrepancies and reporting issues with the BSM Controller.
8. Format monthly financials for easy printing. Provide these formatted detailed monthly financial reports to respective Parent Association Board members and event chairs, as applicable. Advise and respond to financial concerns related to these monthly statements.
9. Maintain electronic copies of all expense documentation, deposit records and monthly reports for Parent Association Treasurer records.
10. Year-End Gift
 - a. Prepare a projection of funds available for fiscal year-end "gifting" for the Executive Committee. (mid to late year)
 - b. Assist the Parent Association President by listing areas of Parent Association involvement and gifts from previous years.
11. Assist in training new treasurer prior to the end of your term.

SOCIAL PROGRAMS

Term: Two years Year #1 Assistant Chair
Reports to Parent Association President

Duties and Responsibilities - Chair

1. Serve as a member of the Parent Association Board and the Executive Committee; attend monthly meetings and present plans and reports of progress to the Board. The Assistant Chair is invited to attend all PA Board Meetings as a non-voting member. In the absence of the Chair, the Assistant Chair will be considered the voting member.
2. Responsible for all social programs sponsored by the Parent Association, specifically:
 - a. Review and understand details of Event Planning Guide
 - b. Secure and oversee event chair(s) for all social events of the Parent Association, including but not limited to:
 - Homecoming event
 - Mother Son
 - Father Daughter
 - Senior Party
 - c. Schedule and attend kick-off meeting with each event chair to review Event Planning Guide; invite PA President, VP, Treasurer and Assistant Social Programs Chair
 - d. Provide event chair(s) with event binder including Event Planning Guide (Review binder before handing off to event chair)
 - e. Work with event chair(s) to develop budget; budget to be reviewed by PA Treasurer
 - f. Review timeline with event chair(s) and assist to complete details
 - g. Attend committee meetings whenever possible
 - h. Obtain all contracts from event chair(s) and forward for signatures and approval (i.e. Photographer, DJ, rentals, food). Also, maintain a copy in your binder
 - i. Act as a liaison between event chairs and BSM Marketing and Communications for development of event publicity, both print and web-based
 - j. Approve communications materials (i.e. invitations, Knightly News copy, Mail Chimps)
 - k. Write thank you to event chair(s) within one week of each event
 - l. Schedule and attend event wrap-up meeting
 - m. Request and collect binder(s) within 4 weeks of event; review and clean out binders, add event report and financials upon receipt
3. Remind chairperson to write appropriate thank you notes after each event.
4. Social Chair serves as a member of the Parent Association Board nominating committee.
5. Evaluate and select venues with the Assistant Chair for all social program events for the following year. Negotiate contract and secure deposits as needed.
6. Review and evaluate all programs on a yearly basis.
7. Submit Year-end report to Parent Association President and Vice President.

Duties and Responsibilities – Assistant Chair

1. Assistant Chair is invited to attend all PA Board Meetings and Executive Committee meetings as a non-voting member. In the absence of the Chair, the Assistant Chair will be considered the voting member.
2. Attend event kick-off and wrap-up meetings, as well as committee meetings through the year.
3. Mom's Night Out and Dad's Night Out Events –
 - a. Recruit one representative for each grade (7-12) to coordinate two social events (one/semester) for Mom's Night Out
 - b. Recruit for Junior High and Senior High Dad's Night Out (one/semester). Expand to grade level events as appropriate
 - c. Meet with representatives, as needed, to distribute information about event expectations.
 - d. Publish dates in Round-Up materials, Knightly News, Master Calendar, and website
4. Work with Chair to evaluate and select venues for all social programs for the following school year.
5. Assist Chair with events/meetings, as needed. Gain knowledge to take over position the following year.
6. As each event ends, recruit next year's social event chairs through: personal contacts, volunteers at event, Social Chair's and PA Board's recommendations.

WAYS AND MEANS

Term: Two years Year #1 Assistant Chair
Reports to Parent Association President

Duties and Responsibilities - Chair

1. Serve as a member of the Parent Association Board and the Executive Committee; attend monthly meetings and present plans and reports of progress to the Board. The Assistant Chair is invited to attend all PA Board Meetings and Executive Committee meetings as a non-voting member. In the absence of the Chair, the Assistant Chair will be considered the voting member.
2. Responsible for all fundraising projects sponsored by the Parent Association, specifically:
 - a. Review and understand details of Event Planning Guide.
 - b. Secure and oversee event chair(s) for all fundraisers of the Parent Association, including but not limited to:
 - Knightsbridge Shopping Event
 - Spring Plant Online Sale; 10-day Give & Garden Promotion
 - Garage Sale
 - AmazonSmile Program
 - BoxTops
 - c. Hold kick-off meeting with all event chair(s) to review Event Planning Guide and hand off event binder; invite Assistant Chair, PA President (optional), VP (optional) and Treasurer (optional).
 - d. Work with event chair(s) to develop budget/forecast. Review timeline with event chair(s) and assist to complete details.
 - e. Attend committee meetings.
 - f. Obtain all contracts from event chair(s) and forward for signatures and approval (i.e. rentals, food). Maintain copies in your binder for reference.
 - g. Act as a liaison between event chairs and BSM Marketing and Communications for development of event publicity, both print and web-based.
 - h. Approve communication materials (i.e., Knightly News copy, Mail Chimps, press releases, ads) before they're sent out to the BSM general population or the public.
 - i. Write thank you to event chair(s) within one week of each event.
 - j. Attend event wrap-up meeting.
 - k. Request and collect binders within 4 weeks of event; review and purge unnecessary documentation, add event reports and financials upon receipt.
3. Facilitate training of Ways and Means Assistant Chair by sharing event responsibilities and informing of procedures. Help Ways and Means Assistant Chair with event chair recruitment, as needed.
4. Attend events and offer appropriate support.
5. Review and evaluate all programs on a yearly basis; continuously pursue possible new fundraising opportunities and present ideas to the Parent Association Board for review.
6. Assist VP/President with dates of Ways and Means events for Master Calendar scheduling in spring and Round Up materials.
7. Submit year-end report to Parent Association President and Vice President.

8. Hand off Ways and Means binder to Assistant Chair once all tasks for the current year are completed, but no later than June 30. Include in this binder a copy of Ways and Means final report and the committee/event final reports.

Duties and Responsibilities – Assistant Chair

1. Assistant Chair is invited to attend all PA Board Meetings and Executive Committee meetings as a non-voting member. In the absence of the Chair, the Assistant Chair will be considered the voting member.
2. Attend event kick-off and wrap-up meetings, as well as committee meetings throughout the year.
3. Assist Chair with events and meetings, as needed. Gain knowledge to take over position the following year.

FAITH & WELLNESS

Term: Two years Year #1 Assistant Chair

Reports to Parent Association President

Duties and Responsibilities - Chair

1. Serve as a member of the Parent Association Board; attend monthly meetings and present updates to the board.
2. Promote, encourage and facilitate community wellness and spirituality while maintaining our Catholic identity through a variety of activities -- Prayer and Share, Just for Parents, Adoration, Prayer Line, class retreats.
3. Act in a liaison role with the school for:
 - a. Campus Ministry regarding the on-going spiritual needs of the community (i.e. illness, death, any special needs).
 - b. Faith Formation Department to coordinate and provide support for Catholic schools week, community book read, class retreats and speakers.
4. Just for Parents Speakers (Parenting series)
 - a. Oversee the Just for Parent's committee chair
 - b. Explore programs, speakers, and new ideas to enhance the quality of community & spirituality wellness within BSM. Involve Just for Parents committee chair, as appropriate.
 - c. Speakers should be from the BSM staff. Request payment for speakers, as needed.
 - d. Review speaker evaluations with committee chair
5. Grade Level Events
 - a. Review and evaluate all programs on a yearly basis and as needed in conjunction with the Faith Formation department.
 - b. Provide financial support of speaker for senior class and work with Faith Formation as needed for other speaker requests.
 - c. Provide financial support for the 10th grade retreat.
 - d. Provide lunches for staff and students who forgot theirs during 8th and 10th grade retreats.
 - e. Assist Faith Formation, at their request, to coordinate the set-up of space, contract/payment, and technical needs for speakers with appropriate BSM personnel.
6. Oversee Prayer & Share coordinator and include updates in the monthly committee reports.
7. Plan and coordinate BSM Community Book Read with the BSM Faith Formation department.
8. Prepare Just for Parents flyer and Prayer and Share bookmark for distribution at Round Up and Open House events.
9. Plan calendar of dates for following school year in early February for review and coordination with the PA calendar and BSM master calendar. Dates for Just for Parents, Prayer and Share, Adoration for finals and monthly, and Catholic Schools week events.
10. Submit Year-end report to Parent Association President.

Duties and Responsibilities – Assistant Chair

1. The Assistant Chair is invited to attend all PA Board Meetings as a non-voting member. In the absence of the Chair, the Assistant Chair will be considered the voting member.
2. Assist the Chair as needed to execute duties.
3. Oversee the Prayer Line chair - Review draft of biweekly Prayer Line, along with MarComm and the Campus Ministry Liaison message prior to distribution. Offer comments and edits within 24 hours of receipt. The Campus Ministry Liaison has final authority on Prayer Line content.
4. Adoration
 - a. Organize sign-ups during finals twice annually using Sign Up Genius and promotion through Knightly News. Work w/Campus Ministry to cover times not filled by parent volunteers.
 - b. Campus Ministry opens and closed chapel for Adoration each day.
 - c. Organize monthly adoration chapel with Faith Formation (Matt Brounstein – Theology Teacher) by setting up Sign-Up Genius.
5. Memorials and/or Memorial Mass
 - a. Guided by Campus Ministry when the death of a faculty member, staff member or student or their immediate family occurs, send mass card to family notifying them of date and time of mass and who will be presiding.
 - b. Send sympathy cards upon the death of faculty, staff, or student or their family member, as directed by Campus Ministry.
 - c. A memorial of \$50 per family may be given to a charity or memorial fund indicated in the obituary. This is at the discretion of the PA Executive board. (Requesting the check takes time, so send Mass remembrance first and follow up w/memorial check in separate note.) Submit check request form to PA treasurer. Keep copy for binder.
6. Submit Year-end report to Faith & Wellness Chair for inclusion in the Chair's final report to the Parent Association President

HOSPITALITY

Term: Two years Year #1 Assistant Chair

Reports to Parent Association President

Duties and Responsibilities

1. Serve as a member of the Parent Association Board; attend monthly meetings and present plans and reports of progress to the board.
2. Oversee purchasing and serving of refreshments for all events assigned to Hospitality of the Parent Association, such as, but not limited to: Open Houses, Freshmen family picnic and refreshment cart for teachers during conferences, Knight School, and Senior Awards Night.
3. Direct all committee members as to the proper procedures and policies in dealing with school personnel and all others of the BSM community as stated in the Event Planning Guide.
4. Oversee the Daytime Open House Coordinator and the Parent Ambassador Coordinator and include updates in the monthly committee reports.
5. Write appropriate thank you notes after each event to volunteers.
6. Serve as manager of the hospitality closet including keeping a working inventory
7. Submit to the Vice President all necessary volunteer needs for events to be included on the Volunteer form for Round-Up and periodically throughout year.
8. Review and evaluate all programs on a yearly basis.
9. Submit Year-end report to Parent Association President

Duties and Responsibilities – Assistant Chair

1. The Assistant Chair is invited to attend all PA Board Meetings as a non-voting member. In the absence of the Chair, the Assistant Chair will be considered the voting member.
2. Assist the Chair as needed to execute duties and recruit volunteers, using the volunteer lists provided by the PA Vice President.
3. Gain knowledge to take over position the following year.

STUDENT & FACULTY RECOGNITION

Term: Two years Year #1 Assistant Chair

Reports to Parent Association President

Duties and Responsibilities - Chair

1. Serve as member of the Parent Association Board; attend monthly meetings, and present plans and reports of progress to the board.
2. Provide for Faculty/Staff appreciation, including but not limited to:
 - a. Welcome Back Breakfast
 - b. Mardi Gras Breakfast
 - c. Red Bowl Lunch
 - d. Holiday Dessert Buffet
3. Plan/ execute student recognition events twice a year. Work with Mary Fran O'Keefe who coordinates the staff nominations and parent invitations. Act as the contact for RSVP's, arrange for food, set up room, take and send photos following event.
4. Plan and execute Parents' Choice Award which includes collecting nominations from parents at fall and spring Parent/Teacher Conferences and on-line.
5. Submit to the Vice President communication for Knightly News and Mail Chimps, also volunteer needs as appropriate.
6. Write appropriate thank you notes after each event to volunteers.
7. Review and evaluate all programs on a yearly basis.
8. Submit Year-end report to Parent Association President.

Duties and Responsibilities – Assistant Chair

1. The Assistant Chair is invited to attend all PA Board Meetings as a non-voting member. In the absence of the Chair, the Assistant Chair will be considered the voting member.
2. Assist the Chair as needed to execute duties and recruit volunteers, using the volunteer lists provided by the PA Vice President
3. Gain knowledge to take over position the following year.

JUNIOR HIGH ACTIVITIES

Term: One Year

Reports to Parent Association President

Duties and Responsibilities

1. Parent Association Board Member
 - a. Serve as member of PA board and attend monthly meetings and present plans and reports of progress to the board
 - b. Submit year-end report to PA President

2. Junior High Activities
 - a. Chair Junior High New Parent BBQ/Picnic
Find chairs, provide support and resources (chaperones, food, supplies) for Jr. High events and activities, including:
 - i. Junior High Parties – Fall, Winter, Spring
 - ii. Valentine’s Day cupcakes, St. Patrick’s Day bagels, Bake Sale, and Ice Cream Social
 - iii. 8th Grade Graduation

3. Junior High Activities Parent Meetings
 - a. Provide a vehicle for Jr. High parents to stay informed and get involved in Parent Association-sponsored Jr. High activities
 - b. Provide an opportunity for Jr. High parents to meet one another

4. Communications
 - a. Create a Sign Up Genius for Jr. High activities and events, to organize volunteers and donations
 - b. Provide Knightly News / MailChimp submissions to keep Jr. High parents informed of upcoming activities / events
 - c. Write appropriate Thank You notes to event champions after each event

SPIRIT SHOP

Term: 1 – 2 years – Board position, appointed by Spirit Shop Managers
Reports to Parent Association President

Duties and Responsibilities

1. Provide a monthly committee report to the Secretary including any updates from the managers' meetings.
2. Attend monthly Board meetings.
3. Promote spirit wear periodically through Knightly News.
4. Recommend chair for the following school year to the Adviser by February 15.
5. Submit Year-end report to Parent Association President.

Communication Chair

Term: Two years

Reports to Parent Association Vice President

Duties and Responsibilities

1. Serve as a member of the Parent Association Board; attend monthly meetings and present plans and reports of progress to the board. Serve as a non-voting member of the Executive Committee and attend monthly meetings.
2. Maintain regular communication with the PA President and Vice President outside of meetings.
3. Act as main point of contact between the PA board and event chairs and BSM Marketing.
4. Volunteers
 - a. Create the "Call as Needed" list from Round-up data each Fall, eliminating duplicates, and upload list to Sign Up Genius
 - b. Work with board members, event chairs and BSM administration to identify volunteer needs for each semester.
 - c. Work with board members, event chairs, and BSM administration to create Sign Up Genius (or another online tool) for Parent Association Events as needed and publicize Sign-Ups via Knightly News, Mail Chimps when appropriate, and Parent Association website under Volunteer Opportunities.
 - d. Send Sign-Up to the Call as Needed list only when needed.
5. Knightly News
 - a. Collect Knightly News notices from Board members and committee chairs by 5:00 pm on Sunday for each week that the Knightly News is published.
 - b. Consolidate all Knightly News submissions into one document and email to Marketing by noon on Tuesday at info@bsmschool.org for publication in that Wednesday's KN.
 - c. Proofread test email to check for accuracy of PA information and functionality of links. Get edits to Marketing by Wednesday at noon.
6. Mail Chimp
 - a. Create master schedule each semester for Tuesday/Thursday PA Mail Chimps
 - b. Work with PA Board Members and event Chairs to create Mail Chimps – draft, send test message and get final approval from point person.
 - c. Work with Marketing to schedule mail chimps, specifying appropriate parent audience for messages
7. Website Review and Management
 - a. Review website content and work with board members and event chairs to provide timely updates for all PA activity.
 - b. Maintain direct access to the website for simple updates such as event dates or details.
 - c. Work with BSM Marketing to complete complex website updates or provide new content.
8. Social media liaison. Work with BSM Marketing to provide details and content to promote PA.
9. Submit year-end report to Parent Association President and provide Communications Chair timeline.

DISPLAY CASE

Term: One or more years – Non-Board Position, appointed by the Parent Association Board
Reports to Secretary

Duties and Responsibilities

1. Overall, providing a welcoming atmosphere within the context of our Catholic identity.
2. Parent Association Display Case - Responsible for decorating the Parent Association display case in the main school hallway outside the Great Hall. Events may vary depending on calendar, including but not limited to:
 - a. Round Up-August
 - b. Knight School -September
 - c. Knightsbridge Shopping Event-October
 - d. Little Knights-November
 - e. Christmas-December
 - f. Catholic Schools Week-January
 - g. Father-Daughter Event -February/March
 - h. Mother-Son Event-February/March
 - i. Spring Plant Sale-March
 - j. Treasure Hunt-April
 - k. Senior Party-May

In the past, chairs have re-used items to decorate, however, general cost is estimated at \$20 per window, which will be reimbursed by Parent Association. Time depends on theme and detail of window; estimated at 2-4 hours per window.

3. Parent Association will provide funding by submitting all receipts to PA Treasurer within 30 days of expenditure.
4. All decorations shall comply with Fire Marshall Regulations.
5. Provide Year-end report to the Secretary.

DAYTIME OPEN HOUSE COORDINATOR

Term: One year

Reports to Hospitality Chair

Duties and Responsibilities

1. Works directly with BSM Director of Admissions.
2. Communicates with BSM Hospitality Chair to coordinate hospitality procedures.
3. Oversees purchasing and serving of simple refreshments (coffee, water and bakery items) for Open House events held during the school day. Typically, 4-6 events during the school year.
4. All expenses reimbursed by BSM Admissions department.
5. Mingle with prospective parents and answer questions about BSM.
6. Review and evaluate program on a yearly basis.
7. Submit Year-end report to Parent Association Hospitality Chair.

PARENT AMBASSADORS

Term: Two years – Non-Board position, appointed by the Parent Association

Reports to Hospitality Chair

Duties and Responsibilities

1. Coordinate the Parent Ambassador program at BSM, assign families to Parent Ambassadors during the summer of the upcoming school year.
2. Chair the annual Knight School event and coordinate all materials for Knight School with appropriate BSM personnel. Recruit volunteers to assist with collating and preparing envelopes for parents.
3. Ensure there are Parent Ambassadors at major school functions, including but not limited to:
 - Junior High Welcome event
 - Freshman Family Picnic
 - Knight School
4. With the help of Parent Ambassadors, welcome new parents as their children are enrolled during the school year. Acquaint families with volunteer opportunities and the BSM community.
5. Coordinate Meet and Greet for parents of new 7th and 9th graders in the spring, working with Admissions staff. Invite all BSM Parent Association officers and Parent Ambassadors to attend.
6. Coordinate New Parent Orientation in the fall, working with Admissions staff.
7. Review and evaluate all programs on a yearly basis.
8. Submit year-end report to Hospitality Chair.

JUST FOR PARENTS

Term: One year – Non-Board position, appointed by Parent Association Board
Reports to Faith & Wellness Chair

Duties and Responsibilities

1. In the Spring work with Faith & Wellness chair to identify topics and dates for the upcoming year for a total of 8-9 per year depending on calendar availability:
 - a. Two requirements – Dr. Kahn with the senior panel (April) and Senior Parents' Day of Reflection (May)
 - b. Of the remaining 6-7 sessions, strive for a balance of community wellness (including Dr. Kahn) and spirituality topics
 - c. Just for Parents speakers should be BSM faculty and staff members
2. Marketing of events
 - a. In the late spring in conjunction with the Faith & Wellness Chair, create a one-page handout (use at Mom's Night Out, Knight School and the like)
 - b. Plan with Chair ways to promote monthly presentations through emails, handouts, Knightly News.
3. Host the event, including:
 - a. Contact presenter to ask for introduction information for event and if he/she has any specific technical or room needs.
 - b. Coordinate and provide beverage and light snack during presentation (reimbursement by Parent Association).
 - c. Contact BSM Maintenance staff 1 week in advance to coordinate room set up and beverages; coffee and water as needed.
 - d. Contact Fran Roby 1 week in advance to have presentation recorded if okayed by the speaker.
 - e. Contact Judy Koski 1 week in advance to give JFP information for the BSM electronic billboard.
 - f. Set up evaluations and pen at each seat prior to the presentation.
 - g. Greet attendees upon arrival.
 - h. Welcome attendees, make general announcements and introduce speakers.
 - i. Clean up after event; make sure that garbage is picked up.
 - j. Collect evaluations and give to Faith and Wellness chair.
4. Send thank you notes to presenters and write summary (how many attended) for the PA Board minutes.
5. Communicate with Faith & Wellness Chair on any ideas, changes etc.

PRAYER LINE

Term: One year – Non-Board position, appointed by Parent Association Board
Reports to Faith & Wellness Chair

Duties and Responsibilities

1. Work with BSM Marketing to set up Mail Chimp and utilize the PrayerLine@BSMSchool.org email address for receipt of prayer intentions directly from members of the BSM community.
2. Every 2 weeks that school is in session, request prayer intentions from Senior High and Junior High Attendance and the Campus Ministry office.
3. Write and distribute through e-mail the biweekly Prayer Line for the BSM community, in accordance with BSM policies and Archdiocesan guidelines, including a reflection and special intentions.
 - a. Submit draft of email letter to the Chair and Assistant Chair of Faith and Wellness at least 48 hours in advance for review. Also copy the Campus Ministry Liaison.
 - b. Strive for distribution of email consistently on the same day of the week, preferably not Wednesdays.
4. Work with Chair creating ways to promote the Prayer Line and boost subscribers.
5. Review and evaluate the Prayer Line on a yearly basis.
6. Work with BSM Marketing to keep the Faith website page updated with the correct information regarding Prayer Line.

PRAYER & SHARE LEADER

Term: One year – Non-Board position, appointed by Parent Association Board
Reports to Faith & Wellness Chair

Duties and Responsibilities

1. Prayer and Share
 - a. Plan and lead semi-monthly meetings.
 - b. Encourage Prayer & Share attendees to participate in Masses and Parenting series, as meetings are typically not held during weeks in which these events occur.
2. Maintain an email list of attendees.
3. Recommend a Prayer & Share leader for the following school year to the Faith & Wellness chair by May 1.
4. Work with Faith and Wellness Chair to promote Prayer & Share dates and encourage attendance.