

## PPO BOARD ROLE DESCRIPTIONS

### EXECUTIVE BOARD

All Executive Board Positions must be approved by the school's Executive Director. All members must hold a standing Committee Chair position for one whole term before applying for an Executive Board position. Each term is one year and executive positions are generally held for two years.

**President** - Presides at all Board Meetings, and General PPO Meetings. Serves as the official representative of the PPO. Maintains PPO page on the CRA website and the official PPO email. Oversees all committees conducting the work and events of PPO, distributes information, establishes the PPO Budget and coordinates events with School admin.

**Vice-President** - Supports the PPO President in all tasks, leads PPO meetings in the absence of the President. Coordinates and leads all room parents.

**Secretary** - Record and distribute minutes of all General PPO Meetings. Retains all official PPO records. Assists with scheduling of events. Creates the weekly PPO Newsletter for distribution.

**Past President** - Role is to assist the Board in the maintenance of continuity from one administration to the next. Term is one year, generally after the year(s) served as President. The Past President also serves as Chairman of the Nominating Committees.

### GENERAL BOARD

The General Board consists of all Chairpersons of PPO Standing Committees. The term of office is one year and there is a two term limit for each position unless no other nominations have been received for that position. All Board positions can be changed/added at the discretion of the Executive Board.

**Welcome Chairperson** - Provides welcome to new parents to the CRA Community via attendance at New Parent Orientations, Welcome Fair and other school activities. Initiates Summer Meet-Up and potential parent's night out.

**Student Portfolio Chairperson** - Leads class portfolio volunteers in the collection of student work for presentation in student memory books. Submits final work to portfolio company and distributes to the classes at the end of the school year.

**Family Fun Night Chairperson** - Coordinates and leads Family Fun Events including (but not limited to) Family Fun Night during Book Fair, Pumpkin Patch Community Night, and Movie Night.

**Monthly Stock the Lounge Chairperson** - Responsible for organizing a monthly "Stock the Lounge" for staff during the school year hosted by each class. The Coordinator's role is to organize and set up once a month in the lounge.

**Book Fair Chairperson** - Assist school librarian with set up and function of school book fair. Work with FFN Coordinator for themed Family Fun Night during the fair.

**Staff Appreciation Week Chairperson** - Coordinates week long activities for staff, organizes donations for raffle, and lunches/breakfast. Works with VP to coordinate room parents assistance with student activities for the week.

**Dr. Seuss Chairperson** - Coordinates and leads annual Dr. Seuss Day activities for K-5, set up and clean up of the event.

**Multicultural Fair Chairperson** - Responsible for coordinating country booths, providing instruction of the day's activities to staff and parents, orchestrating student preview and set up and clean up of the event.

**Box Tops Chairperson** - Responsible for collection and submission of school box tops for PPO.

**Middle School Liaison** - Responsible for communication of events and activities with Middle School.