

# **Middlesex Middle School Parent Association**

## **Application for Board Positions**

To: Middle School Parents

From: Cath Highton, Deirdre McGovern and Carolyn Eddie; Nominating Chairs

### **Become a part of Middlesex Middle School Parent Association (MPA) by serving on the Board!**

Please read through these descriptions and indicate your first three choices (in order of preference) and send to Cath Highton (hightonsr6@hotmail.com) or to Carolyn Eddie ([carolyneddie@hotmail.com](mailto:carolyneddie@hotmail.com)), or 15 Driftway Lane).

Your Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Child's grade in 2008-2009: \_\_\_\_\_

### **MPA Job Descriptions:**

#### **Executive Committee**

\_\_\_ **Co-Chairmen** (2) – Preside over monthly meetings of the Middlesex Parent's Association (MPA) each month, meet with Administration, represent MMS at Board of Ed, budget, subcommittee & CDSP meetings on a regular basis. Speak at various school activities.

\_\_\_ **Vice Chairmen** (2) – Organize and run the magazine drive in September, attend MPA meetings and assist co-chairs in any way. Act as liaison with the teachers regarding appropriations.

\_\_\_ **Secretary** (1) – Record minutes of all MPA and Executive Board meetings and distribute to Executive Board via email. Responsible for all general correspondence.

\_\_\_ **Treasurer** (1) – File appropriate IRS report with CDSP, present a report at the monthly MPA meetings; handle all checks associated with directory sales and fundraising. Should be familiar with or willing to learn Quickbooks software.

\_\_\_ **Nominating Chairmen** (2) – Responsible for preparation of the slate of officers and board members (December to March) and filling the positions with help from the nominating committee. Attend monthly Board meetings. Collect and disburse reports/folders from Board members at end of year.

### **BOARD POSITIONS**

#### **Members are expected to attend MPA meetings & get to know as many parents as possible.**

\_\_\_ **Beautification** (3 and 1 chair) – Keep outdoor school environment clean and groomed.

\_\_\_ **Budget Representative** (2) – Attend Board of Ed, town, CDSP and administrative meetings during months of Jan. – April. Present report at monthly MPA meetings during budget process.

\_\_\_ **Career Day** (2 and chair) – Responsible for organizing the eighth grade career day including obtaining speakers, held in March.

\_\_\_ **Directory Committee** (2 and chair) – Compile and print MMS address & phone directory. Most of this work is done in the spring and the week preceding and following the opening of school. Knowledge of Excel required.

\_\_\_ **Directory Sales** (2 and chair) – Responsible for Directory sales at Open Houses & at MPA meetings in the fall.

\_\_\_ **Eighth Grade Party** (2 and chair) – Responsible for overseeing the party, held in June, working closely with the assistant principal and Student Council.

\_\_\_ **Eighth Grade Promotion** (3 and chair) – Plan & organize the events, held on the last day of school, surrounding the promotion ceremony. Recruit committee members. Work closely with the Assistant Principal.

\_\_\_ **Fundraising (Annual Event)** (3 and chair) – Prepare for and publicize an annual fundraising event usually held in the spring. Prepare monthly reports to give at the monthly MPA meetings.

\_\_\_ **Grade Representative Coordinator** (1/grade) – Recruits host for grade level “open mike” coffees and solicits refreshments from grade reps for grade level ‘open mikes” and fall open houses. Passes on requests for parent volunteers to individual grade reps for events such as magazine drives. Also responsible for initiating Emergency phone chain when called upon.

\_\_\_ **6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> Grade Rep** (10/grade) – Provide food for grade level “open mike” coffees and fall open houses. Call parents in grade level for various volunteer opportunities such as Magazine drive. Initiate the Emergency Phone chain when called upon.

\_\_\_ **Hospitality Co-Chair** (2) – Responsible for refreshments for MPA meetings, 3 fall open houses, December luncheon; plan & send out invitations for the old/new board coffee in May.

\_\_\_ **Hospitality Committee** (6) – Assist hospitality Co-Chairs.

\_\_\_ **Library Volunteer Coordinator** (1) – Organize volunteer staff for MMS Library, set up schedule, and serves as liaison between library staff and MPA.

\_\_\_ **Magazine Drive Co-Chairs** (2) – Assist vice-chairs with Magazine Drive late August through October.

\_\_\_ **Magazine Drive/Prize Booth Coordinators** (2) – Organize and staff prize booth late August through October.

\_\_\_ **Message Center Coordinator** (2) – Schedule staffing for message center. Maintain the office.

\_\_\_ **Music for Youth** (2) – Publicize upcoming Music for Youth programs at the school and MPA meetings, collect & deposit donations, act as host at the performances.

\_\_\_ **Nominating 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>** (3-4/grade) – The committee along with the chair is responsible for preparing the slate of officers for the following year.

\_\_\_ **Parent Awareness Rep** (2) – Serve as a liaison to the YWCA Parent Awareness Network and assist program committee with parent education speakers.

\_\_\_ **Parliamentarian** (1) – Attend all MPA meetings and ensure that the MPA bylaws are upheld and up-to-date. Follow Roberts’ Rules of Order to insure that monthly meetings are run in an orderly manner.

\_\_\_ **Programs for MPA** (2) – Responsible for planning the programs at the monthly MPA meetings.

\_\_\_ **Publicity 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>** (2/grade and 1 chair) – Keep in touch with teachers; prepare and deliver all articles & photos to local newspapers and MMS Newsletter. Keep the cafeteria bulletin board up-to-date.

\_\_\_ **School Supply Sales** (2) – Organize the school supply sales fundraiser. Parent orders are solicited and placed in the spring and then supplies are received and distributed in late August.

\_\_\_ **Spiritwear** (2) Responsible for sale, purchase and distribution of spirit wear at beginning of school year.

\_\_\_ **Student Council Liaison** (2)– Work with Student Council advisors as needed on Holiday and Valentine drives, Spirit wear, Spring Clean-up, and other small events as needed.

\_\_\_ **Teacher Back-to-School Luncheon** (3 and chair) – Plan and provide for back-to-school faculty luncheon which is held in August before students return to school.

\_\_\_ **Teacher Recognition Day** (2-3 and chair) – Organize Teacher appreciation lunch or breakfast in May.

\_\_\_ **UNICEF** (3 and chair) – Supervise the MMS UNICEF/Junk Aid Drive in October. Organise parties for winning homerooms.

\_\_\_ **Used Book Sales** (1) – Facilitate sales of used textbooks between sellers and buyers, primarily through email. Update textbook list for posting on website. Most of the activity is in August and September.

\_\_\_ **Volunteer** - volunteer on an ‘as and when’ basis – offer to be available as and when volunteer opportunities arise.

\_\_\_ **Webmaster** (1-2) – Keep the MMS online newsletter up-to-date.

\_\_\_ **Welcoming Committee** (2/grade, one 5<sup>th</sup> grade liaison, & one chair) – Coordinate with guidance department all activities related to families who are new to town, and have a child entering MMS. This includes welcome coffee and tour, in late August, and additional gatherings in the early fall. 5<sup>th</sup> grade liaison coordinates with office and guidance all activities in the spring related to incoming 5<sup>th</sup> grade families. Must be available the week before school starts.

*(The number after the job title refers to the minimum number of people needed for that position)*