

MIDDLESEX PARENT ASSOCIATION (MPA)

2021-2022 Job Descriptions

EXECUTIVE BOARD (TWO-YEAR TERM)

Executive board members meet monthly

Co-Chairs (2; involves a two-year commitment wherein the first year is that of vice Co-Chair and the second year is that of Co-Chair.)

- Co-Chairs establish calendar of and preside over monthly meetings of the MPA and meet regularly with school administration
- Work with volunteers to coordinate MPA activities
- Communicate with teachers, parents and school administration on all appropriate MPA matters through the school wire, email, MPA website and MPA meetings
- Represent MMS at BOE, budget, subcommittee & CDSP meetings on a regular basis
- Speak at various school activities
- Serve as MPA leaders for a one-year term

Vice-Chairs (2; involves a two-year commitment wherein the first year is that of Vice Co-Chair and the second year is that of Co-Chair.)

- Support Co-Chairs in coordinating and attending MPA activities (programs, events)
- Represent MMS at BOE, budget, subcommittee & CDSP meetings, as requested by Co-Chairs
- Speak at various school activities, including Principal Coffees, as needed
- Vice-Chairs shadow Co-Chairs and move into lead in the second year

Program Chairs (3) (one from each grade)

- Identify topics/speakers and organize all MPA Parent Talks in coordination with the MPA Co-Chairs and Principal
- Provide refreshments for all MPA Parent Talks
- Provide refreshments and year end gifts (Co-Chairs and Principal/VP) for Old Board New Board Coffee in May

Secretary (1)

- Records the minutes of the MPA and Executive Committee meetings
- Submits minutes to the co-chairs for approval and e-mails them to the webmaster for posting on the MPA website

Treasurer & Assistant Treasurer (1 Treasurer; 1 Assistant Treasurer)

- Maintain the MPA budget
- Pay invoices
- Process reimbursements
- Complete tax filings as requested by CDSP
- Maintain relationship with MPA bank

Nominating Chairs (3 Co-Chairs and Committee)

- Works with the committee to fill the MPA volunteer slate

- Distributes invitations to the annual *Old Board New Board Coffee* in May
- Facilitates communication between old and new Committee Chairs at year end

Communications Chair (1)

- Manages MPA communications, including Facebook and Instagram accounts
- Oversees MPN, weekly e-mail newsletter, as well as MPA website

Fundraising Chair (1)

- Organizes and publicizes fundraising events throughout the year

COMMITTEES (ONE-YEAR TERM)

Beautification (2 Co-Chairs)

- Provides assistance accenting entrance at MMS
- Fall planters to be completed before 1st day of school and updated seasonally

Book Fair (2 Co-Chairs)

- Coordinates annual Spring book fair with outside book vendor and online sales
- Promotes participation in event with students and families via social media, MPN, and MPA website

CDSP Budget Representative (1-2 Chairs)

- Attends Board of Ed, Town, CDSP and administrative meetings January–April
- Presents at February BOE Hearing and Town Hearing
- Reports at monthly MPA meetings during Budget Season

Career Day (2 Co-Chairs plus volunteers)

- Organizes the Spring Eighth Grade Career Day, including obtaining speakers
- Works with guidance counselor and office staff to plan and execute

Community Service (1 Chair plus volunteers)

- Organizes community service initiatives for MMS students and families (2-3 per year)

Directory (2 Chairs)

- Compiles and prints MMS address and phone directory. (Most of this work is done in the spring and the week preceding and following the opening of school in the fall.)

Directory Sales (2 Chairs plus volunteers)

- Sells directories at Open Houses and at MPA meetings in the early fall
- Recruits volunteers to help out at sales tables

Diversity and Inclusion (2 Chairs plus volunteers)

- Work with student, parent and staff community to cultivate a culture that celebrates our diverse backgrounds which give strength and depth to our community
- Partner with local resources such as the YWCA, Depot, and other Darien schools to provide constructive, positive opportunities for our community
- Throughout school year as appropriate

Eighth Grade Party (2 Chairs plus volunteers)

- Oversees the party in June, working closely with the Assistant Principal and Student Council

Eighth Grade Promotion Ceremony (2 Chairs , plus volunteers incl. 6th-7th grade parents)

- Plans & organizes events held on the last day of school, surrounding the ceremony
- Recruits committee members
- Works closely with the Assistant Principal

Library Volunteer Coordinator (1 Chair plus volunteers)

- Organizes volunteer staff for MMS Library
- Sets up schedule for the school year
- Serves as liaison between library staff and MPA

MMS Helping Hands (2 Chairs plus volunteers)

- Reaches out to families who may be in need of support from the MMS community and coordinates support as needs (such as food drives and transportation help)
- Organizes volunteers when necessary

Message Center Coordinator (2 Chairs plus volunteers)

- Schedules staffing for message center
- Maintains the message center office

MPN Editors (4+ Editors)

- Receives submissions and distributes weekly MPN e-mail newsletter via Constant Contact
- Editors rotate weeks throughout the school year

Music for Youth (1 Chair)

- Publicizes upcoming Music for Youth programs at the school MPA meetings
- Collects and deposits donations
- Acts as host at the performances typically held in the Spring

New Family Orientation (1 Chair plus 1 Vice Chair)

- Works with guidance department to coordinate all activities related to families who are new to town with a child entering MMS
- Includes welcome coffee and tour in late August, and additional gatherings in the early fall. Must be available the week before school starts.

Nominating 6th, 7th, 8th (3-4 volunteers per Grade)

- Prepares the slate of officers for the following year (beginning in February)
- Assists chair in preparing hand-off job description folders that include job description, monetary reimbursement form, list of committee members and their contact information.

Open House Committee (1 Chair plus volunteers from different elementary schools/grades)

- Purchases refreshments including cups, water/lemonade, tablecloths and napkins for Fall Open Houses
- Available to help serve/staff the open house reception on a different night than their

child's open house

- Coordinate food donations via signup genius before/beginning of school year or contact MPA regarding buying food.

YW Parent Awareness Reps (1-2 Chairs)

- Representative to attend monthly YW Parent Awareness meetings
- Act as liaison between YW Parent Awareness and Program Chairs
- Assist Community Fund as needed with events/student volunteering and coordinating

Publicity (2 Chairs)

- Keeps in touch with teachers and office staff to gather content
- Prepares and delivers all articles & photos to local newspapers and MMS Newsletter
- Keeps the bulletin board up-to-date

School Supply Sales (1 Chair, 1 Vice Chair)

- Organizes the school supply sales fundraiser. Parent orders are solicited and placed in the spring and then supplies are received and distributed in late August.

Social (2 Chairs, plus volunteers)

- Plan and execute social events during the school year (possibly a 6th grade get-together and an all-school get-together). Events will not be fundraising vehicles, but rather flat entry fee to cover costs. (No auctions, etc).
- Responsible for communicating events to MMS community via school wire, website, etc.
- Help recruit volunteers to assist night of with on-site setup, door check-in, etc.

Special Education PTO Representative (1 Chair plus volunteers)

- Work with school administration and MPA Chairs in identifying and advocating for the needs of the Special Education (SE) student population
- Organize SE Parent Coffee in September to connect SE parents and also understand their interests and concerns
- Attend monthly CDSP Special Education sub-committee meetings to represent MMS for district-level discussions related to the SE community
- Disseminate information regarding SE to the MPA Chairs and MMS SE community

Spiritwear (1 Chair, 1 Vice Chair plus volunteers)

- Purchases, sells and distributes spirit wear throughout the school year at school functions attended by parents. Must be available to assist in sales at **Open House** in the fall

Staff Appreciation (3 Chairs (one per event) plus volunteers)

- Plans and provides food, beverages and paper products for the Back-to-School **Faculty Luncheon** which is held in August before students return to school. Must be available to attend the luncheon.
- Organizes and staffs Staff Holiday Luncheon in **December**
- Organizes and staffs **Teacher Appreciation Lunch or Breakfast** in May

Webmasters (1 Chair)

- Maintains website at PTO Co-Chairs' direction through use of Wordpress

- Posts PTO calendar in August (and occasional updates throughout the year)
- Posts minutes from MPA meetings monthly

Updated 8/31/19