



A Classical Education for the Modern World

## PARENT-FACULTY ASSOCIATION DESCRIPTIONS FOR 2021-22

### **PRESIDENT**

Organizes and presides over the meetings of the PFA; serves as an ex-officio member of all committees and the Board of Governors; and performs such other duties directed by the EC. The President may nominate candidates to fill any vacancy that occurs during the year in the offices of Vice President, Secretary, Treasurer, and Grade Representative and committee chairs for appointment by the EC. The President reports to the Head of School regarding the activities and policies of the PFA.

### **VICE PRESIDENT**

Organizes and presides over all of the meetings of the PFA in the absence of the President; assists the President in carrying out the duties of that office; assumes the duties of President in the event that the President is incapacitated or otherwise unable to perform his/her duties.

### **SECRETARY**

Maintains the bylaws and any relevant policies of the PFA; provides notice of all meetings; records the minutes of the PFA General and EC meetings and deliver them in a timely manner prior to the next meeting; ensures that the policies and procedures are followed for all meetings and elections. The Secretary is also responsible for providing notice of all PFA elections and that the appropriate procedures are followed. In addition, the Secretary serves as a member of the Communications Committee.

### **TREASURER**

Serves as the custodian of all funds of the PFA; works with The Washington Latin Public Charter School Administration to monitor and protect all funds placed in his or her custody, including maintaining appropriately designated bank accounts, if any. The Treasurer approves expenditure of budgeted funds and keeps financial records correct, up-to-date, and available for review. The Treasurer submits regular financial reports to the EC and, upon request, to the parent community.

### **GRADE REPRESENTATIVES**

As a grade representative to the PFA you are charged with helping families connect to other families in your grade and raising funds through Latin Pride or whatever fundraiser the PFA elects. Grade representatives shall attend all PFA meetings, monthly executive committee meetings and PFA sponsored school and grade-wide social events. Grade Representatives serve as the liaison between their respective Grade, the PFA, and the school. Grade Representative and may recruit Advisory Representatives to assist them with any responsibility but specifically with: fundraising, seeking out parent concerns, ideas and interests; volunteering to support PFA-sponsored events such as the Fall/Spring Festival, the Parent Social, and other grade, committee or community events.