MAPA Executive Board Job Descriptions

All members of the MAPA Executive Board:
• Participate in monthly Executive Board meetings
• Contribute to planning and policy decisions
• Participate as a member of the MAPA Nominating Committee
• Attend all scheduled MAPA General Meetings
• Are encouraged to attend MAPA events

President
• Sets strategic direction & goals of the Association for the school year and oversees progress toward these goals in partnership with the MAPA Executive Board.
• Serves as MAPA representative in the community; speaks at Welcome Day, End of Year MAPA Breakfast, Back to School Coffee.
• Attends monthly BOT meetings and contribute to discussions when appropriate
• Sits on two BOT committees (traditionally Finance and Advancement).
• Meets monthly with Head of School, Dean of Students, and Director of Advancement to discuss MAPA programs and any concerns from parents/volunteers.
• Schedules and plans agendas for Executive Board meetings and MAPA General meetings in conjunction with Executive Board.
• Works with VP Communications on welcome letters for website, New Parent Handbook, Mid-year letter to MAPA Chairs
• Works in conjunction with MAPA Treasurer on budget.
• Oversees nominating process in Spring for next school year’s slate of MAPA Chairs
• Conducts annual review of MAPA governing documents (By-laws, Policies & Procedures) and updates as necessary.

Secretary
• MAPA General Meetings:
  ‣ Creates slide show for pre-meeting social. Provide a sign-in sheet for attendees.
  ‣ Takes and produces draft minutes (Get approval from MAPA Executive Board and any outside speakers for their portion of the minutes. Revise Minutes as needed).
  ‣ Emails finalized minutes to MAPA Executive Board and all Committee Chairs. Downloads minutes to the MAPA Committee Chair and Executive Board web pages.
  ‣ Creates General Mtg minutes ‘highlights’ document for the MAPA page on the MA website (Lisa LaHorgue, MAPA communications liaison, will post to the website).
• MAPA Executive Board meetings:
  ‣ Takes and produces draft minutes, highlighting/identifying action items assigned to Executive Board members (Get approval of minutes from MAPA Executive Board members. Revise minutes as needed).
  ‣ Emails finalized minutes to Executive Board. Download minutes to the Ex Bd web page.
• Serves on additional committees and/or task forces when possible, and as needed.
Committee Chair Final Reports – Responsible for tracking submitted reports, and downloading these reports to the MAPA Executive Board web page and relevant Committee page.

Responsible for maintaining and distributing notes to Nominating Committee during nominating process in the spring.

Responsible for reviewing, storing, updating and distributing MAPA documents. Assists with editing documents as needed.

Updates and reviews MAPA documents online regularly. Manages/organizes content on Executive Board and Committee Chairs webpages.

Schedules all MAPA meetings through the online facilities reservation program (meeting dates set by President with Dean of Students).

Treasurer

- Prepares and oversees the MAPA budget:
  - Communicates the budget to MAPA chairs.
  - Monitors and approves all expenses.
  - Ensures that events are sustainable year to year.
  - Reports on the monthly financial statements to the Executive Board and the general MAPA community.

- Works directly with Ken Ellingboe (for monthly Profit & Loss statements) and Marilou Graham (for reimbursement of expenses) in the MA Business Office.

- Communicates clearly with chairs to ensure budget is adhered to.

- Monitors expenses throughout the year, noting areas where increases/decreases are needed for the following year.

- Available through June 30th to close MAPA books.

- Available to consult with incoming treasurer (by phone is okay) as needed prior to the start of school. This will ensure clear direction and oversight for the year, and specifically for committee chairs whose events occur early in the school year.

- Familiarity with Excel and how budgets work is helpful.

- Being detail-oriented is a plus!

Vice President of Communications

- Serves as a liaison between school administrators (Director of Communications, Kelley Still; Communications Associate and MAPA Liaison, Lisa LaHorgue; Director of Institutional Advancement, Meg Wilson; Dean of Students, Lynne Hansen; and Attendance Coordinator, Lindsay Neville, who oversees the daily bulletin) and all MAPA committee chairs, coordinating communication needs for MAPA functions.

- Responsible for clearly outlining all the possible avenues available to chairs to promote their events to parents, and giving deadlines for submission.

- Helps ensure timely, accurate and complete information is gathered from the MAPA chairs and passed along to the appropriate staff for publication in one of several venues (i.e. THIS WEEK AT MA aka TW@MA, Stand alone email blast, daily bulletin, class letters).
TW@MA is published on Tuesdays and is used to promote upcoming events to parents and to solicit volunteers if there is a last-minute need.

- Stand-alone email blasts are very limited and timed for release in consultation with the Director of Communications.
- The Daily Bulletin is published daily, read aloud in classes, and is used to communicate events for students.
- In recent years, the VP of Communications has been able to send class-wide stand-alone letters highlighting issues of particular concern to parents of each class. This past year, a total of three letters each have been sent to the sophomore, junior, and senior classes, with an additional seven letters to freshmen parents.

- Works closely with the Advancement Office to coordinate the timing and content of MAPA communications, with the goal to be consistent with the school's mission, and to keep electronic communications sent to parents at a manageable amount.
- This job can be done mostly from home, since much of the responsibility involves emailing, and requires approximately 2-3 hours a week. A weekly meeting with the communications staff, while not always necessary, has proven useful and requires an additional 30 minutes a week. During weeks when letters are due or when there is an Executive Board Meeting, an addition 2-3 hours is needed.

**Vice President of Staff and Parent Support**
- Oversees approximately 15 committees that support MA’s Admissions department, the Advancement team, faculty and staff events, parent education events and general MAPA functions.
- Acts as liaison between the 15 Committee Chairs and the MAPA Executive Board and reports to the Board at each monthly meeting regarding Committee activities.
- Provides guidance to Committees Chairs, ensuring they are supported at all times and serves to remind them of the protocols to follow (e.g., using Volunteer Guidelines, Communication Guidelines, the MAPA closet, the MA website, attending general meetings and making announcements, staying in touch regarding adequate staffing for events, filing final reports, and staying within budget etc.).
- Attends all scheduled MAPA General Meetings and reports on the progress of Staff & Parent Support committees when the respective Chair is unable to attend.
- The job is calendar driven, with the bulk of activity occurring in the fall semester. It is best to get set up and familiar with this role in the summer prior to the start of school. Hours vary; some weeks are light and some heavy with the average amount of time spent per week of 4-8 hours.

**Vice President of Student Support**
- Oversees approximately 17 MAPA committees that relate to student and class activities in the arts, athletics, and other general student functions. (See MAPA Organizational Chart)
MAPA
Marin Academy Parents Association

- Acts as liaison between the 17 Committee Committees and the MAPA Executive Board and reports to the Board at each monthly meeting regarding Committee activities.
- Provides guidance to Committees Chairs, ensuring they are supported at all times and serves to remind them of the protocols to follow (e.g., using Volunteer Guidelines, Communication Guidelines, the MAPA closet, the MA website, attending general meetings and making announcements, staying in touch regarding adequate staffing for events, filing final reports, and staying within budget etc.).
- When appropriate, acts as liaison between the Committee Chairs, the Dean of Students, Athletics Director, Assistant Athletic Director, and Chair of the Performing Arts Department.
- Reviews and updates guidelines for Arts Support and Class Representatives annually.
- Attends all scheduled MAPA General Meetings and reports on the progress of Student Support committees when the respective Chair is unable to attend.
- The job is calendar driven with events spread throughout the entire school year. It is best to get set up and familiar with this role in the summer prior to the start of school. Hours vary; some weeks are light and some heavy with the average amount of time spent per week of 4-8 hours.

Vice President of Volunteers
- Manages volunteer staffing of MAPA events. The VP of Volunteers is the point person for MAPA Chairs when they need additional volunteers for their events.
- Provides the Executive Board with periodic updates on volunteer issues, such as the level of volunteer interest, specific volunteer needs, and volunteer related documentation.
- Duties include working with VP of Communications to clean out and archive past volunteer groups and populate volunteer rosters as volunteer forms are submitted during summer, identifying areas of low interest and help advertise need for additional volunteers in those areas.
- Throughout the year, the VP of Volunteers checks in with chairs to monitor staffing, contacts on call volunteers for last minute needs, works with communications VP to update Volunteer webpage, and tracks volunteers who worked at events on excel spreadsheet.
- The most intensive phase of this job is over the summer and just prior to the start of school.