

St. Matthew's Episcopal School

Parent Association Operational Guidelines

Purpose

Our purpose is to promote a positive image, with pride and enthusiasm, of St. Matthew's Episcopal School, both in the school community and the community at large. We will attempt to achieve this purpose by assisting in such activities as shall be requested by the administration of the school and/or its Trustees, hosting parent meetings and promoting parental involvement and participation in St. Matthew's Episcopal School events.

Policies

The policies shall be developed through meetings, conferences and committees and shall not direct or control the administrative activities of the school.

Membership

Members shall be parents or guardians of students, Partners in Education, teachers and administration who take interest in St. Matthew's Episcopal School.

Officers

It is preferable that the Chairman and Co-Chairman-elect are elected with at least one year experience as an active member in the Parent Association.

The Chairman shall be that individual who has served as Co-Chairman during the previous year.

Elections will be held at the last meeting of the school year. All offices shall serve a one year term.

Duties

Chairman:

1. Shall preside at all meetings of the Parent Association and of the Executive Committee.
2. Shall appoint all Committee Chairmen.
3. Shall coordinate the work of the officers and committees in order that the objectives may be accomplished.
4. Shall perform such other duties as assigned by the Parent Association or Head of School.

Co-Chairman:(elected position)

1. Shall attend all Parent Association meetings.
2. Shall preside in the absence of the Chairman.
3. Shall work closely with the Chairman in overseeing all committee activities.
4. Should the Chairman be unable to complete the term, the Co-Chairman would assume the office of Chairman.
5. Shall perform such other duties as assigned by the Parent Association.

Secretary: (elected position)

1. Shall attend all Parent Association meetings.
2. Shall be responsible for recording the minutes at the Parent Association meetings and any Executive Board meetings.
3. Shall arrange for the prompt distribution of the minutes to members of the Parent Association.
4. Shall provide a copy of the minutes to the office for members to review.
5. Shall perform such other duties as assigned by the Parent Association.

Trustee Liason:

1. Shall be the Chair or Co-Chairman , as determined, and will serve as Parent Association Representative.

Room Representative/Co-Room Representative(elected position)

1. Shall attend all Parent Association meetings.
 2. Shall be responsible for communicating with parents in the class of important information or events involving the Parent Association as necessary.
 3. Shall be responsible for trying to include as many parents in the class as possible in any events being coordinated.
 - 4.. Shall be responsible for Just Kids at Art classroom booth as determined by the Just Kids at Art committee.
- ** Each class shall have a minimum of 2 Representatives.

The Executive Committee shall consist of the Chairman, Co-Chairman & Secretary.

Meetings:

Meetings shall be held a minimum of two times between August and May, at the discretion of the Executive Committee. All meetings , upon approval of the Administration, will be held at St. Matthew's Episcopal School/Church grounds. A two -thirds majority of the Executive Committee shall be present to transact business.

Attendance:

Parent Association members are expected to attend all meetings and take an active part in the activities of the Association.

In case of vacancies, the Chairman shall appoint successors.

An active member is any parent/guardian of a student of St. Matthew's who attends at least two Parent Association meetings in one school year.

Meeting Procedure and Voting:

The Chairman shall call the meeting to order and the secretary shall determine if two-thirds of the Executive Committee is present.

The Chairman shall conduct the meeting in an orderly fashion and informal rules of discussion shall apply and are encouraged.

Every active member has one vote.

The Chairman will vote only in the case of a tie.

Parent Association Events:

The Parent Association provides support, assistance and/or funding for some events, including but not limited to the following:

Back to School Ice Cream Social
New Parent Event
Grandparent's Day
Prospective Parent Open House
Teacher Appreciation Week
Seventh Grade Service of Completion Reception
Teacher Christmas Gifts
Pizza Friday

Funding:

Funds for the Parent Association events are raised through Pizza Fridays and up to three other fundraising events, with the approval of the Administration.

Expenditure of Funds:

Any expenditure over \$250 must be approved by a vote of the Executive Committee.

Amendments to the Operational Guidelines:

These guidelines may be reviewed and/or revised by the Executive Committee with approval by the Board of Trustees as necessary to meet changing conditions in the school and community.

Revised June 6, 2008