

Edina High School Parent Council Board Member Position Descriptions

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PRESIDENT

Position Description

The president acts as the chief executive officer of this organization.

Tasks/Responsibilities

- Plan and run monthly EHS Parent Council Board meetings.
- Supervise, direct and manage the affairs of the Parent Council.
- Work with EHS office staff to communicate with EHS Parents regarding Parent Council events and opportunities.
- Represent EHS Parent Council as needed with various support organizations, which may include, but are not limited to: Edina Parent Leadership Council, Edina Chemical Health Partners (ECHP), Edina High School Site Council.

PRESIDENT-ELECT

Position Description

The President-Elect is responsible for observing and learning about the President position and learning about Parent Council responsibilities.

Tasks/Responsibilities

- Participate in monthly EHS Parent Council meetings
- Recruit new Board Members to replace retiring members
- Recruit new Committee Chairpersons to fill vacant positions
- Collect notes/log books from committee Chairpersons to pass on to incoming committee leaders
- Host spring coffee as Parent Council thank you for committee Chairpersons
- Represent EHS Parent Council as needed with various support organizations, which may include, but are not limited to: Edina Parent Leadership Council, Edina Chemical Health Partners (ECHP), Edina High School Site Council.

PAST PRESIDENT

Position Description

Continuing service on the EHS Parent Council after completing a year as President.

Tasks/Responsibilities

- Participate in monthly EHS Parent Council meetings
- Provide information and background, as needed, on past practice and discussion of EHS Parent Council activity.
- Represent EHS Parent Council as needed with various support organizations, which may include, but are not limited to: Edina Parent Leadership Council, Edina Chemical Health Partners (ECHP), Edina High School Site Council.
- Lead and/or participate in specific tasks as needed to support the EHS Parent Council.

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VOLUNTEER COORDINATOR

Position Description

Assist committee chairs and Edina High School staff with recruiting volunteers.

Tasks/Responsibilities

- Assist with the recruitment of Committee Chairs
- Develop volunteer recruitment form for Get Connected Day
- Enter volunteers into a database to create a list for committee chairs and distribute to committee chairs.
- Assist Edina High School staff and chairs with volunteer recruitment throughout the year.
- Participate in monthly EHS Parent Council meetings

SECRETARY

Position Description

Responsible for writing up the minutes of parent council monthly meetings and distributing minutes to council members afterwards.

Tasks/Responsibilities

- Attend monthly parent council meetings.
- Type concise and factual minutes as it pertained to the meeting.
- Email minutes to council members and principal on a timely basis (within one week of the meeting).
- Keep monthly notebook updated with any correspondence regarding parent council.

COMMUNICATIONS DIRECTOR

Position Description

Has the responsibility for all marketing and communications as related to the Council.

Tasks/Responsibilities

- Maintain the Edina HS Parent Council's website www.ehsparents.com
- Act as the primary contact with the hosting website company and manage website within budget. (Mystify Your Web, Maple Grove, MN)
- Participate in monthly meetings
- Work with parent volunteers as needed to assist in communication efforts with their Parent Council program or project.

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TREASURER

Position Description

The treasurer is responsible for maintaining accurate financial records for the EHS Parent Council and for safeguarding the assets of the organization.

Tasks/Responsibilities

- Work with EHS Parent Council President prior to each school year to establish a budget.
 - Present a report each month at Board meetings to show Parent Council financial transactions.
 - Make EHS Parent Council membership deposits.
 - Write checks for mini-grants or other gifts voted on by Parent Council Board.
 - Work with accountant to file taxes each year.
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