



# Sunset Mesa Parent Association (SMPA) Officer Position: President



## OBJECTIVE

- ✿ Provide a collaborative and welcoming environment for families to participate in events and serve as the primary source of information for SMPA activities.

## RESPONSIBILITIES

- ✿ Coordinate with SMPA Officers and SMS Administration to develop the annual SMPA activity schedule.
  - ✿ Select dates for General Meetings, Back to School Socials, Teacher Appreciation Luncheons, Veteran’s Day Celebration, Community Outreach events and other activities as necessary.
  - ✿ Ensure dates are included in the SMS school calendar.
- ✿ Attend and support SMPA events throughout the year.
- ✿ Serve as the primary source of information for SMPA activities.
- ✿ Prepare for and lead all SMPA meetings.
- ✿ Ensure clear and consistent communication between SMPA committees and SMS parent community.
- ✿ Reach out to new volunteers and train incoming officers and other SMPA members as needed to support activities.
- ✿ Continually work with the SMS office to update the SMPA website with meeting minutes, publications, events and other information.
- ✿ Regularly thank volunteers for their contributions and efforts.
- ✿ Position typically a one year agreement.

## IMPORTANT DATES

- ✿ Develop annual schedule of events no later than July of each year in order to be included in school calendar.
- ✿ Obtain SMPA Officer volunteers for upcoming school year in May
- ✿ Update SMPA website each August with new officers and as needed throughout the school year

## ADDITIONAL INFO

Coordinate with SMS Office (Sarah Cook and MaryHelen Jordan) to set up events and communicate with parents as needed.

## COMMUNITY SUPPORT

Parent volunteers are vital to the success of the Sunset Mesa Parent Association. The President shall facilitate respect, collaboration, and support amongst SMPA volunteers to enable well organized and managed events.

## FINANCIALS

- ✿ The President shall review treasurer records/bank statements and serve as secondary signature to the treasurer as needed for checks.

