

UTSPA Executive Roles & Responsibilities

2018-2019

UTSPA Executive Roles

- Co-president
- Secretary
- Treasurer
- General Meeting Coordinator
- Funding Coordinator
- Communications
- Operations
- Head Grade Coordinator/Head of the PVG
- F1 Grade Rep
- F2 Grade Rep
- M3 Grade Rep
- M4 Grade Rep
- S5 Grade Rep
- S6 Grade Rep
- Recent Grad Parent Rep/Special Project Coordinator
- Interguild Rep
- UTSPA Early Internship Coordinator (New)
- UTSPA Parent Buddies Coordinator (New)
- UTSPA Wellness Initiative Coordinator (New)

Co-President

- Act as spokesperson
- Plan and run Executive meetings
- With the Executive, determine and communicate goals and objectives of the association
- Liaise with Principal
- Liaise with Board's Parent Liaison Committee
- Consult with Treasurer, Secretary, General Meetings Coordinators, Operations, Communications, Funding, and Class Reps on an ongoing basis
- Receive issues from parents at large and plan how to deal with them
- Support the goals and work of UTSPA in general

Communications

- Determine content of communications with Co-Presidents and Executive
- Prepare and distribute communications for the full parent population: emails, posters at events, entries in Handbook, etc.
- Liaise with Leaflet administrator for content related to UTSPA meetings and events
- Coordinate with Administration both logistics and communication content
- Maintain lists and tools to accomplish this
- Coordinate other parents helping in this area
- Attend Executive and General meetings
- Support the goals and work of UTSPA in general

Funding Coordinator

- Seek and coordinate funding committee members as necessary
- Receive requests for funds
- Evaluate and recommend (or not) expenditures for approval
- Present motions for approval of all expenditures at Executive meetings
- Present Executive approved motions >\$1500 for approval at General Meetings
- Attend Executive and General meetings
- Support the goals and work of UTSPA in general

General Meetings Coordinator

- Propose 3~4 events per year, of interest and benefit to the parents of UTS, with the input of the Executive and the Co-Presidents
- Plan, coordinate and execute the events
- Attend and host the event
- Coordinate other parents, guests and any students helping at the event
- Coordinate with Operations if required
- Attend Executive and General meetings
- Support the goals and work of UTSPA in general

Grade Representative

hosting event for the year, including:

supplies

parents and any students helping on the event

event report

communications

hosting a grade wide social event (optional for the Recent Grad

representing concerns and opportunities from parents in their grade

representing parents in their grade on behalf of the UTSPA, from time to

recruiting parents helping in this area

attending Executive and General meetings

understanding the goals and work of UTSPA in general

Head Grade Coordinator/Head of the PVG

- Recruit members to the Parent Volunteer Group (PVG)
- Encourage members of the PVG to volunteer at UTSPA activities and events
- Recruit PVG support for the organization and implementation of UTSPA initiatives
- Keep PVG membership abreast of UTSPA news via the PVG Newsletter
- Promote intra-grade and inter-grade community engagement with the UTS parent body
- Host an end-of-year party to celebrate the accomplishments of the PVG
- Attend Executive and General meetings
- Support the goals and work of UTSPA in general

Interguild Representative

- Represent the UTSPA at the CIS Parent Associations and Guild, or Interguild (<https://interguild.ca>) meetings. Currently there are five meetings per school year.
- Collect and share ideas of how other private schools' parent associations function and contribute to their school communities at those meetings, and report back to UTSPA
- Attend Executive and General meetings
- Support the goals and work of UTSPA in general

Operations

- Overall arrangements for events during the year
- Develop and review budget for hosted events
- Keep track and store UTSPA supplies (Room 107a, etc.)
- Deploy grade reps for the events
- Report to Executive Committee after each event
- Directly coordinate hosting events
- Coordinate other parents helping in this area
- Attend Executive and General meetings
- Support the goals and work of UTSPA in general

Secretary

- Facilitate arrangements for Executive and General meetings
- Take and distribute minutes
- Keep past minutes, copies of Constitution, other historic documents
- Receive and respond to “official” mail on advice from the Co-Presidents
- Coordinate other parents helping in this area
- Attend Executive and General meetings
- Support the goals and work of UTSPA in general

Treasurer

- Propose, with Co-Presidents, an annual budget (financial plan) for review by the Executive
- Bookkeeping Duties
 - Write cheques
 - Bank money
- Preparation and submission of documentation associated with Charitable Organization status
- Cash and Investment Management
- Implement Financial plan as determined by the Executive
- Attend Executive and General meetings
- Support the goals and work of UTSPA in general

UTSPA Early Internship Coordinator

- Ensure all aspects of operation of internship program; ensure renewal of liability insurance
- Sept-Dec- recruitment of new hosts and confirm prior hosts: speaking at various events and using student participants to explain program and gather new hosts
- Collate surveys from prior year and improve database and delivery mechanism as applicable
- Facilitate data entry of new hosts in the system for posting by February 1st
- Engage sub-committee to review applications in March and otherwise as needed
- Process applications, communicate with hosts and prospective students via database; arrange interviews as applicable and communicate outcomes
- Facilitate all required forms before start of program in summer; host mandatory meeting with students on workplace conduct mid June (PPT already prepared-lawyer should deliver PPT)
- Follow up thanks to hosts and gifts/donations etc.
- Attend Executive and General meetings
- Support the goals and work of UTSPA in general

UTSPA Parent Buddies Coordinator

- Act as the spokesperson for UTSPA Parent Buddies
- Liaise with the PVG, UTSPA Co-presidents, UTSPA Communications, and the UTS Admissions to recruit parent buddies
- In charge of application review and buddy match
- Maintain the buddies registration database
- Keep an open communication channel with the parent buddies to support the successful run of the program
- Attend Executive and General meetings
- Support the goals and work of UTSPA in general

UTSPA Wellness Initiative Coordinator

- Act as the spokesperson for the Wellness Initiative
- Liaise with the UTS Wellness Program staff and student leaders on assisting the school's Wellness goals
- Work with the PVG leaders on engaging parent volunteers in various wellness related events or activities
- Attend Executive and General meetings
- Support the goals and work of UTSPA in general