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## NEW CANAAN HIGH SCHOOL PARENT FACULTY ASSOCIATION

The PFA needs your input in order to fill Executive Board and Committee Chair positions for the 2020-2021 school year! Please review the PFA positions outlined below and nominate any candidates that you feel are qualified to serve by sending an email to [nchspfa@gmail.com](mailto:nchspfa@gmail.com), or contact any member of the current board. You are also encouraged to nominate yourself. The committee will use the input to develop a slate of candidates that will be presented at the PFA Annual Meeting in April. Submissions are due by Friday, February 14th.

### Executive Board

#### **President**

Preside at all PFA and Executive Board meetings. Coordinate the work of the officers and committees of the PFA. Work closely with the Administration in planning programs and activities.

#### **VP of Communications and Technology**

Oversee all committees and activities related to communication with parents, students and the community.

#### **VP of Education**

Oversee all education-oriented activities, including Grade Level Networking sessions, and liaison with guidance department on education initiatives.

#### **VP of Gifts and Grants**

Oversee all committees and activities related to PFA membership, fundraising and teacher grant requests.

#### **VP of Hospitality**

Oversee all committees orchestrating events for students, parents and staff.

#### **Treasurer**

Keep accurate records of income and expenditures. Present financial statements at PFA meetings. Oversee the preparation of the annual PFA budget. Prepare and file annual tax returns.

#### **Assistant Treasurer**

Track, record and report PayPal and cash payments for Membership Drive, Enrichment Fund Donations and Post Prom contributions. This position reports to the Treasurer and should be willing to become PFA Treasurer.

#### **Secretary**

Record minutes of all PFA and Executive Board meeting, and assist Presidents with other board duties as needed.

### Communication Committees

#### **Editors (2) – Ram-O-Gram and E-Blasts**

Assist communication chair with proofreading and editing all communications including weekly e-blasts and monthly Ram-O-Grams.

#### **Graphic Designer**

Create PFA brochures and publicity materials as needed on a project basis.

**PFA Event Photographer**

Photograph PFA events for inclusion on the PFA website and for use by the Graphic Designer and Publicity Chair.

**Webmaster**

Maintain and update the PFA website.

**Social Media**

Work with Communications chair to post content to PFA social media sites.

## Education Committees

**Grade Level Networking Chairs (2 for each grade)**

Organize a series of meetings centered on the interests of each grade level.

**Library Liaison**

Organize and maintain a schedule of library volunteers.

**Board of Ed Liaison**

Attend bi-weekly BOE meetings and submit summaries to the Ram-O-Gram.

**Special Ed Liaison**

Inform the PFA at monthly meetings of events sponsored by the SPED Department.

**Office Support Chair**

Organize the schedule of main office volunteers.

**Safe Driving Week Chair**

Develop a calendar of events for spring safe driving week.

**Career Night Chairs (2) - event is every other year**

Form a committee to develop and run the spring Career Night fair.

## Finance Positions

**Post Prom Treasurer**

Keep accurate records of receipts and expenditures and prepare financial reports for the Post Prom Committee and PFA Treasurer.

## Gifts and Grants Committees

**Enrichment Grants Chair**

Hold regular meetings of the Enrichment Grant Committee, communicate with teachers regarding grant requests, and present recommendations to the PFA Board and membership.

**Membership & Donation Drive Chair**

Determine and implement a plan to attract PFA members and donations. Work closely with Graphic Designer to produce printed brochures and materials.

**Student Directory Production Chair**

Coordinate the preparation of the annual directory by working with town data and outside printer.

**Student Directory Distribution Chair**

Coordinate efforts to distribute student directory to members at Open House.

## **Hospitality Committees**

**Post Prom Chair**

Organize a party for seniors to be held after the Senior Prom.

**Campus Beautification Chair**

Coordinate the enhancement of interior/exterior spaces at NCHS.

**New to NCHS Chair**

Supervise several events for new students and their parents throughout the fall.

**Freshmen Orientation T-Shirt Distribution Chair**

Coordinate T-shirt distribution for freshman on the first day of school.

**Freshman Walkthrough Chair**

Welcome freshman the days before school and distribute maps.

**Open House Chair**

Coordinate refreshments and hospitality activities during the Open House in September.

**Alumni Roundtable Chair**

Organize a brunch to be held in December for juniors and seniors and recent graduates.

**Midterm Staff Luncheon Chair**

Coordinate a staff luncheon to be held during midterms in January.

**8th Grade Orientation Refreshment Chair**

Organize refreshments and welcome 8th grade students and parents. Liaise with guidance which manages the event.

**Staff Appreciation Day Chair**

Coordinate a day-long recognition event for all staff members in the spring.

**General Meeting Hospitality Chair**

Coordinate refreshments for PFA meetings.

**Exam Refreshment Chair**

Obtain and distribute snacks to students during Midterm Exams.

**Graduation Decorations/Refreshments**

Assist to decorate the stage and solicit refreshments for the graduation ceremony.