

Descriptions for DHSPA jobs for the 2012-2013 school year

Co-Chair* -- There shall be two co-chairs responsible for presiding at DHSPA and Executive Board meetings. This includes establishing the calendar of, and organizing these meetings. The co-chairs are the primary link between the DHS administration and the parents (they have regular meetings with the principal) and DHSPA committees. They ensure communication occurs on any appropriate matters through the use of the DHSPA meeting announcements, Principal's newsletter, DPN and DHSPA website. They also are responsible for the compilation, printing and distribution of the New Parents Survival Guide at the Freshmen Orientation.

The co-chairs sit on the Appropriations Committee, the Guidance Advisory Council and the DHSPA Budget Committee. They also serve as representatives of DHS on the Council of Darien School Parents (CDSP) and the Thriving Youth: Connected Community Task Force. At least one co-chair attends Board of Education meetings when high school matters are to be discussed. Lastly, they work with the Administration and the CDSP budget reps to support the proposed DHS budget requests. The co chairs oversee the DHSPA Committees and ensure that the Committees have the necessary resources.

Secretary* -- The Secretary will take detailed notes including attendance, write and distribute minutes for all executive board meetings. The secretary also takes detailed meeting minutes for DHSPA meetings (and the College Panel, etc.) and sends them to the website coordinator to be posted. Once they are posted, the secretary sends the link and appropriate wording to the DPN editors to include in the next newsletter. The Secretary will send periodic e-mail blasts for the DHSPA slate. The secretary solicits the Back Page requests and also prepares the Back Page (type/edit) and makes all the copies of the Agenda (prepared by the Co chairs)/Back Page to bring to the DHSPA meetings. The secretary also e-mails and tallies any e-mail voting as directed by the Executive Board. If the secretary cannot attend a meeting, then she coordinates to acquire notes from an attendee. The secretary or another representative at each of the class coffees should take notes for those who cannot attend.

Treasurer* -- The Treasurer will keep financial records using Quicken and Excel. The Treasurer is responsible for preparing and dispersing budget letters to Committee Chairs at the beginning of the school year. During the year, they will pay bills, reconcile bank accounts, prepare monthly financial statements, assist in any audits and distribute agreed upon appropriation monies. The Treasurer chairs the Budget Committee and is responsible for proposing, preparing and presenting the annual DHSPA budget for review and approval. Additionally, they are on the Fundraising Committee. As such, they record and deposit individual donations to the DHSPA. The Treasurer is also the Chair of the Appropriations Committee. Lastly, this person works with the CDSP Treasurer by providing any requested financial information.

Activities and Clubs Fair – This committee, working with Administration, plans and executes an Activities Fair in the fall of the school year to introduce students to the many Clubs and Activities open to them at the high school. The event is held during lunch periods. Planning begins in early September and the event is then held later in September.

Beautification – The beautification committee’s job is to enhance the school’s appearance by filling, planting and then maintaining the 14 outdoor containers. They also maintain the bushes and plant annuals under the two DHS signs. When possible they try and “tidy up” other areas of the school. The Committee also assists with floral decorations for the Parent Open House. Committee can work with the Director of Facilities to request assistance with the grounds. This Committee is in operation throughout the year.

College and Career Center including Volunteers* -- The CCC Committee trains and schedules college and career center volunteers. There are two CCC co-chairs and 30 committee members. A sub list should be maintained with 5 to 10 subs if possible. They maintain the center, ordering water and give-aways for the college reps and filing materials in the center. When college reps come to the DHS campus, they greet reps and help them with logistics. There is no personal specific interaction with the college reps. The CCC volunteers also provide support to the guidance department, when requested. They work with the Guidance Department on the content, printing and distribution of the Junior Planning Guide, if requested. The CCC chairs sit on the Guidance Advisory Council as well as the Executive Board. The Guidance Advisory Council is a group of DHSPA representatives who periodically meet with Guidance to provide a parents perspective on the support and programs Guidance provides to students.

College and Career Center Programs - iZone* -- The IZone Coordinator supports activities of the College and Career Center. The primary focus of the Coordinator is to support the guidance department in providing the junior and senior class with workshops on aspects of the college application process such as interviewing skills, essay writing, resume writing, etc. The IZone Coordinator is often the facilitator for the “woulda, coulda, shoulda” Panel discussion. The IZone Coordinator sits on the Guidance Advisory Council as well as the Executive Board.

CDSP Budget Reps – The CDSP budget reps job begins in December and concludes in March, with a majority of the work falling in the Jan/Feb timeframe. The budget reps work closely with the DHS Principal and the DHSPA co-chairs to help prioritize and develop rationale in support of the DHS budget requests to the Board of Education for the upcoming school year. CDSP Budget Representatives are responsible for keeping the DHS parent population informed about budget issues through DPN submissions and networking in the community. It is important to rally parent support for the budget and for parents to understand the budget ramifications. CDSP budget reps write and give speeches at Board of Education meetings in support of the DHS requests. These meetings are in the evening and meetings with the Principal can occur early mornings, so

feasible job for working parent. The CDSP budget rep is also expected to participate in any CDSP planning meetings to discuss overall budget strategy.

Communications:

Communication Chair* -- This chair oversees the Directory, Website, Google Groups, and email newsletter (DPN) and sits on the Executive Board

Directory – In the spring, this committee of at least three, gathers information on incoming 9th graders and other new students for the directory, and updates the student database. They then follow up with telephone calls as required. In August, they put together directory information for all four grades and faculty, and update other text as needed. They then arrange for the printing and sales of the directory. This committee also has ongoing responsibility for updating the student database and publishing changes as needed. The directory is produced in Word and Excel.

Google Groups – In the spring, summer and early fall, this job entails updating the DPN Google Group email database with the parents of incoming freshmen/new parents. This committee also has ongoing responsibility for managing and updating parent subscriptions to the DPN Google Group email database throughout the year.

Website – This volunteer serves as the Webmaster of the DHSPA website and is responsible for updating the site starting the summer before the upcoming school year. Volunteer vets the materials forwarded to them and then posts to the website which is currently maintained with Dreamweaver software. Flurry of activity in August and at beginning of school year to update website for current school year. Posting to website continues throughout the year with current information, meeting minutes, etc. Information is generally not highly time-sensitive so does not need to be posted the day it is received

Newsletter (DPN) – This committee of at least three gathers information and sends out a weekly email newsletter to parents of students. The DPN is currently written in Gmail, and editing duties are shared among three editors. This group is responsible for maintaining and confirming DHS calendar information with the Administration Office. They also work with the Webmaster to have the weekly DPN on the DHSPA website.

Fundraising Committee* -- This committee consists of a chair* or co-chairs and several volunteers. Its purpose is to design and implement a fundraising event or a non-event fundraiser to raise money for the DHSPA. In recent years this non-event fundraiser has been conducted with solicitation letters going out early in the school year. The end of the calendar year completes most of the job, but donations continue to come in throughout the year. The Chair or Co Chairs sit on the Executive Board.

Graduation Beach Party – The primary job is to plan the self-funded pre graduation party for the DHS Senior Class, including overseeing the securing of the location (including permit), finances (donations), insurance, decorations, invitations, music and prizes. Typically a small group of junior and senior parents plan this event.

Graduation Reception – This group’s purpose is to plan and arrange food and beverage for the graduation reception as well as an extra parent volunteers to help on the day of the event. This event is held after the graduation ceremony in June. There are two parents of 9th, 10th or 11th graders in charge of this event.

Holiday Faculty Luncheon – These volunteers are responsible for hosting a mid-December luncheon for the faculty and staff, including catering food, soliciting donations of food from parents, decorating the room with plants and overseeing the event. The date in December is confirmed in October with the Administration Assistant.

Hospitality – The hospitality committee provides refreshments at the seven DHSPA meetings, works with the grade reps and administration to organize and set up refreshments for the Parent Open House and organize the Old Board/New Board coffee or early evening party held at the end of May. There are also grade reps for Hospitality who handle the class coffees and any other functions for that particular grade.

JOBS Website Coordinators

New Parent Reception – This group of volunteer parents is responsible for hosting the New Parent Reception for all 9th grade parents and any new parents to DHS held on freshmen orientation day. This includes purchasing paper goods and fruit, coffee and refreshments. This group coordinates with the Administration Assistant.

Nominating Chairs* -- It is the job of the Nominating Chairs to fill the slate of the DHSPA and present the slate at the DHSPA meeting in March/April to be voted on at the next meeting. The chairs sit on the Executive board.

Nominating Reps – Two nominating reps from each grade, when possible, assist the nominating chairs in identifying the DHSPA slate for the next year.

Parent Awareness Rep – This job is to serve on the YWCA Parent Awareness Committee. They attend monthly Parent Awareness meetings and periodic programs. The high school reps meet over the summer with the co-chairs and the high school Administration to seek out program ideas. The reps are also responsible to communicate/advertise the selected programs which are relevant to the high school parent population.

Parliamentarian* -- The Parliamentarian’s job is to resolve any questions relating to points of order and voting procedures for the DHSPA business meetings and the Executive Committee meetings. The Parliamentarian is also responsible for keeping the DHSPA bylaws current. The bylaws should be updated every 3 years or as needed.

Programs Chairs* -- The Program committee’s job is to work with the co-chairs and the Administration to plan and arrange programs (speakers) for DHSPA meetings. Responsibilities include contacting speakers/panelists/presenters, providing

meals/waters/gifts as necessary, advance set up arrangements for the auditorium/video needs, sending descriptions of the events to the DPN, DHS Website, and if applicable the local papers and Darien Patch, The Committee is also responsible for the presentation slides for the business portion of the DHSPA meeting consisting of emailing each committee chair for talk points and preparing the PowerPoint document. There are one to two co chairs and 1 to 2 committee members comprising a 3 to 4 person committee. This Programs Chair(s) sit on the Executive Board.

Public Relations – This committee’s role is to publicize school news not normally covered by the local papers and online. Committee must also make sure that any student included in the publicity does not have a requested nondisclosure request. Typically each committee member covers events for two months of the year.

Senior Internship

Responsibilities on the DHS Senior Internship Program Committee are updating contact information for the prior internship work sites and following up with them to ascertain if they are interested in working with an intern again this year (i.e., emailing and calling over 100 internship sites.) In addition, we are charged with generating new internship opportunities, which has meant brainstorming ideas for new internship sites, cold-calling companies, sending emails introducing the Internship Program, and following up until we secure a definite commitment from the organization to work with an intern. We have also reached out to our friends and promoted the internship program through the DPN, the MPN and also by mentioning it on the back side of the DHSPA minutes.

The job should begin at the beginning of the school year after a meeting with the faculty coordinators, Lisa Messineo and Lauren DiStefano. The goal is to have all sites--both new and returning--confirmed by the middle of December, at which point the students will have access to the information we have generated and can begin to contact these sites directly to secure their internships.

This job involves a great many emails and telephone calls, and, in addition, the committee regularly updates a Google Doc database with all confirmed work sites. We recommend that this committee consist of 4-5 people,

Student Life* -- This committee acts as a liaison between the DHS Administration, Community Council, class advisors and student representatives in establishing, organizing and implementing dances and social activities chosen by the students. There are 2 to 3 co-chairs and 1 to 2 committee members per grade comprising a minimum of a 6-person committee. The committee as needed helps with the various events and functions the Student Council plans and may recruit others. The Community Council meets every two weeks and members of the Student Life Committee take turns attending and report back to the entire committee. The Student Life Chair(s) sit on the Executive Board.

Student Volunteer Website - The Student Volunteer Website Coordinator vets the materials and then posts to the website which is currently maintained with Dreamweaver software. Website is hosted by DPS and access code and password provided by DPS Tech Department. Flurry of activity at beginning of school year to take down old notices and post current replacements. Once September is over, activity averages perhaps one posting per week, with some weeks bringing a few and others none. Information is generally not highly time-sensitive so does not need to be posted the day it is received.

Student Wear* -- The role of the Student Wear committee is to order and sell the DHS spirit wear clothing and novelty items. They are responsible for maintaining the inventory housed in a storage closet at the school and organize specific sale days throughout the school year. The Chair of this committee will sit on the Executive Board.

Volunteers Coordinator – Using the DHS email blasts, the DHSPA meetings and the spring MMS email blasts, this job is to build and maintain a list of parent volunteers to be contacted, usually by email, as the needs of the school arise. Coordinators are contacted as needed by either an Assistant Principal or the Administration Assistant.

Year End Faculty Luncheon– Beginning in May, this committee organizes a luncheon for the faculty to take place in mid-June. The date is set with the Administration Assistant. The responsibilities include catering food, soliciting donations of food from parents, decorating the room with plants, soliciting volunteers for the day of the luncheon, etc. and overseeing the event.

Note: It is encourage that all committee chairs and members represented on the DHSPA slate attend the DHSPA meetings; however, it is not required.

Update October/November 2011