



President of the Parent Standing Committee Application Form

Thank you for your interest in serving as the president on the parent standing committee for Classical Preparatory School! Use this form to provide useful information about yourself, to ensure the best match between you and the CPS PSC.

Your name: _____ Cell number: _____

Your email address (please write it carefully):

Briefly describe why you would like to serve as President of the CPS PSC:

Your current organizational affiliations (names of the organization and your role(s)):

Which of your skills would you like to utilize on the Board? Check those that apply:

- | | | |
|---|---|---|
| <input type="checkbox"/> Board development | <input type="checkbox"/> Financial management | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Strategic planning | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Volunteer management |
| <input type="checkbox"/> Staffing / HR | <input type="checkbox"/> Program development | <input type="checkbox"/> Community networking |

Other skill(s) of yours that you would like to utilize? _____

Your signature: _____ Date: _____

If you are not selected as a member of the Board, or if you decide not to join, would you like to be a volunteer to assist our organization in various ways that match your skills and interests?

- Yes No Perhaps



PSC President Job Description

The Parent Standing Committee works with the board to support the education of scholars through supporting teachers, building a sense of community through family events, and maintaining a service-oriented approach to all school interactions and activities.

The President shall serve as leader and key contact for the PSC, preside at all PSC meetings, serve as an ex-officio member of most committees, appoint chairpersons for special committees, and coordinate the work of the officers and committees so that the PSC's objectives can be met.

The President works alongside the Dean of Students and Volunteer and Event Coordinator to ensure all PSC fundraising aligns with the school's mission and all final decisions must get approved by the Dean of Students. The President will work in a friendly and supportive way to welcome and encourage volunteers.

Responsibilities:

- Preside at general PSC meetings and executive board meetings
- Serve as the primary contact to the Dean of Students, Volunteer and Event Coordinator and parents
- Represent the PSC at meetings of other groups
- Serve as an ex-officio member of most committees
- Retain all official records of the PSC
- Oversee all fundraising efforts
- Work with Dean of Students or designee to coordinate communication
- Prepare agendas for executive board and PSC meetings
- Provide support and encouragement to PSC board members and volunteers
- Approval of purchases up to \$50; seek vote from executive board for all purchases over \$50
- Other duties as needed

Characteristics:

- Desire to serve Classical Prep, the PSC and ultimately the students
- Understanding of Classical Prep's mission
- Be an ambassador for the PSC and the school
- Willingness to delegate tasks
- Good listening skills
- Effective communication skills
- Good organizational skills
- Good time management/execution skills

Typical Monthly Tasks:

- Prepare for and lead executive board meetings
- Prepare for and lead PSC meetings
- Review the treasurer's report
- Check in regularly with Dean of Students and board members
- Thank volunteers for their efforts

Typical Annual Tasks:

- Finalize PSC fundraising calendar and get approval from the Dean of Students
- Set monthly board meetings
- Hold a committee chair orientation
- Determine which committee chair positions might need to be filled next year, and reach out for volunteers