



Secretary of the Parent Standing Committee Application Form

Thank you for your interest in serving as the secretary 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 Secretary 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 Secretary 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 Secretary shall keep the minutes of all general meetings and all meetings of the executive board, prepare correspondence and check the PSC email account regularly, and help recruit committee chairpersons for all vacant standing committees of the board. The Secretary shall manage communications and marketing for the PSC including but not limited to providing information for weekly CPS newsletters, email broadcasts, website, bulletin boards, etc. The Secretary will work in a friendly and supportive way to welcome and encourage volunteers.

Responsibilities:

- Record and distribute minutes of executive board meetings and general meetings
- Maintain a complete file of all approved minutes, agendas, and materials distributed at any official PSC meeting
- Participate in executive board meetings and provide input for decisions
- Determine with executive board approval, the most appropriate methods and frequency of communication with members and the CPS community
- Participate in voting of PSC expenditures over \$50
- Manage communications and marketing for the PSC, including but not limited to:
 - Weekly school newsletters
 - Website
 - Bulletin boards (provide info to school personnel)
- Regularly check and respond to PSC emails
- Pass along pertinent information to other PSC members
- 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:

- Participate in executive board meetings
- Participate in PSC meetings
- Use email to send meeting reminders and announce upcoming events
- Review the PSC website and provide school personnel with needed information for updates
- Prepare notes of thanks, sympathy, inquiry, etc. as needed on behalf of CPS and the PSC
- Provide information to update bulletin boards to school personnel

Typical Annual Tasks:

- Work with President to finalize PSC fundraising calendar
- Work with President to determine which committee chair positions might need to be filled next year, and reach out for volunteers
- Familiarize yourself with the PSC bylaws
- Set up a filing system for PSC email correspondence