



Vice President of the Parent Standing Committee Application Form

Thank you for your interest in serving as the vice 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 Vice 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 Vice 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 Vice President shall act as an aide to the President; perform the duties of the President in the absence or inability of that officer to serve; assume other responsibilities as assigned by the executive board, coordinate the general activities of any Special Committees created by the Executive Board and help recruit committee chairpersons for all vacant standing committees of the board. Ideally is willing to serve as President in the future. The Vice President will work in a friendly and supportive way to welcome and encourage volunteers.

Responsibilities:

- Assist the President
- Perform the duties of the President if the President is absent or unable to serve
- Participate in executive board meetings and provide input for decisions
- Oversee fundraising selection, planning and evaluation
- Oversee committees, train committee chair people, and act as a liaison between committee chair people and the executive board
- Participate in voting of PSC expenditures over \$50
- Other duties as needed

Typical Monthly Tasks:

- Participate in executive board meetings
- Participate in PSC meetings

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 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
- Help organize volunteer drive to recruit new volunteers