



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 Classical Prep PSC.

Your name: _____ Cell number: _____

Your email address (please write it carefully):

Briefly describe why you would like to serve as Secretary of the Classical Prep 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 |

Please list additional skill(s) of yours 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 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 volunteer and PSC board meetings and help recruit committee chairpersons for all vacant standing committees of the board. The Secretary shall assist in creating communications and marketing for the PSC including but not limited to graphics, marketing campaigns, email broadcasts, etc. The Secretary will work in a friendly and supportive way to welcome and encourage volunteers.

Responsibilities:

- Record minutes of volunteer and PSC board meetings
- Participate in PSC board meetings and provide input for decisions
- Determine with PSC board approval, the most appropriate methods and frequency of communication with the Classical Prep community
- Assist with communications and marketing for the PSC, including but not limited to:
 - Graphics
 - Marketing Campaigns
 - Email Broadcasts
- Pass along pertinent information to other PSC board members and volunteers
- 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
- Good listening skills
- Effective communication skills
- Good organizational skills
- Good time management/execution skills

Typical Monthly Tasks:

- Participate in PSC board meetings
- Participate in volunteer meetings
- Create communications for meetings and reminders
- Review the PSC page on the Classical Prep website and provide school personnel with needed information for updates
- Prepare notes of thanks, sympathy, inquiry, etc. as needed on behalf of Classical Prep and the PSC

Typical Annual Tasks:

- 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