



**Parents' Association  
Volunteer Handbook  
2011-2012**

# **Baldwin School Parents' Association Purpose**

The Association is organized to support The Baldwin School's philosophy, programs, and activities for the benefit of its students. The Association serves to build a sense of community, to facilitate communication, to encourage volunteerism, and to support fund-raising for The Baldwin School. The Association provides the opportunity for any parent to be involved with The Baldwin School through various projects and activities.

## **Philosophy**

The Baldwin School is a college preparatory, independent day school, Pre-Kindergarten through Grade Twelve, dedicated to a tradition of excellence in education for girls and young women. Each girl is encouraged to develop scholarship, leadership, and citizenship within a supportive community that emphasizes intellectual rigor, ethical integrity, and independence of thought and action.

In a trusting atmosphere, active communication and collaboration enhance a shared sense of excitement about teaching and learning. Faculty and staff develop close relationships with students, helping each girl to achieve her potential. A broad liberal arts curriculum is the basis for all scholarly discoveries. Strong offerings in the arts encourage students to develop their individual talents. Through our athletic program, girls learn the value of resilience, fitness, teamwork, and pride. In the classroom, on the playing field, in the studio, and on the stage, each girl has the opportunity to acquire the confidence, leadership, and sense of responsibility she needs to be a thoughtful and constructive contributor to society.

We believe that academic excellence begins with the ability to think logically, independently, and imaginatively. A delight in ideas, a sense of curiosity and humor, and a commitment to honoring the dignity of others are among Baldwin's highest values. We strive to foster an awareness of self and recognition of other perspectives as well as the knowledge and technical skills each girl will need to meet the challenges of our widening and fast-changing world. The Baldwin community has a long history of being open to differences, and as we continue to grow in diversity, it is our hope that our students approach life with the principles of justice, fairness, and equity foremost in their minds and hearts.

Ultimately, Baldwin aspires to cultivate in its students the desire to remain learners throughout their lives, the compassion to extend themselves to others, and the strength of character to act on their beliefs.

*Adopted 2003*

## **Code of Conduct**

The Baldwin School Parents' Association and its volunteers shall support and represent the school in accordance with the Baldwin School's Community Agreement as set forth on the next page. In order to promote a spirit of cooperation and trust between home and school, Baldwin publishes this statement of purpose and principle. We expect all parents, guardians, faculty, staff, and administration to honor these commitments to our core values and work to make them a reality.

### **You are a representative of and an advocate for the School.**

You should at all times be supportive of the School and its policies. If questions arise or you have a concern, please direct them to the proper faculty member or administrator without public discussion. Help build a sense of community. Please see "Code of Conduct" and "Baldwin's Community Agreement" for expectations and statement of purpose, commitment and principles. Consequences of inappropriate behavior may include but are not limited to dismissal from your Parents' Association position.



# Baldwin's Community Agreement

In order to promote a spirit of cooperation and trust between home and school, Baldwin publishes this statement of purpose and principle. We expect all parents, guardians, faculty, staff, and administration to honor these commitments to our core values and work to make them a reality.

## Learning

- To hold students to high standards, academically and ethically
- To encourage an atmosphere in which girls can take risks, learn from their mistakes, and reach for individual academic goals
- To support an academic program which is respectful of different voices and responsive to individual styles of learning
- To teach girls to think and act independently
- To help students distinguish between valuing collaborative learning and taking responsibility for their own work
- To cultivate in our girls "the desire to remain learners throughout their lives" (Baldwin's philosophy)

## Respect

- To communicate openly and courteously, being mindful of time, place, words, and tone
- To work together to find commonalities and resolve disagreements amicably
- To trust the professional judgments and decisions made by faculty, staff, and administration
- To recognize and honor intellectual, cultural, and personal diversity
- To adhere to the School's policies, including rules that pertain to the school calendar and the structure of the school day

## Responsibility

- To support the mission of the School and be positive spokespeople for Baldwin
- To provide a healthy, balanced environment in which girls can strive for their best without undue stress
- To be active members of the community by supporting the academic and co-curricular life of the School
- To provide a safe environment for the expression of different opinions and points of view
- To take an active interest in the lives of students as they grow and reach for greater independence of thought and action
- To be accountable for our words and actions
- To look beyond our own selfish interests and reject a sense of entitlement

## Honesty

- To act in an honest, open, and trustworthy manner towards all members of the community
- To uphold high standards for ethical behavior and provide appropriate consequences when such standards are not met
- To teach the importance of "doing the right thing" as citizens of the community and the world
- To be open and honest in all areas of communication - in person, in writing, and online
- To create an environment in which girls can learn how to handle success, failure, and disappointment in an honest manner

## Compassion

- To model inclusive behavior by reaching out to all members of the community
- To extend ourselves to those in need both within and outside of the Baldwin community
- To teach our girls to "approach life with the principles of justice, fairness, and equity foremost in their minds and hearts" (Baldwin's philosophy)

## **The Executive Board shall include:**

1. Past President
2. President
3. Executive Vice President
4. Vice President
5. Lower School Division Representative – Pre-K – II
6. Lower School Division Representative – III - V
7. Middle School Division Representative
8. Upper School Division Representative
9. Secretary
10. Treasurer
11. Assistant Treasurer
12. Major Fundraiser Chair(s)
13. Alumnae Representative
14. Technology/Communications (ad hoc)
15. Admissions (ad hoc)

## **Events and Ad Hoc Committees shall include:**

1. MS Event
2. Fall Fundraiser I: *Gift Wrap Sale*
3. Fall Fundraiser II: *Magazine Sale*
4. Halloween Fair
5. Book Fair
6. Mother/Daughter Event
7. Father/Daughter Event
8. Faculty/Staff Appreciation Day
9. Community Gala
10. Community Service Committee
11. Baldwin Parent Gathering Committee

# **Executive Board Job Descriptions**

## **Past President**

- Serve as Chair of the Strategic Planning Committee.
  1. Regularly review events and programs of Parents' Association
  2. Regularly review by-laws of the Parents' Association
  3. Regularly review the Parents' Association Handbook
- Serve on the Nominating Committee.
- Serve on the Finance Committee in an advisory capacity.
- Attend all Association meetings and events.
- Oversee, staff or act as backup management for the following committees, events and activities:
  1. Community Gala

## **President**

- Preside over all meetings of the General Board and Executive Board of the Association.
- Oversee and administer the business of the Association
- Serve on all Committees of the Association.
- Meet with Baldwin School PA Liaison regularly to review issues, plan and evaluate events, and to review Executive Board meeting agendas.
- Meet monthly with the Head of School.
- Represent the Association on the Board of Trustees and one committee
- Attend all Association meetings and events
- Prepare Executive Board Agenda
- Assume the office of Past President the following year
- Oversee, staff or act as backup management for all committees, events and activities as needed

## **Executive Vice President**

- Perform the duties of the President if the President is unable to carry out the duties
- Assume the office of President the following year
- Serve as Chair of the Nominating Committee
- Serve on Finance and Strategic Planning Committees
- Attend all Association meetings and events
- Report on Admissions to Executive Board
- Oversee, staff or act as backup management for the following committees, events and activities:
  1. New Parent Reception
  2. Mother/Daughter Event (in conjunction with President)
  3. Book Fair

## **Vice President**

- Serve on Nominations, Finance and Strategic Planning Committees
- Attend all Association meetings and events
- Oversee, staff or act as backup management for the following committees, events and activities:
  1. New Parent Reception (in conjunction with Executive Vice President)
  2. Father/Daughter Event
  3. Faculty Staff Appreciation (in conjunction with President)

# **Executive Board Job Descriptions**

## **Secretary**

- Record, prepare, distribute, and present the minutes of all Executive Board and General meetings.
- Maintain all correspondence of the Association and any copies of reports presented at meetings.
- Maintain the Association's Record Binder of all minutes, correspondence, etc for the year.
- Attend all Association meetings and events.
- Prepare meeting minutes within one week of the Executive Board or General Meeting.
- Distribute meeting minutes via email to President for review.
- Distribute meeting minutes via email to Executive Board upon approval by the President.
- Distribute meeting agendas via email.
- Prepare necessary correspondence for signature.

## **Treasurer**

- Process transactions and maintain detailed, accurate financial records for the Association accounts.
- Maintain copies of all expense forms, receipts, etc.
- Prepare an annual budget for the Association.
- Prepare and maintain event budgets.
- Process, approve and submit all expense forms to the Business Office for reimbursement
- Support the audit procedures of the School, as necessary.
- Report on the financial status of the Association at Executive Board and General meetings.
- Serve as Chair of the Finance Committee.
- Serve on Strategic Planning Committee.
- Attend all Association meetings and events.

## **Assistant Treasurer**

- Serve as Treasurer of the Community Gala, as needed.
- Attend all Association meetings and events.
- Serve on the Finance Committee.
- Be responsible for Rebates and report on such at each meeting
- Will succeed the Treasurer the following year.

## **PA Major Fundraiser, Chair(s)**

- Organize and run Parents' Association major fund-raiser
- Attend all Association meetings and events

## **Division Representative Responsibilities**

- **You are a representative of and an advocate for the School**  
You should at all times be supportive of the School and its policies. If questions arise or you have a concern, please direct them to the proper faculty member or administrator without public discussion. Help build a sense of community. Please see "Code of Conduct" and "Baldwin's Community Agreement" for expectations and statement of purpose, commitment and principles.
- **Act as the Primary Source of Communication within your division.**  
Maintain open lines of communication with your Division Director, with each grade representative in your division and with the President of the Parents' Association. It is essential to schedule regular meetings with your division head that include the other grade representatives in your division. You will be responsible for communicating important PA and/or Division information to your respective Grade Representatives for their monthly communications. Please see "Forms of Communications".
- **Attend all Parents' Association Executive Board and General Meetings**  
Report on your division's activities and issues at each meeting
- **Support all Parents' Association Events**  
See the school calendar for exact dates and locations.
- **Division coffees**  
Coordinate with your respective Division Director regarding dates, times and topics. Provide assistance with planning or coordinating aspects of the division coffee.
- **Coordinate Meeting with Division**  
Help to coordinate meeting with your Division Director and Grade Representatives at the very beginning of the school year. Assist to prepare an agenda with the Division Director that includes the scheduling of meeting throughout the year.
- **Maintain contact with Grade Representatives in your division**  
Ensure the grade representatives fulfill their responsibilities and assist them as needed. Ensure each class has scheduled its class social.
- **Serve on the Nominations and Strategic Planning committees**
- **Please read and follow the Finance section of the handbook.**
- **Please read and follow the Forms of Communication section of the handbook.**
- **Help to coordinate food for the Faculty/Staff Appreciation Day.**  
The chairs of the event will call you with your division's assignment. Please follow-up with grade representatives regarding the donations.
- **Assist with the New Parent's Reception in the Fall**  
Attend and bring a hors d'oeuvre, clean-up and set-up.
- **Oversee your Division Representative assigned event:**
  - A. Lower School I & II - Halloween Fair
  - B. Middle School - Gift Wrap Sale
  - C. Upper School - Magazine Sale

*During the course of the year additional needs may arise.  
The Parents' Association will make every effort to keep these to a minimum.*

# **Middle & Upper School Grade Representative Responsibilities**

There are at least two Grade Representatives for grades VI to XII.

## **All School Responsibilities:**

- **You are a representative of and an advocate for the School**  
You should at all times be supportive of the School and its policies. If questions arise or you have a concern, please direct them to the proper faculty member or administrator without public discussion. Help build a sense of community. Please see "Code of Conduct" and "Baldwin's Community Agreement" for expectations and statement of purpose, commitment and principles.
- **New Parents' Reception**  
This event is held early September. At least one representative from each grade is required to attend to welcome new families. Each grade will be asked to provide a *hors d'oeuvre*.
- **Assist with Faculty/Staff Appreciation Day as requested**

## **Division Responsibilities:**

- **Attend all regular meetings with your Division Head and PA Division Representative**  
All Grade Representatives will report to their respective Division Representatives and attend Division meetings. A schedule will be distributed at the beginning of the school year.
- **Attend all division meetings as requested by your Division Head or PA Division Representative.**
- **Attend all division coffees**
- **Become familiar with the Baldwin School Community Directory/Handbook and the Parents' Association Volunteer Handbook**

## **Grade Specific Responsibilities:**

- A. Delegate! Your job is to involve others**
- B. If desired, elicit a "volunteer coordinator" in your respective grade to assist with:**  
Gala Volunteers  
Parent Get Togethers (Mom's Night Out, Coffee's, special projects, Year End Party, etc...)
- C. Assist new students and their families with their transition to Baldwin**  
New families are **new all year**, so stay in touch with them during the year; explain all events and activities as they come up, and invite them to attend the event with you. Let them know that you are available for questions throughout the year.
- D. Arrange Parent Social for your class**  
Each class is encouraged to hold a social event for parents each year. It is a wonderful way to get to know the parents of your daughter's classmates and a wonderful way to welcome new families. It is suggested that the party be a low-cost, casual event, held at a class family's home – consider a potluck gathering. Please contact your Division Director for conflicts and date approval.

## **Middle & Upper School Grade Representative Responsibilities**

### **E. Communication**

- Communicate academic and grade specific information to your peer families.
- Coordinate all communications with your Division Head and PA Division Representative.
- You will be responsible for drafting a monthly update by the 1st of each month for publication on your grade's respective webpage. Detailed instructions will be communicated at the Kick off Breakfast in September.

### **F. Grade Specific Events**

**Attend & assist with your grade specific Parents' Association event or Academic Event:**

<b>Grade</b>	<b>Parents' Association Events</b>	<b>Academic Event</b>
6th	Faculty/Staff Appreciation Day	
7th	Book Fair	
8th		Moving Up
9th	Faculty/Staff Appreciation Day	
10th	Fall Fundraiser I – Gift Wrap Sale	
11th	Fall Fundraiser II – Magazine Sale	Graduation Help
12th		Graduation

### **Grade Specific Parents' Association Events**

Each grade is responsible for assisting with a specific PA grade event. These events are meant to be *friendraisers* and *funraisers*, promoting Baldwin Community Spirit and enhancing the girls experience at Baldwin. The Parents' Association takes nominations for chairpersons for each of these events at the beginning of every calendar year. The Grade Representative is to assist these event co-chairs with any communications and/or volunteer needs.

### **G. Please recognize and thank all volunteers:**

Notes or calls of acknowledgement and thanks are very important when people give their time voluntarily. Please thank your volunteers, in writing, upon completion of a project. All volunteers will be thanked by the School at the end of the year.

## **Middle & Upper School Grade Representative Responsibilities**

### **H. Finances**

Collect and submit expenses, if any, to your Division Office. Receipts are always required to receive reimbursement. See expense reimbursement forms and tax exempt forms in your grade binder.

### **I. Year End Party**

If desirable, coordinate and schedule a year end party. Keep it simple and easy.

### **K. Grade Binder:**

Please maintain the Grade Binder. Please place copies of all forms, sign-up sheets, grade event communications, receipts, contact names, volunteers, monthly update, etc. throughout the years. The Grade Binder will include examples of all forms, sign-up sheets, grade event notes, receipts, emails sent, etc. The binder will be returned to your division office at the end of the year to be passed along to the Grade Representative next year.

## Lower School Grade Representative Responsibilities

There is one (1) Grade Representative for grades PreK to IV. Additional Homeroom Parents are assigned by the Lower School Division Director for grades PreK to IV – one per teacher/section or as needed. There are two (2) or more Grade Representatives for grade V.

### All School Responsibilities:

- **You are a representative of and an advocate for the School**  
You should at all times be supportive of the School and its policies. If questions arise or you have a concern, please direct them to the proper faculty member or administrator without public discussion. Help build a sense of community. Please see "Code of Conduct" and "Baldwin's Community Agreement" for expectations and statement of purpose, commitment and principles.
- **New Parents' Reception**  
This event is held early September. At least one representative from each grade is required to attend to welcome new families. Each grade will be asked to provide a *hors d'oeuvre*.
- **Assist with Faculty/Staff Appreciation Day as requested**

### Division Responsibilities:

- **Attend all regular meetings with your Division Head and PA Division Representative**  
All Grade Representatives will report to their respective Division Representatives and attend Division meetings. A schedule will be distributed at the beginning of the school year.
- **Attend all division meetings as requested by your Division Head or PA Division Representative.**
- **Attend all division coffees**
- **Become familiar with the Baldwin School Community Directory/Handbook and the Parents' Association Volunteer Handbook**
- **Assist with Grandparent's Day, as requested**

### Grade Specific Responsibilities:

- A. **Delegate! Your job is to involve others**
- B. **If desired, elicit a "volunteer coordinator" in your respective grade to assist with:**
  - Gala Volunteers
  - Parent Get Togethers (Mom's Night Out, Coffee's, special projects, Year End Party etc...)
- C. **Assist new students and their families with their transition to Baldwin**  
New families are **new all year**, so stay in touch with them during the year; explain all events and activities as they come up, and invite them to attend the event with you. Let them know that you are available for questions throughout the year.

## Lower School Grade Representative Responsibilities

**D. Arrange Parent Social for your class**

Each class is encouraged to hold a social event for parents each year. It is a wonderful way to get to know the parents of your daughter's classmates and a wonderful way to welcome new families. It is suggested that the party be a low-cost, casual event, held at a class family's home – consider a potluck gathering. Please contact your Division Director for conflicts and date approval.

**E. Grade Specific Events:**

Lower school grades may have both a Grade Specific "Parents' Association Event" as well as a Grade Specific "Academic Event".

Please refer to matrix:

Grade	Parents' Association Event	Academic Event
Pre K	Halloween Fair	
K	Halloween Fair	Japanese Luncheon
1 <sup>st</sup>	Mother/Special Persons & Daughter Event	African Feast
2 <sup>nd</sup>	Halloween Fair	Native American Celebration
3 <sup>rd</sup>	Book Fair	Colonial Day
4 <sup>th</sup>	Father/Special Persons & Daughter Dance	Multi-cultural Celebration
5 <sup>th</sup>		Moving Up/Café International

The Grade Representative should attend & assist with both your grade specific Parents' Association & Academic Grade events. Please see below for duties related to these events.

**1. Academic Grade Event**

Work with the teacher(s) to define the event. Assist in getting volunteers. Review the budget with the teacher(s) prior to planning. Be sure to submit all expenses/receipts to the Lower School Director to allow for reimbursement. Most of the grades have one large curriculum related event which has a designated budget. The Grade Representative should confirm this budget with the Lower School Head in the beginning of the school year. These expenses are reimbursed directly from the Lower School Academic budget. All reimbursement forms MUST be accompanied by receipts and submitted directly to the Lower School Director.

**2. Grade Specific Parents' Association Events**

Each grade is responsible for assisting with a specific PA grade event. These events are meant to be *friendraisers* and *funraisers*, promoting Baldwin Community Spirit and enhancing the girls experience at Baldwin. The Parents' Association takes nominations for chairpersons for each of these events at the beginning of every calendar year. The Grade Representative is to assist these event co-chairs with any communications and/or volunteer needs.

# **Lower School Grade Representative Responsibilities**

## **F. Teacher & Homeroom Parents**

### **Meet with homeroom teacher(s):**

1. Introduce yourself to the homeroom teacher(s) along with the Homeroom Parents.
2. Schedule a meeting with the teacher and the Homeroom Parents within the first two weeks of school to discuss and coordinate class activities, special projects, class parties, academic events, etc. which the class holds and for which teacher(s) would like your assistance during the year.
3. Stay in touch regularly as needs may change.

### **Academic Evening:**

1. Prior to Academic Evening meet with your teacher(s) to confirm the sign-up list that includes all volunteer and donation opportunities.
2. Be sure Homeroom Teachers have approved the list

### **Coordinate Homeroom Parents:**

1. Coordinate the Homeroom Parents for your grade.
2. Make sure the Homeroom Parents are supported.
3. Communicate regularly with Homeroom Parents. As the Grade Representative, you will be responsible for reporting monthly to your Division Representative.

## **G. Communication**

1. Communicate academic and grade specific information to your peer families.
2. Coordinate all communications with your teachers, Division Head and PA Division Representative.
3. You will be responsible for drafting a monthly update by the 1st of each month for publication on your grade's respective webpage. Detailed instructions will be communicated at the Kick off Breakfast in September.

## **H.. Please recognize and thank all volunteers:**

Notes or calls of acknowledgement and thanks are very important when people give their time voluntarily. Please be sure you thank each of your volunteers, in writing, upon completion of a project.

## **I. Finances**

Submit expenses, if any, to your Division Director. Receipts are always required to receive reimbursement. See Grade Specific Events (section E).

## **J. Year End Party**

Coordinate and schedule a time at the end of the year to allow for an "end of year grade party". Keep it simple and easy. If you plan to hold the party on school grounds, contact the Administrative Assistant to the Athletic Director, for facility availability. Please include a rain date plan should the party be scheduled outside.

## **K. Grade Binder:**

Please maintain the Grade Binder. Please place copies of all forms, sign-up sheets, grade event communications, receipts, contact names, volunteers, monthly update, etc. throughout the years. The Grade Binder will include examples of all forms, sign-up sheets, grade event notes, receipts, emails sent, etc. The binder will be returned to your division office at the end of the year to be passed along to the Grade Representative next year.

## **Lower School Homeroom Parent Responsibilities:**

There is one Homeroom Parent for each teacher/section or as needed.

### **All School Responsibilities:**

- **You are a representative of and an advocate for the School**  
You should at all times be supportive of the School and its policies. If questions arise or you have a concern, please direct them to the proper faculty member or administrator without public discussion. Help build a sense of community. Please see "Code of Conduct" and "Baldwin's Community Agreement" for expectations and statement of purpose, commitment and principles.
- **New Parents' Party**  
This event is held early September. At least one representative from each grade is required to attend to welcome new families. Each grade will be asked to provide a *hors d'oeuvre*.
- **Assist with Faculty/Staff Appreciation Day as requested**

### **Division Responsibilities:**

- **Attend all division coffees**
- **Attend all division meetings as requested by your Division Head, PA Division Representative or Grade Representative.**
- **Become familiar with the Handbook for your division**
- **Assist with Grandparent's Day as requested**

### **Grade Specific Responsibilities:**

- A. **Delegate! Your job is to involve others**
- B. **Assist new students and their families with their transition to Baldwin**  
Coordinate with your Grade Representative.
- C. **Arrange Parent Social for your class**  
Assist your Grade Representative as needed.
- D. **Attend & assist with your grade specific Parents' Association & Academic Grade event.**

## Lower School Homeroom Parent Responsibilities

**E. Teacher & Homeroom Parents**

**Meet with homeroom teacher(s):**

As scheduled by your Grade Representative

**Academic Evening:**

Prior to Academic Evening meet with your teacher(s) to confirm the sign-up list that includes all volunteer and donation opportunities. This should be accomplished with your Grade Representative at your first meeting.

**F. Communication**

Coordinate with your Grade Representative

**G. Please recognize and thank all volunteers:**

Notes or calls of acknowledgement and thanks are very important when people give their time voluntarily. Please be sure you thank each of your volunteers, in writing, upon completion of a project.

**H. Finances**

Submit expenses, if any, to your Grade Representative. Receipts are always required to receive reimbursement.

**I. Grade Specific Events (see matrix below)**

Assist the Grade Representative with the Parents' Association/Academic Event as needed. Forward all receipts and expense forms to the Grade Representative so they may be forwarded to the Lower School Director.

Grade	Parents' Association Event	Academic Event
Pre K	Halloween Fair	
K	Halloween Fair	Japanese Luncheon
1 <sup>st</sup>	Mother/Special Persons & Daughter Event	African Feast
2 <sup>nd</sup>	Halloween Fair	Native American Celebration
3 <sup>rd</sup>	Book Fair	Colonial Day
4 <sup>th</sup>	Father/Special Persons & Daughter Dance	Multi-cultural Celebration
5 <sup>th</sup>		Moving Up/Café International

**J. Year End Party**

Assist the Grade Representative as needed.

**K. Grade Binder:**

The Grade Representative is responsible for maintaining the grade binder. Please forward copies of any information you would like to see be placed in the grade binder.

# Event Chair Responsibilities

All Parents' Association Events are to be inclusive. When planning the event please be mindful of how the theme, publicity, cost of attendance, time frame, etc. might be perceived by others at Baldwin and in the larger community.

*Many events are fundraisers, but they are all friendraisers and funraisers!*

## 1. **Finances:**

- Prepare a detailed budget with your committee. You will be given a budget based on the previous year's event from which to prepare a budget.
- The budget will need to be reviewed and approved by the Finance Committee. It is important to remember that you are spending the school's money. The goal is to maximize profits by minimizing expenses.
- Vendor donations are gratefully accepted and must be reported to the Treasurer as the school is expected to acknowledge these gifts.
- Chairs and committee members should not expend their personal funds or solicit donations of personal funds from other parents in support of events unless the entire school community is also being solicited.
- Please remember that purchases, approved by the Finance Committee may be billed directly to the school.
- Chairs should collect, process and submit all expenses to the Treasurer as outlined in the Finances section of the handbook
- All Event Chairs must submit a completed and final Event Balance Sheet to their PA overseer within 4 weeks of the completion of their event. See attached example.
- All contracts **MUST** be approved by the Finance Committee, before they are finalized. We try to keep deposits, guaranteed attendance numbers and up-front payments to a minimum. Please remember to **get at least two estimates** on any major expenditure – printing, invitations, posters, quantity duplicating, etc. Contracts may only be signed by The Baldwin School PA Liaison.

## 2. **Meetings:**

### A. **Event Meetings**

- No event will kick-off without an initial meeting with a Parents' Association Overseer.
- All PA event meetings must have a PA overseer in attendance.
- If you are meeting at school, please confirm with the Receptionist dates and locations. We try to be respectful of our volunteers' busy lives, so please hold the number of meetings to a minimum. Please use the time allotted efficiently by having a written agenda.
- You may be asked to attend a Parents' Association Board Meeting for reporting.

### B. **Finance Committee meetings:**

- Prepare and present your budgets, timelines, overall plan and accounting of income and expenses at the Finance Committee meeting.
- Finance Committee meetings will occur during the planning stages of your event and at its completion.

# **Event Chair Responsibilities**

## **3. Timeline:**

- Prepare a detailed timeline of the event in order to determine goals and expectations of the event and its committee members.

## **4. Delegation:**

- Divide tasks into small manageable jobs. You will find that attendance will be greater if more people have invested their time, effort and creativity in your project.
- Contact all those who have volunteered to determine where their talents can be used most effectively.
- Delegate responsibilities as necessary.

## **5. Communications:**

- All communications (flyers, letters, notices, forms, etc) must be pre-approved by the by PA Executive Board Overseer before being printed, paid for or distributed.
- No communications will be issued without approval by PA Executive Board Overseer.
- The PA Executive Board Overseer will serve as the liaison for all communications between Event Chair(s) and Baldwin school representative(s).

## **6. Volunteers:**

- Check regularly with your volunteers to offer encouragement.
- Be sure to thank your volunteers immediately after the project is completed. Note cards are available in the Parents' Association office.
- Be sure a complete list of volunteers is placed in the event binder.

## **7. Event Binder:**

- Please maintain your event binder. The binder contains tabbed sections in which to keep copies of forms, communications, budgets, receipts, etc.
- Please complete the event completion and committee report form.
- At the completion of your event, please return your event binder to the Executive Board member assigned to your event within four (4) weeks.
- Event Binder must include a completed and final Event Balance Sheet with copies of all receipts.

## **8. New/Proposed Events:**

- No new events will be scheduled during an existing school year, but proposals will be accepted for subsequent years.
- All proposals for new "events" or "committees" must be presented in front of the Strategic Planning Committee for review and approval. To be placed on a Strategic Planning Committee agenda, all proposals must be in writing and submitted to the Past President for inclusion as an agenda item.

***School policy dictates that no students or children are permitted to attend events where alcohol is present unless prior permission is received from the Head of School.***

# Finances

For Executive Board Members, Committee Chairs and Event Chairs

## **Expense Reimbursement:**

To be reimbursed for any expenses related to a school function a form (included in your binder) must be completed and submitted to the Treasurer of the Parents' Association *within 2 weeks* of the completion of the project or end of an event. There is a Parents' Association mailbox in the Residence, next to the Receptionist's Desk. ***Receipts are required to be attached to the form.*** We will be unable to honor any requests for reimbursement after the end of the school's fiscal year (June 30<sup>th</sup>)

We are a **tax-exempt** institution. Please use the I.D. number on the enclosed form. Reimbursement does not include sales tax.

## **Treasurer:**

- Income (checks & cash) should be tallied and given to the Parents' Association Treasurer for deposit approval and submission to the Business Office for deposit.
- Each event may have its own treasurer. In conjunction with the Parents' Association Treasurer and Assistant Treasurer, he/she is responsible for all the accounting for the project or the class.
- Reimbursement forms should be given to the Parents' Association Treasurer, within two (2) weeks of the completion of the event, for approval for submission to the Business Office for payment.
- If incidental forms are approved to be utilized in conjunction with an event, the incidental spreadsheet, prepared in Excel and provided by the Business Office will need to be completed and returned to the Director of Alumnae Relations within 3 days of the event ending.

## **Contracts:**

All contracts **MUST** be approved by the Finance Committee, before they are finalized. We try to keep deposits, guaranteed attendance numbers and up-front payments to a minimum. Please remember to **get at least two estimates** on any major expenditure – printing, invitations, posters, quantity duplicating, etc. **Contracts may only be signed by The Baldwin School PA Liaison (designated member of the Baldwin School Development Office).**

## **Copying:**

Copying may be done for no charge, utilizing the copier outside room 222, in the Technology area. Please be sure to check for paper needs in the Parents' Association office, room 337, to be sure that there is sufficient paper in the color needed prior to making your copies.

# Forms of Communication

## World Wide Web:

### **Website:**

- The School maintains a Web Site – *www.baldwinschool.org*.
- The website houses an all school calendar. Parents' Association events are listed on the all school calendar.
- The Parents' Association will have a section on the website. Please submit all event information for the website to the Technology Chair.

### **Facebook:**

- The School maintains a Facebook page – *www.facebook/baldwinschool*.
- Parents' Association events will appear on the school's official facebook page.

## E-Bulletin:

### **All School**

- A weekly, all school, e-mail newsletter is sent out by the Director of Communications.
- The E-Bulletin is sent to all families who have provided the school with an e-mail address(s).
- Information covered in the all school E-Bulletin will be from the Head of School, the Division Directors, Head of Athletics, and the Parents' Association and other groups.
- The E-Bulletin may contain "Parents' Association Notable News" highlighting upcoming Parents' Association events.

### **Parents' Association**

- A link to a bi-monthly, all school Parents' Association newsletter may be included in the E-Bulletin mentioned above.
- Information contained in the Parents' Association newsletter concerning the Parents' Association events and happenings.

## Monthly Updates:

- A monthly update is published on each grade's web page by their designated Grade Representatives. The Grade Page will contain all school, grade specific and homeroom specific information.
- An update reminder is sent via The Baldwin Bulletin to all families who have provided the school with email addresses.
- The update contains information pertinent to each grade and includes important information communicated by the appropriate PA Division Representative.

## To Reach Baldwin Families:

- Notices, event flyers and forms for the Parents' Association may be sent electronically or posted on our website.
- The Parents' Association may occasionally mail or email event flyers or forms to families depending on the nature of the correspondence, with pre-approval of the President.
- Notices, event flyers, and forms for the Parents' Association also may be included in the Lower School Thursday folders.

**The Baldwin School Parents' Association**  
**Bylaws**  
**Revised November 4, 2010**

**Article 1. Name**

The name of this internal organization of The Baldwin School shall be The Baldwin School Parents' Association (the "Association").

**Article 2. Purpose**

The Association is organized to support The Baldwin School's philosophy, programs, and activities for the benefit of its students. The Association serves to build a sense of community, to facilitate communication, to encourage volunteerism, and to support fund-raising for The Baldwin School. The Association provides the opportunity for any parent to be involved with The Baldwin School through various projects and activities.

**Article 3. Membership**

All parents or guardians or persons standing in place of parents of currently enrolled students of The Baldwin School are automatically members of the Association.

**Article 4. Officers/ Executive Board**

Each position within the Association may be held by any member of the Association and with the exception of the Executive Vice President, the President, and the Immediate Past President, shall be elected in accordance with Article 9 hereof. The term of all positions is one year beginning July 1. All positions have one vote. If a position is shared, it has only one vote. The Executive Board consists of:

- |                                      |  |
|--------------------------------------|--|
| -President                           | -Lower School Representative (PreK-II) |
| -Executive Vice President            | -Lower School Representative (III-V)   |
| -Vice-President                      | -Middle School Representative          |
| -Secretary                           | -Upper School Representative           |
| -Treasurer                           | -Asst. Treasurer                       |
| -Immediate Past President            |  |
| -Association Major Fundraising Chair |  |

Additional ad hoc members may be named to the Executive Board by the President with the approval of a majority vote of the Executive Board. The ad hoc positions, if any, are non-voting. Unless agreed to by a majority of the Nominating Committee, each member of the Executive Board is limited to serving two consecutive years as a voting member, with the exception of the President, Executive Vice President, and Vice President who shall be limited to a total of six consecutive years as voting members. The Executive Vice President shall automatically become the President the following year or in the event the President resigns or is unable to carry out his/her duties. In the event an officer, other than the President, is unable to carry out his/her duties, the President shall appoint a replacement with the approval of a majority of the Executive Board. The President will automatically become the Immediate Past President the following year.

**The Baldwin School Parents' Association**  
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**Revised November 4, 2010**

**Article 5. General Board**

The Association's General Board shall consist of the Executive Board, all Grade Representatives, all Standing Committee Chairs, and all ad hoc committee chairs.

**Article 6. Standing Committees**

**Section 1. Nominating Committee**

The Nominating Committee shall be chaired by the Executive Vice President, and shall consist of the President, Vice President, Lower School Representative (Grades PreK-2), Lower School Representative (Grades 3-5), Middle School Representative, Upper School Representative, and the Immediate Past President. The purpose of the Committee is to propose a slate of nominations for positions on the General Board of the Association for the next academic year.

**Section 2. Finance Committee**

The Finance Committee shall be chaired by the Treasurer and shall consist of the President, Executive Vice President, Vice President, Secretary, Assistant Treasurer, immediate Past President and immediate past Treasurer. The purpose of the Finance Committee is to prepare an annual budget, to review that budget with The Baldwin School's Director of Finance and Operations, and to oversee the distribution of Association funds in accordance with the stated purpose of The Baldwin School. After first allocating funds to meet the reasonable expenses of the Association, the Finance Committee shall allocate the remaining funds as a gift to the Baldwin School to be allocated to school projects as determined by the Head of School and the Director of Finance and Operations. The Baldwin School will provide a report summarizing the expenditures for the previous school year no later than October 30.

**Section 4. Strategic Planning Committee**

The Strategic Planning Committee shall be chaired by the Immediate Past President and shall consist of the President, Executive Vice President, Vice President, Treasurer, and all Division Representatives. The purpose of the Committee is to perform a regular review of the Bylaws and all activities of the Association and to make recommendations to the Executive Board for possible changes. In addition, the Committee shall monitor the Parents' Association fundraisers, investigate new fundraising options and bring recommendations to the Board.

**Article 7. Ad Hoc Committee(s)**

An ad hoc committee or committees may be established by the President with the approval of a majority of the Executive Board for a particular year. In the process of requesting approval for an ad hoc committee, the President must state the specific purpose of the ad hoc committee.

**Article 8. Grade Representatives**

There shall be one Grade Representative per grade in Lower School, at least two for each grade in Middle School, and at least two for each grade in Upper School. The role of the Grade Representative is to represent all parents in the grade, acting as liaison between the parents and the General Board and between the parents and the school. Grade Representatives shall be selected by the Division Heads.

**The Baldwin School Parents' Association**  
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**Article 9. Nominations and Elections**

The Nominating Committee shall accept nominations for each General Board Position from the members of the Association and obtain consent of each nominee to serve, if elected. Notice that the Nominating Committee is accepting nominations shall be publicly posted in a school-wide publication not later than January. A slate of eligible nominees for the Executive Board shall be posted two weeks prior to the spring annual meeting. At that meeting the slate of eligible candidates shall be voted on by ballot or by hand passing by a simple majority of members present.

**Article 10. Meetings**

General meetings of the Association shall be determined by the Executive Board of the Association. All meetings which the entire membership of the Association may attend and are posted at least three days in advance are considered to be general meetings. An annual meeting shall be held in the spring for Association members to elect officers. All votes undertaken at general meetings pass by a simple majority of members present.

The Executive Board shall meet once per month during the academic year. A majority of the Executive Board shall constitute a quorum. All votes undertaken by the Executive Board pass by a simple majority of members present.

**Article 11. Rules of Order**

The rules of parliamentary practice, as set forth in Robert's Rules of Order, will govern the proceedings of this Association in so far as they are not inconsistent with any provisions of these By laws.

**Article 12. Amendments**

These Bylaws may be amended at any general meeting of the Association by a two-thirds majority of members present, provided that written notice of the proposed amendment or amendments has been distributed to each member at least one week in advance of a general meeting.