

Parent Club Committee Guidelines

September 2016

Other Consultative Structures: Committees

Parent Club

The purpose of the Parent Club is to facilitate, encourage, and ensure ongoing community building by providing activities, fundraising events and service to the parish school.

The Parent Club is a vehicle supporting communication between home and school, offering a mechanism for parent education and serving as a resource for political action when needed.

Membership

All parents or guardians of students enrolled in the school

School Staff

Selection of Executive Committee/Board

Leadership is nominated/selected by the Parent Club membership to fulfill roles within the club (i.e.: chair person, vice chair, secretary, and treasurer, etc.)

Chairs of various committees within the club also make up the membership of the committee/board (e.g.: SCRIP, auction, etc.)

An effort should be made to select individuals who have the time and gifts necessary to fulfill these roles. Additionally the executive committee/board should reflect the diversity of the community.

The committee/board membership should ideally total no fewer than seven and no more than thirteen.

Specific Roles

The Parent Club is a vehicle through which parents can provide support and service to the school.

The Parent Club works within the framework of the school and collaborates with the principal before decisions are made.

The Parent Club is responsible for organizing and conducting fund raising activities that support the school.

The executive committee/board works closely with the school commission to fully understand the needs and concerns of the school.

Disbursements from income raised by Parent Club are to be determined by the pastor in collaboration with the principal, School Commission, and the Parent Club members.

Responsibilities

Communication

- Keeps parents informed about the Parent Club activities, projects and/or events
- Provides social opportunities for parents to form community
- Provides a forum for parent education

Service to the School

- Provides volunteers for school needs
- Provides revenue to the school through fundraising efforts

Education

- Provides a mechanism for parent education on current topics of interest to parents

Advocacy for the School

- Promotes the school to the parish and parents
- Provides letter writing, phone calls, and/or visits to legislators when needed for issues that might concern the school

Evaluation

- Determines whether Parent Club goals and plans are being met
- Evaluates the Parent Club's own effectiveness

Relationship with Staff and Other Council/Structures

Principal

- Attends all Parent Club/ executive committee/board meetings
- With delegation by the pastor and in collaboration with the Parent Club, approves disbursements of club income

School Commission

- Officers of both groups need to keep on another informed about the functions of each group. The School Commission should seek parent input in designing and implementing a long-range plan and work with the fundraising committee of the Parent Club in coordinating the overall financing of programs for the school.
- The Parent Club should communicate to the School Commission parent needs and concerns that could help in designing a long-range plan or could possibly require a policy

SAMPLE BYLAWS FOR PARENT CLUB

The overall purpose of the Parent Club is to facilitate, encourage and ensure ongoing community building by providing activities, fundraising events and service to the parish school. The club is a vehicle supporting communication between home and school, offering a mechanism for parent education and serving as a structure for political action when needed.

Article I. Name of Organization

The name of this body shall be _____ Parent Club.

Article II. Purpose and Function

The purpose of the Parent Club is to support _____ Parish School. The Parent Club is a vehicle through which parents can provide support and service to the parish school. In fulfilling its purpose the Association will have the following objectives.

- To work in conjunction with the _____ School Commission to broaden understanding and foster appreciation of Catholic education.
- To work within the framework of the parish school and consult with the principal before decisions are made.
- To assist in the operation of the school as needed through volunteer activities.
- To be responsible for organizing and conducting fund raising activities that support the school.
- To develop within a Catholic community, positive relations among parents, students, school faculty and the parish by providing parent education, social and community building opportunities.
- To provide advocacy for the school by providing letter writing, phone calls, and/or visits to legislators when needed for issues that might concern the school.

Article III. Membership of Organization

All parents or guardians of students enrolled in the parish school shall be members of the Parent Club.

The Parent Club is accountable to the principal who must approve all officers, adoption of all resolutions, and the planned social and fundraising events.

The executive committee/board works closely with the School Commission to fully understand the needs and concerns of the school.

Disbursements from income raised by Parent Club are to be determined by the pastor in collaboration with the principal, School Commission, and Parent Club.

Article IV. Officers

The Parent Club will select an Executive Committee/Board who shall be responsible for the operation and management of the Parent Club. The Executive Committee/Board shall have authority to commit the Parent Club to action in consonance with resolutions adopted at meetings of the Parent Club. The Executive Committee/Board shall consist of the selected officers, school principal and the chairperson of the standing committees.

The Vice-President shall serve as President year two, thus completing a two-year term. The Secretary shall serve a one year term and be renewable for a second year and the Treasurer shall serve one term of two years.

The Parent Club shall select a representative to attend and report Parent Club activities and concerns to the School Commission.

Nominations and Selection

The Officers of the Parent Club shall seek out and prepare a slate of prospective Executive Committee/Board by nomination either by self or others. The nominees would meet the following criteria:

- Has shown interest in the activities of the school/parish.
- Has been cooperative with the school administration, staff and other parents.
- Is supportive of and represents well the Catholic identity of the school.
- Is available to attend meetings and periodic in-service programs and to participate in committee work.

Selection

Nominations for new Officers of the Parent Club who meet the eligibility shall take place at the February meeting of the Executive Committee/Board. The slate of approved candidates should be presented at the next meeting of the Parent Club for approval. New officers should attend Executive Committee/Board meetings in May and June for orientation purposes prior to beginning their term on, July 1st.

Duties of the Officers

- The **President** shall be responsible for scheduling and conducting meetings of the Parent Club and the Executive Committee/Board in collaboration with the principal.
- The **Vice-President** shall perform the duties of the President when s/he is absent or unable to act.
- The **Secretary** shall maintain a written record of all acts of the Parent Association; conduct, receive and dispose of all correspondence as directed; and preserve all reports and documents committed to his/her care.
- The **Treasurer**, following the guidelines described in the Parish Administrative Manual and the Archdiocese of Seattle financial guidelines; shall account for all Parent Club funds, and will provide monthly reports to the President, Parent Club Executive Committee /Board, School Commission Representative and the Principal.
- The **School Commission Representative** shall represent the Parent Club at the School Commission meetings. H/she shall act as liaison between the two bodies, reporting on the activities of each group.

Article V. Meetings

The Executive Committee/Board shall meet monthly throughout the school year at a date and time determined by them and in collaboration with the principal. At least three meetings per year will be held for the entire Parent Club.

The President may call special meetings as needed of the Parent Club with the approval of the principal.

The monthly meetings of the Executive Committee/Board or a portion thereof may be open to all members of the Parent Club at the discretion of the President.

The Parent Association may fix its own rules of procedure, but in the absence of such rules, Robert's Rules of Order shall apply.

Article VI. Standing and Ad Hoc Committees

Standing committees will be named and a chairperson delegated.

The Parent Association may, by resolution, provide for such other committees, as it deems advisable and discontinue the same at its pleasure.

Each committee shall have such powers and shall perform such duties as may be assigned to it by the Parent Club and shall be appointed and vacancies filled in the manner determined by the Parent Club. In the absence of other direction, the President shall appoint all committees.

The committees will address the current and future needs of the school and may include the following:

- Fundraising
- Auction
- Scrip
- Volunteers
- Social events
- Hospitality
- Uniform Exchange
- Outreach
- Alumni
- Physical repairs and new projects
- Teacher/Staff Moral boosters
- Speakers for Parent Club Meetings