

## **TPA Officer and Committee Chairperson Duties and Responsibilities**

### **OFFICERS:**

#### **President:**

Presides over all meetings and oversees all activities of the group. Organizes the agenda. Oversees the officers and chairpersons. Coordinates all activities. Liaison with the Administration. Ensures the by-laws are adhered to. Coordinate, setup tables and prepare the TPA table at the Open House.

#### **Vice President:**

Shall preside at all meetings in the absence of the President. Responsible to oversee all activities of the following committees: Open House, Staff & Teacher Luncheon, New Family Program and Prayer Warriors.

#### **Secretary:**

Record the minutes of each meeting and takes care of all TPA correspondence as appropriate. Reports to the Vice President.

#### **Treasurer:**

Shall receive all monies of the organization and keep an accurate record of receipts and expenditures and disburse funds as authorized by the TPA Board. Shall reconcile the bank statement each month and send reconciliation to President to view. Shall make a full report at each meeting and at other times as requested.

### **COMMITTEE CHAIRPERSONS:**

**NOTE: The following committees must prepare a table at Open House – TPA, Staff & Teacher Luncheon, Prayer Warriors, New Family Program and Bible Memory Assignment.**

#### **Staff and Teacher Luncheon:**

Responsible to plan five luncheons per year. Involves selecting a theme for the luncheon, planning the amount of food needed, soliciting volunteers to bring food, placing reminder messages, planning accompanying decorations, preparation of the luncheon, and clean-up. Chairing this committee requires approximately two weeks planning per luncheon. Dates will be available ahead of time to allow for scheduling. Reports to the Vice President.

**Prayer Warriors:**

Responsible for obtaining all student names and assign to Prayer Warriors. Prayer Warriors are to be recruited at Open House and through the school year. Reports to the Vice President.

**Staff Appreciation Chairman:**

Responsible for planning and executing Appreciation Days for the staff. Including, but not limited to, Back to School, Christmas, Teacher Appreciation Week, and End of School. Staff/Teacher Appreciation Week is the week before Valentine's Day. Work with Staff Luncheon Coordinator to plan a theme for the week and have something prepared each day of that week. Reports to Vice President.

**New Family Program:**

Help new families feel welcome and assist with general needs and questions. Work with the school and administration and faculty. Requires a commitment to plan and work over the summer. Responsible to plan at least 1 new family meeting before school starts. Date will be available ahead of time to allow for scheduling. Reports to the Vice President.

**Bible Memory Assignment Listener Coordinator:**

Responsible to coordinate and schedule parent volunteer listeners to assist the teachers in hearing Bible memory assignments. BMA is heard approximately every three weeks, on a Friday, with listening dates available in advance for scheduling purposes. Schedule parents/volunteers with SignUpGenius.com, make reminders and be available at each BMA (or you must schedule someone to be available in your absence). Chairing this committee requires a year-long commitment. Reports to President.

**Marketing/Fundraiser Coordinator:**

Advertise TPA to help membership growth. Coordinate at least one fundraiser at a restaurant. Send out information a couple times a year and encourage families to use the Box Top app. Coordinate with individual fundraiser leads to ensure all details are covered for each fundraiser.