



SMPA EXECUTIVE COMMITTEE POSITIONS

President: *Position currently filled through June 30,2024*

- Presides over monthly Executive and PA meetings
- Supports all standing committee chairs in consultation with the Executive Board
- Becomes a non-voting member of the St. Martin's-in-the-Field Episcopal School Board of Trustees
- Performs other duties as designated by The Parent Association
 - Assists school with fundraising events/efforts
 - Communicates to parents via social media/email/monthly newsletter
 - Manages SMPA@smartinsmd.org email

Communication Coordinator: *Position currently filled through June 30, 2024*

- Prepares and maintains the minutes of all meetings
- Certifies all actions taken by The Parent Association
- Maintains current updated bylaws of The Parent Association and ensures that the President, Head of School, and Board of Trustees Chair have electronic and hard copies of the bylaws
- Assists the President with social media/email/newsletter communications
- Coordinates PA Zoom meetings when necessary

Division Chair (PS, LS): *(PS 2023-2025 and LS 2024-2026 Terms Available)*

- Acts as a point of contact for school families and room parents
- Helps facilitate parent-school and parent-parent connections
- Helps organize events related to their cohort

Treasurer - *Position currently filled through June 30, 2025*

- Keeps an accurate account of all monies received and dispersed
- Keeps accounting records in QuickBooks
- Manages the PA bank account/check book with the assistance of the SMES Director of Finance
- Disburses funds and reimbursement checks

The above officers shall be elected/appointed in the spring of each year. They will assume office July 1 of that year. Officers shall serve a term of two (2) years which runs from July 1 – June 30.