

ABPA Board Job Descriptions

Executive Committee:

- 1) President
- 2) President Elect (2 yr commitment)
- 3) Treasurer
- 4) Treasurer Elect (2 yr commitment)
- 5) Past President
- 6) Secretary / Bylaws

Communications Team:

- 1) VP Communications
- 2) VP Communications Elect
- 3) Communications Chair (2)

Membership Team:

- 1) VP Membership
- 2) Membership Elect (2 yr commitment)
- 3) Welcoming Chair

Fundraising Team:

- 1) VP Fundraising/Home Tour Co-Chair (3)
- 2) House Captain (4)

Member Events Team:

- 1) VP Member Events
- 2) Member Events Co-Chair (3)

Family Events Team:

- 1) VP Family Events
- 2) Family Events Co-Chair (10)

Programming

- 1) VP Programming
- 2) Sports Programming Chair
- 3) Working Members Chair
- 4) Sustaining Chair
- 5) Kindergarten Co-Chair Armstrong (2)
- 6) Kindergarten Co-Chair Bradfield (2)

Mission:

The ABPA connects young families and supports additional fundraising for Armstrong and Bradfield kindergarten and first grade classes.

Home Tour:

"Homes for the Holidays" tour is the only fundraiser for the ABPA in support of Armstrong and Bradfield kindergarten and first grade classrooms. As you may know, more than 70% of the school district's property tax dollars go to schools outside the Highland Park district. One of the biggest reasons why HPISD continues to be an exemplary district making the Park Cities such an attractive place to live is because of fundraising efforts like those of the ABPA. With statewide budget cuts and record enrollment with limited resources, our fundraising efforts are of paramount importance.

Over the past 17 years, the ABPA has raised more than \$775,000 with the Homes for the Holiday tour. Approximately 97% of all monies raised from the tour go to the two schools. In 2015, the schools received \$105,000 with each school using half of the funds to purchase instructional materials, books, technology, math manipulatives & teacher workshops.

The ABPA is an integral part of the kindergarten and first grade classrooms, while the PTAs of these schools primarily support second grades and older.

Board Handover: ABPA

Board Positions Active from June through May.

Board handover meetings to take place between April and May. Membership handover to occur in late July, after the majority of renewals are complete.

Meetings:

Executive Committee and Vice Presidents are required to attend all board, membership and new member meetings.

Chairs are welcome and encouraged to attend board, membership and new member meetings, but attendance is optional.

Committees (Home Tour, Member Events, Family Events and Communications) are to meet regularly (ex: approximately 7 times a year) to plan and prepare for upcoming events. The VPs will schedule and lead the meetings.

JOB DESCRIPTIONS

Executive Committee:

President

- Works with the VPs and Executive Committee to set direction and agenda for the year.
- Works with VP Fundraising/Home Tour to help raise funds for Armstrong and Bradfield Kindergarten and First Grades.
- Work with Treasurer, Treasurer-Elect, President-Elect, Vice Presidents and Committee Chairs to establish and approve budget for each office.
- Works with the VP Communications to update calendar, board descriptions, meet the board content, and general content about the organization on the website.
- Coordinate and liaison with Armstrong and Bradfield schools.
- Write President's letters to the organization throughout the year as needed/appropriate.
- Own the organization's overall calendar.
 - Set agenda, date, time, place of general membership meetings.
 - Set agenda, date, time, place of monthly board meetings.
- The out-going President shall set-up and presides with the incoming President at the April/May turnover meeting. The incoming President shall request all officers to turn in their notebooks with their year-end report enclosed at the April meeting.
- Communicate and meet regularly with VPs and Committee Chairs throughout year to assist them as needed.
- Maintain a notebook/document including a year-end report.

President Elect (2 year commitment)

- Prepare/train during the year to become the President in the following year.
- Responsible for the slating process for new officers. Request nominations from the board and membership.
- Nominations typically take place in Jan/Feb.
- General membership will vote and approve the nominating slate.
- If there are board and/or bylaws changes, this will require a vote.
 - Plan the Outgoing/Incoming Board meeting in May.
 - Attend general membership and board meetings.
 - Maintain a notebook/document including a year-end report.

Treasurer

- Work with the President, VPs and Committee Chairs to establish a budget for each office.
- Provide budgets, tax instructions and reimbursements forms and procedures to each VP.
- Collect and receive all money from the current and new members.
 - Collect mail from the PO Box at Highland Park Village, record checks in the database and deposit checks in a timely manner.
- Disburse Funds approved by the Board/Association.
 - Reimbursement for expenses may not be carried over from one President's term to another.
- At each board meeting, report on the financial status of the organization (income/expenses) and note whether committees are honoring their approved budgets.
- Request reports from Membership to determine the breakout of funds (i.e., dues, Home Tour, Community Service Fund) and cross-check deposits made with figures accounted for in reports.

This office requires work in the summer to prepare the organization for the year ahead (budgets) and throughout the year to maintain contact with the President and Committee Chairs regarding budgets, income and expenses.

- Attend general membership and board meetings.
- Maintain a notebook/document including a year-end report.

Treasurer Elect (2 year commitment)

- Prepare/train during the year to become the Treasurer in the following year.
- Treasurer Elect will support/manage fundraising activities for the year.
 - Work closely with Home Tour Chairs to ensure a financially successful home tour, minimizing expenses and maximizing payouts to schools.
 - Maintain and reconcile bank, credit card and paypal accounts.
 - Establish and communicate budgets for related social activities.
 - Communicate benchmarks against last year's numbers.
 - Work with sponsors and advertisers to ensure timely receipt of payments.
 - Approve and pay all vendors.
 - Work with home tour chairs to understand and approve expenditures.
 - Maintain spreadsheet tracking all receipts and payouts.
 - Coordinate with schools to determine payouts.
- Maintain a notebook/document including a year-end report.

Secretary / Bylaws Chair

- Attend and record general membership and board meetings.
- Submit a written report to Executive Committee following each meeting.
- Update Bylaws when appropriate and ensure voting procedures are followed.
- Answer questions regarding the Bylaws.
- Maintain a notebook/document including a year-end report.

Communications Team:

Vice President Communications

- Plan and coordinate communications and public relations.
- Develop a communication plan for the year based on the ABPA calendar and priorities discussed in executive officer meeting.
 - Coordinate and seek approval with Executive Committee (ABPA President) and VPs on the communication plan.
 - Meet with Executive officers before start of school year to discuss the calendar and the ABPA mission. ABPA messaging should be consistent across the board and PR must make sure all public statements reflect values and mission of ABPA.
- Maintain the calendar and events on the ABPA website. (Content to be provided by Executive Committee, VPs and Committee Chairs.)
- Email:
 - Send email communications to membership about upcoming events and general information about the ABPA.
 - Coordinate and obtain content from Executive Committee, VPs and Committee chairs for events or news.

- Website:
 - Update and maintain both the external (www.armstrongbradfield.com) and internal (Yahoo! Groups) ABPA websites as needed to keep the information current and accessible, including assisting members in accessing these sites.
 - Coordinate and obtain content from Executive Committee, VPs and Committee chairs for website updates
 - Troubleshoot website/database problems with Wild Apricot's help team.
 - Post relevant documents to the website, such as master calendar.
- Yahoo! Groups:
 - Responsible for Yahoo! Groups policy and communicating the policy to membership.
 - When necessary, enforce the guidelines of posting to Yahoo! Groups.
 - Membership Team is responsible for adding/deleting members from Yahoo! Groups.
 - Communication Team is to help answer questions about how to use Yahoo! Groups.
- Press Releases:
 - Write press releases for key ABPA events and submit to media agencies.
 - Work media contacts – know who editors and key reporters are for community coverage.
- Meet monthly with Communications team and committee to review upcoming events and ensure details/plans for upcoming events. (Invite President and President-Elect as optional attendees.)
- Attend general membership and board meetings.
- Maintain a notebook/document including a year-end report.

Communications-Elect (2 year commitment)

- Observe and assist VP Communications throughout the year to prepare to assume that role next year.
- Serve on the Home Tour Committee to assist in communication of the Home Tour.
- Maintain a notebook outlining monthly duties and include a year-end report.

Communications Chair (2)

- Responsible for posting event information to social media (Facebook and Instagram) and supporting the VP and Communications-Elect.
- Work with Home Tour Chairs to promote Home Tour and HT sponsors throughout the year.
- Assist VP Communications as needed.

Membership Team:

Vice President Membership

- Responsible for the oversight of membership (activation, onboarding and renewals).
 - Activations & Renewals:
 - This job requires year round attention with more work in preparation for the Association's June 1st renewal deadline.
 - Invite members to renew in April/May – deadline June 1st.
 - Members who join in April will not have to renew by June 1st as their

- membership is good for the active year.
- o Approve all memberships online by website/database.
- o New members and renewals are sent an automatic welcome email from the website. Review copy of the membership emails to ensure the content is current and relevant.
- o Add and invite all new members to join the ABPA Yahoo! Groups online discussion forum.
- o Work with Directory Spot to upload member information for the online directory. Add new members to Directory Spot
- Onboarding: Work with and assist Welcoming Chair to plan new member onboarding parties and welcome kits.
 - o Email new members with a personalized welcome and identify their welcoming chair, house captain, playgroup and nearby ABPA neighbors. CC appropriate members so they can welcome new members, too.
- Meet monthly with Membership team to review status, plans events and address issues. (Invite President and President-Elect as optional attendees.)
- Monitor membership counts. If membership is close to 500, update Treasurer and President in order to update Wild Apricot account.
- Provide membership statistics at Board Meetings, as needed.
- Solicit and collect sponsorships for online directory, if applicable.
- Update membership information on the ABPA website and work with the Communications team for membership communications.
- Responsible for separate communications to Yahoo! Groups.
- Attend general membership and board meetings.
- Maintain a notebook/document including a year-end report.

Membership Elect (2 year commitment)

- Assist and share responsibilities of activations, renewals and onboarding with the VP.
- Prepare/train during the year to become the VP in the following year.

Welcoming Chair

- Plan and execute two (2) new member's events (party, tea, coffee, brunch, etc...). Make sure Executive Committee members and VPs are present at event.
- Obtain a list of new members from the website/database and welcome all new members that have joined and/or send a welcoming email, letter or postcard.
- Work with the Communications team to upload event details for new member events. Events and parties should be provided 2 months in advance to Communications team.
- Responsible for separate communications to Yahoo! Groups.
- Maintain a notebook/document including a year-end report.

Fundraising/Home Tour Team:

Vice President Fundraising/Home Tour Co-Chairs

- Responsible for organizing the ABPA Holiday Home Tour (including sponsorships and ad sales) for which all proceeds will be divided evenly among the Armstrong and Bradfield Elementary school kindergarten and first grade programs.
- Form, plan and oversee committee meetings as necessary to plan for the event(s).
- Meet monthly with Home Tour team and committee to review upcoming events and

- ensure coverage/details. (Invite President and President-Elect as optional attendees.)
- The Home Tour will be scheduled for the first Friday in December, unless otherwise approved by a majority vote of the Board of Directors.
- Secure homes for the Tour and plan/execute (with committee) all aspects of the Tour (Tour Day operations including home captains/docents, ticket sales, security, childcare for docents, publicity, advertising, printing of all signage/brochure).
- Secure (with committee) underwriting/sponsorships for Tour.
- Responsible for communicating Home Tour updates on the website and via email.
- Responsible for communications to Yahoo!Groups and to the Home Tour Facebook pages.
- Coordinate with the Communications team so that all communications are coordinated, clearly written and concise.
- Attend general membership and board meetings.
- Maintain a notebook/document including a year-end report.

House Captains (4)

- Responsible for the assigned home during the Home Tour, including coordinating with homeowner and other associated parties (decorators, architects) with that particular home.
- Responsible for planning a kick-off meeting in September and various social events/happy hours (minimum of three (3) events including the kick off meeting) for the assigned volunteers, in order to let members meet and greet before and/or after the event.
 - Coordinate with member events team for Happy Hours dates/times/plans.
- Captains will assign docents for the home in August or early September.
- Captains will coordinate docents for their homes, including duties and responsibilities for the home tour (including responsibilities on the day of the home tour and/or responsibilities in prep of the home tour.
- Captains will provide docent content for each room of the house.
- Captains will be responsible for communicating address location of their home and the assigned times for docent shifts.
- Captains will work with Home Tour Co-Chairs to develop content for communications.
- Maintain a notebook/document including a year-end report.

Member Events Team:

Vice President Member Events

- Lead a team of chair people who will spearhead events, such as but not limited to:
 - Fall Dinner Party
 - Holiday Party (coordinate with Auction Chair)
 - Spring Party
 - Working Members Dinners/Happy Hours
 - Sustaining Members Dinners/Happy Hours
 - Home Tour Team Happy Hours (coordinate with House Captains)
 - Special Events (ex: Kent Rathbun dinner, Paint with a Twist)
- Coordinate Special Interest Group Information (tennis, golf, book club, etc.)
- Form committee(s) for planning, set-up, vendor coordination, clean-up, refreshments and activities, as needed.
- Meet monthly with Member Events team and committee to review upcoming events and ensure coverage/details for event. (Invite President and President-Elect as optional attendees.)

- Present plans for the member events to the Executive Committee for consideration and approval.
- Work with Treasurer to understand budget, taxes and reimbursement process.
- Work with the Communications team to upload event details for events. Events and parties should be provided 2 months in advance to Communications team.
- Attend general membership and board meetings.
- Maintain a notebook/document including a year-end report.

Member Events Co-Chairs (2)

- Plan and execute events, such as but not limited to:
 - Fall Dinner Party
 - Holiday Party (coordinate with Auction Chair)
 - Spring Party
 - Home Tour Team Happy Hours (coordinate with House Captains)
 - Special Events (ex: Kent Rathbun dinner, Paint with a Twist)
- Work with the Communications team to upload event details for events. Events and parties should be provided 2 months in advance to Communications team.
- Responsible for communications to Yahoo!Groups.
- Budget events to cover expenses and have budget approved by ABPA President and Treasurer.
- Maintain a notebook/document including a year-end report.

Family Events Team:

Vice President Family Events

- Lead a team of chair people who will spearhead the children's events, such as:
 - Halloween Party (plus donation at event)
 - Holiday Hayride
 - Easter Party and Egg Hunt (plus donation at event)
 - Dads & Donuts & Fire Trucks
 - Picnic & Play at the Park
 - Playgroups
 - Kindergarten Onboarding (popsicle parties and parent happy hours)
 - Kindergarten Readiness Meeting (January)
 - Bike Rally
- Form committee(s) for planning, set-up, vendor coordination, clean-up, refreshments and activities, as needed.
- Meet monthly with Family Events team and committee to review upcoming events and ensure coverage/details for event. (Invite President and President-Elect as optional attendees.)
- Present plans for the party to the Executive Committee for consideration and approval.
- Work with Treasurer to understand budget, taxes and reimbursement process.
- Work with the Communications team to upload event details for events. Events and parties should be provided 2 months in advance to Communications team.
- Responsible for communications to Yahoo!Groups.
- Attend general membership and board meetings.
- Maintain a notebook/document including a year-end report.

Family Events Co-Chairs (10)

- Plan and execute the following events, such as but not limited to:
 - Halloween Party (plus costume or monetary donation at event)
 - Holiday Hayride
 - Easter Party and Egg Hunt (plus supplies or monetary donation at event)
 - Dads & Donuts & Fire Trucks
 - Picnic & Play at the Park
 - Bike Rally
- Select and coordinate with youth organizations if extra help is needed.
- Secure sponsors for event to cover expenses, as needed.
- Obtain necessary permits and coordinate with external vendors.
- Work with the Communications team to upload event details for events. Events and parties should be provided 2 months in advance to Communications team.
- Responsible for communications to Yahoo! Groups.
- Budget event to cover expenses and have budget approved by ABPA President and Treasurer.
- Maintain a notebook/document including a year-end report.

Halloween & Easter Parties

- Plan and execute Halloween party and the Easter Party and Egg Hunt, including collection of donated items and their delivery to the charity.
- Halloween Party Donation: Halloween costumes or monetary donation for Sponsor (such as Medical City)
- Easter Party Donation: Various supplies for Sponsor (such as Children's Advocacy Center)
- Coordinate with external vendors (food trucks, Medical City Leo the Lion, Bunny Rabbit, photographer, eggs for Egg Hunt, etc.)

Dads & Donuts & Fire Trucks

- Plan and execute a Dads and Donuts & Fire Trucks in the fall or in the spring.
- Coordinate with UP and HP fire stations for a tour.

Holiday Hayride

- Plan and execute Holiday Hayride in University Park.
- Obtain necessary permits from city of University Park.
- Coordinate with external vendors (food trucks, Santa Claus, Southern Botanical).

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Picnic & Play at the Park

- Plan and execute a Picnic and Play at the Park event in the fall or spring.
- Coordinate with Bradfield or Armstrong for the event or with the cities of HP or UP.
- Coordinate with external vendors (food trucks, bounce house people, etc.)

Bike Rally

- Plan and execute a bike safety event each year, either fall or spring.
- Coordinate with the HP or UP Police Department for safety presentation.

Programming Team:

Vice President Programming

- Plan and coordinate educational programming and Playgroups.
- Programming topics could include but not limited to:
 - Preschool Overview
 - Healthy Lunches/Snacks
 - Summer Camps (out of town for older kids and in-town for younger kids)
 - Parenting Skills (eg: love and logic)
 - Water Safety
- Sports Programming could include but not limited to:
 - Coordinate with the Park Cities YMCA to form soccer teams (3yrs – Kindergarten)
 - Organize teams and help coaches get their teams started/organized (picture days, coach paperwork, uniforms, etc.)
 - Organize a clinic with “Doc” to help train teams outside of normal games
 - Plan a pre-event for parents and kids to meet beforehand and to pass out uniforms
- Playgroup responsibilities could include but not limited to:
 - Coordinate with an indoor venue (HPPC Woods, Biggers Gym, Kidville, Little Gym, etc.) to form “gym days” for younger children (younger than 3 yrs.)
 - Communicate ABPA special days/times with membership
 - Evaluate and determine what will help make Playgroups more successful (ex: UPPA)
 - Recruit and support playgroup coordinators who will handle ongoing communication with individual playgroups. Check in at least monthly over year.
- Field Trip responsibilities could include but not limited to:
 - Coordinate field trips/outings to Arboretum, Perot, if members are interested.
- Form committee(s) for planning, set-up, vendor coordination, clean-up, refreshments and activities, as needed.
- Present plans for the party to the Executive Committee for consideration and approval.
- Budget event to cover expenses and have budget approved by ABPA President and Treasurer.
- Work with the Communications team to upload program details for events. Events and parties should be provided 2 months in advance to Communications team.
- Respond to emails and questions in a timely manner.
- Responsible for communications to Yahoo! Groups.
- Attend general membership and board meetings.
- Maintain a notebook/document including a year-end report.

Sports Programming Chair

- Responsibilities include:
 - Coordinate with the Park Cities YMCA to form soccer teams (3yrs – Kindergarten)
 - Organize teams and help coaches get their teams started/organized (picture days, coach paperwork, uniforms, etc.)
 - Organize a clinic with “Doc” to help train teams outside of normal games
 - Plan a pre-event for parents and kids to meet beforehand and to pass out uniforms
 - Coordinate with Communications Team to announce plans and gather interest.
 - Email interested members who would like to participate outside of the general Wild Apricot email system.

- Assist VP Programming as needed.
- Liase with VP Family Events and help coordinate/plan Dads & Donuts & Fire Trucks.

Working Members Chair

- Plan and execute at least one (1) event per year, such as:
 - Working Members Dinners or Happy Hours
- Work with the Communications team to upload event details for events. Events and parties should be provided 2 months in advance to Communications team.
- Responsible for communications to Yahoo!Groups.
- Maintain a notebook/document including a year-end report.

Sustaining Chair

- Plan and execute at least one (1) events per year, such as:
 - Sustaining Members Dinners or Happy Hours
- Work with the Communications team to upload event details for events. Events and parties should be provided 2 months in advance to Communications team.
- Responsible for communications to Yahoo!Groups.
- Maintain a notebook/document including a year-end report.

Kindergarten Chairs (4)

- Plan and execute the following events for Kindergarten families.
 - Popsicle Parties: June and August
 - Parent Happy Hour: beginning of school
 - Kindergarten Readiness Meeting: January
- Answer questions of incoming Kindergarten families and help them prepare for their first year at the respective school.
- Responsible for providing updated content to the VP Communications for the Kindergarten Readiness landing page.
- Two (2) chairs will support Bradfield.
- Two (2) chairs will support Armstrong.

Popsicle Parties:

- Plan and execute events over the summer to welcome incoming kindergartners and their families. These events are for all incoming kindergarten families - not just ABPA members. (Historically there have been two Popsicle Parties - one in early summer and one in late summer. Other activities may be added over the summer as desired.)
- Create flyer to go out in each school's Kindergarten packet in late April/early May.
- Coordinate with School Liaison for each school to ensure that invitations go out in Kindergarten packets.

Parent Happy Hours:

- Plan happy hour for incoming Kindergarten parents at beginning of school year. These events are for all incoming kindergarten families - not just ABPA members.
- Promote happy hour by coordinating with Armstrong and Bradfield and request inclusion in each school's newsletters/websites, and display a sign on doors of school, etc.

Kindergarten Readiness Meeting:

- General meeting in January where the principals of schools will review Round-Up instructions and what to expect. (The home tour check will also be presented at this meeting.)
 - Coordinate with school to set up meeting.
 - Be available to answer questions from members.
 - Plan lunch afterwards for continue Q&A and meet and greet.
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- Work with the Communications team to upload event details for events. Events and parties should be provided 2 months in advance to Communications team.
 - Responsible for communications to Yahoo!Groups.
 - Present plans for the parties to the Executive Board for consideration and approval.
 - Budget event to cover expenses and have budget approved by ABPA President and Treasurer.
 - Attend general membership and board meetings.
 - Maintain a notebook/document including a year-end report.