

WISPA Roles & Responsibilities

Title	Role
<p>WISPA President</p> <p>*Voting Board Member</p>	<p>The President(s) is/are responsible for overseeing the Parent association, including identifying 'lead' volunteers to head up various positions, projects etc...</p> <p>Act as liaison to Head of School, Division Heads (in conjunction with WISPA Coordinators) and administration.</p> <p>Ensure full coverage of WISPA sponsored annual events that need support from many volunteers and WISPA.</p> <p>The president should take the initiative to identify areas of improvement (process, communication, projects, strategy etc...) and work to implement as much as possible within the calendar year. These items may be self-identified or perhaps suggested by prior WISPA board members or parents. The president should determine oversight or level of self-involvement as they see fit or are interested.</p>

Responsibilities

Duties prior to start of school year:

- Recruit WISPA board members for Treasurer, Secretary, VP and Division Representatives
- Schedule monthly WISPA membership meetings in consultation with WISPA Board Secretary. Coordinate dates with Head of School to ensure his/her availability. Assign one board member to bring treats/set up coffee for each meeting.
- Set monthly pre-meeting of WISPA board two to three days before meeting with head of school."
- Schedule monthly pre-meeting (3-5 days prior to WISPA meeting) with Head of School for the purpose of reviewing agenda as well as discussing other initiatives between WISPA and WIS.
- Reserve The Dacha (or other venue) for targeted dates.
- Identify Chairpersons of key initiatives.
- Identify volunteer to the Parents Council of Washington, a group of representatives from Washington Area Independent schools (including WIS) that provides valuable information and sponsors speakers, webinars etc.

Duties throughout school year:

- Preside at meetings of the board/parent members
- Set agendas (get feedback from board and parents, if desired)
- Identify one 'guest' speaker for each meeting (any topic, person – individual teacher, Advancement Office, technology guru, school nurse etc.) May be invited and asked to address a specific concern (H1N1 for example) or just asked to speak on their area and answer parent questions. Allow approximately 20 minutes for this.
- Meet with Head of School prior to meetings to discuss agenda. Agenda always includes "Report from Head of School"; however, the Head of School will identify the topics to be included in this part of the agenda. As the liaison between the administration and the parents the President can and should bring areas of concern or request items be covered or addressed, but it should be done in a collaborative manner. The Head should be able to defer discussion on topics at the appropriate time.
- Keep meetings on an efficient, professional pace, **moderating discussion when needed.**
- Review WISPA financials (for all accounts) with treasurer and controller as needed.

Monthly Specific Duties:**WISPA President**

- August/September
 - Welcome Back Picnic: **(Refer to WISPA Events Book for greater detail)**
 - Coordinate with Grill head to schedule delivery of food/staffing of grill.
 - Decide on activities/schedule delivery of items (moon bounce, etc.) and 9th grade volunteers.
 - Solicit WIS funding priorities from Advancement Office. Convene meeting of fundraising chairpersons and WISPA board to review funds available and decide on what to fund.
 - Back-to-School nights – WISPA president or representative should speak for two minutes at each BTS night to encourage volunteering. The parent association no longer funds nor coordinates the refreshments for BTS nights.
 - Bookswap – **(Refer to WISPA Events Book for greater detail)** offer support to bookswap chairpersons.
 - WISPA Meeting
- October/November
 - International Dinner – **(Refer to WISPA Events Book for great detail)** communicate with Int'l Dinner head to ensure coverage.
 - Parent-teacher Conferences – **(Refer to WISPA Events Book for great detail)** ensure teacher luncheon coverage with MS Representative.
 - Talk to Advancement Office regarding any possible fundraising auction events in spring.
 - WISPA Meeting
- November
 - WISPA Meeting – Discuss need to maintain or raise WISPA fee for next school year. This decision must be communicated to controller **prior to Dec 1.**
- December
 - Holiday Teacher/Staff Gifts and Lunch Reception– **(Refer to WISPA Events Book for greater detail)** Ensure volunteer coverage, coordinate purchase of gifts with controller.
 - WISPA Meeting
- January
 - Look ahead to spring activities to review status, ensure coverage.
 - WISPA Meeting
- February
- WISPA Meeting
- March
 - Work with Advancement Office for support of auction/fundraising activity.
 - WISPA Meeting
- April
 - Spring Bazaar - **(Refer to WISPA Events Book for greater detail).** Communicate with Bazaar chairs to ensure coverage.
 - Flower Day - **(Refer to WISPA Events Book for greater detail).** Primary school event covered by PS coordinators. Communicate and ensure coverage.
 - Prepare for End of Year activities:
 - Prom - **(Refer to WISPA Events Book for greater detail).** Communicate with Prom committee to ensure all bases covered. This event occurs in May.
 - Middle School Graduation - **(Refer to WISPA Events Book for greater detail).** Communicate with committee to ensure all bases covered. This event occurs in June in last couple days of school.
 - Senior Graduation - **(Refer to WISPA Events Book for greater detail).** Communicate with Graduation committee. This occurs over Memorial Day weekend.
 - WISPA Meeting – vote on funding requests from Administration
- May/June

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- End of Year activities:
 - Senior Graduation
 - Prom
 - Middle School Graduation
 - WISPA Meeting – elect new officers

 - Hold final WISPA meeting. Begin transition to current VP/future President. Update Events Book/Google Drive with new/additional information.
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WISPA Roles & Responsibilities

Title	Role
WISPA Vice President *Voting Board Member	The Vice President is responsible for supporting the President of WISPA. President-elect for coming year.
Responsibilities	
<ul style="list-style-type: none"> ○ Provide support to current president(s) in acting on needed activities, weigh in with opinions on matters under consideration and learning presidential responsibilities. ○ ○ Attend agenda meetings with Head of School ○ Perform the duties and responsibilities of the President during the President's absence. ○ Attend monthly WISPA meetings. ○ Vote on any item submitted for consideration to WISPA. ○ Undertake all actions necessary to take over Presidency in successive year. ○ Identify and/or take leadership of any special projects. ○ Vote on any item submitted for consideration to WISPA. ○ Perform other duties prescribed by the board or by the President. ○ Coordinate with event chairs to ensure that they are contacting volunteers signing up with Sign Up Genius. 	

Title	Role
<p>WISPA Treasurer</p> <p>*Voting Board Member</p>	<p>The Treasurer is responsible for managing and reporting on WISPA Finances.</p> <p>Act as liaison and work closely with WIS Controller's office.</p>

Responsibilities

NOTE:

- *WISPA Account refers to the single Parent Association account into which the Annual Parent Fees are deposited, and from which general WISPA expenses are paid.*
- *Conglomerate WISPA Accounts refers to all accounts under the parent association, currently: Grill, Pizza, Grocery Receipts, Box Tops, Spring Festival, Class Photos. These accounts are fund raising accounts that support expenses for respective activities; each year Advancement provides list of funding requests by division and disbursements of funds/donations are reviewed and approved by committee of WISPA Voting Board Members in consultation with Chairpersons of each fund-raiser account. Recommendations are submitted to parents for approval at April WISPA meeting. This overall review began in the 2010-11 school year.*

- August - Prepare WISPA line item budget for current school year, in consultation with other officers.
- Review conglomerate WISPA account balances at Fiscal Year End and report to WISPA at beginning of year, with recommendation for disbursement amounts by account.
- Perform monthly WISPA account budget review and report to WISPA Board and general membership. Monitor budget throughout year.
- Ensure WISPA financial policies are being followed.
- Review/sign off on reimbursement submissions to WISPA and submit to Controllers office for payment.
 - Verify that all expenses have been properly authorized.
 - Verify that there is adequate documentation of expenses on file.
 - Ensure that all expenditures are explained.
- Early February: Review and present finances for conglomerate WISPA Accounts to WISPA Board
- Early March: Support Spring Bazaar Finance Team Leader leading up to and day of Bazaar. Participate in counting Spring Bazaar proceeds day after Bazaar.
- Correct/comment on WISPA minutes in a timely manner to Secretary.
- Vote on any item submitted for consideration to WISPA.
- Perform other duties prescribed by the board or by the President.

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Title	Role
WISPA Secretary *Voting Board Member	<p>The Secretary is responsible for ensuring accurate and sufficient documentation exists to enable authorized persons to determine when, how, and by whom the board's business was conducted.</p> <p>Performs other duties as the need arises</p>
Responsibilities	
<ul style="list-style-type: none"> • Attend each WISPA monthly meeting and take detailed notes/minutes, including attendance. • Ensure that accurate minutes of meetings are taken and approved. Requirements should include at a minimum: <ul style="list-style-type: none"> ○ date, time, location of meeting; ○ list of those present and board members absent; ○ list of items discussed; ○ list of reports presented; ○ text of motions presented and description of their disposition. <ul style="list-style-type: none"> ▪ <i>Minutes should have enough information to help absent directors and members understand what issues were discussed and what decisions were made. On occasions of contentious discussion or voting matters, minutes should include summary of discussion, rationale for decision, names of those participating in the discussion.</i> • Within 48 hours after WISPA meeting type up and submit draft minutes to Board Members only for review. • Incorporate all Board Member corrections/comments into minutes and submit in timely manner to Head of School and any invited speakers; incorporate respective comments. • Submit final minutes (to Communication Office or directly to web) to be posted to parent portal, preferably within 72 hours of WISPA meetings. • Maintain a copy for corporate records. • Vote on any item submitted for consideration to WISPA. • Set dates for WISPA meetings in consultation with the WISPA Board President and book space in consultation with Advancement and PS, MS and US coordinators so that parent meetings do not overlap. • Perform other duties prescribed by the board or by the President. 	
Bylaws	
<p>The Secretary ensures that an up-to-date copy of the bylaws is available.</p>	

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Title	Role
<p>WISPA Division Representatives (Upper, Middle and Primary School)</p> <p>*Voting Board Member</p>	<p>WISPA Representatives are responsible for reporting information between respective divisions (Upper, Middle and Primary Schools) and the WIS Parent Association</p>
Responsibilities	
<ul style="list-style-type: none"> • Attend monthly WISPA meetings with two-fold purpose: <ul style="list-style-type: none"> ○ Provide report to WISPA meeting attendees on divisional activities, issues etc. ○ Disseminating WISPA information to respective monthly division meetings. • Attend monthly division meetings to disseminate WISPA information and gather Divisional information to be reported back to WISPA monthly meetings. • Guide, communicate with and support Division Coordinators. <p style="margin-left: 20px;">Ensure Coordinators attend Back To School Night to promote volunteering.</p> • Vote on any item submitted for consideration to WISPA. • Perform other duties prescribed by the board or by the President. • Work with Admissions office in Spring to welcome new families. <p>NOTE: Parent Teacher Conference Lunches at Tregaron – November</p> • MS Rep is primary lead to plan and coordinate WISPA sponsored Tregaron Luncheons that take place on both Parent Teacher conference days in the fall, traditionally around Veterans Day. • Upper School Representative should fully support MS Rep in planning/executing Tregaron lunches on Parent Teacher days in November. 	

WISPA Roles & Responsibilities

Title	Role
WISPA President Ex-officio *Non-Voting Board Member	The president ex-officio should provide experience, perspective and support to the current president(s) and board.
Responsibilities	
<ul style="list-style-type: none">• Provide support to current board members in the form of past experiences, suggestions, volunteer action etc., including documentation and files related to all activities/expenses in prior year.• Attend monthly WISPA meetings and provide feedback and support• Weigh in on any item submitted for consideration to WISPA, though as per WISPA by-laws, ex-officio does not have voting rights.• Perform other duties prescribed by the board or by the President(s).	