

NFAPA

NORWOOD-FONTBONNE ACADEMY **PARENTS ASSOCIATION**

OPERATIONS MANUAL

2008-2009

Pending Approval by Executive Board
Spring 2008

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Introduction

The Parents Association of Norwood-Fontbonne Academy exists to organize and facilitate parent volunteers and to be a resource for teachers and the Administration. The role of the Association has evolved and continues to change and grow in response to the needs of the NFA community. The strategic planning initiative, which began in the Fall of 2002 and was completed in the Spring of 2004, has resulted in a more focused definition of the Association's mission and goals.

This operations manual is intended to be a step-by-step guide to running the organization.

Mission Statement

The mission of the Association is to provide the environment and opportunities for parents and guardians of Norwood-Fontbonne Academy students to support the Vision and Mission of the Academy to convey gospel values and the enjoyment of learning so that students may be better able to make reflective choices as self-directed persons who treasure themselves, others and the earth.

By its commitment to an inclusive, participatory environment, and its sponsorship of community-building events and activities, the Association seeks to foster a cooperative and cohesive spirit that enriches the Norwood-Fontbonne experience for the Academy's students, their parents, and the entire NFA community.

The Association supports the Academy's enhancement goals through a targeted range of fund raising activities and a collaborative relationship with the Office of Development.

The Association encourages students and their families to commit their time, energy and talents in support of the invaluable contributions that the Academy's staff makes to the intellectual, spiritual and emotional growth of NFA students.

The Association is dedicated to a spirit of cooperation and mutual support and is respectful of the Administration's position of responsibility for all matters pertaining to the operation of the Academy.

“Your Job Description”

Committee Description

List of Volunteers for 2007-2008

Prior Year’s Information

Budget

Event/Activity Report

Inventory Report

Flyers

The Role of the Committee Chair

Getting Started

Your First Meeting

Over the Summer

First Meeting of the Year

General Guidelines

The Role of the Committee Chair

Getting Started

Recruiting Committee Chairs: Each Board member should contact their respective Committee Chairs after the March meeting to ask them whether they would like to continue in the same position for the following year, and report the results at the April meeting. Ideally, an out-going chair should recruit and recommend a person who has experience with his/her committee as the new chair. It is the outgoing chair's responsibility to convey all information necessary for the committee's smooth operation to the incoming chair. The respective Board member and President Elect will participate in the search process, if necessary. A notice of any vacant Chair positions shall be included in the "Call for Volunteers" flyer sent out in April by the Volunteer Coordinator.

Selecting Association Events: Following each event, or, in the case of ongoing events at the April meeting, the Board reviews each activity/event to determine whether to include it the following year. These discussions, along with suggestions for additional events/activities from the Event and Activity Secretary, lead to the decision to add, keep, or drop events. The final decision is made at the April meeting.

Scheduling Association Events: After the April meeting, Board members are to contact their respective Committee Chairs to obtain requested date(s) for each event/activity. Board members are to provide this information to the President and President Elect by the first week in May. The President and President Elect, in conjunction with the Principal of the Academy (who has the Academy's dates), develops a joint draft calendar. This is printed by the Principal and is presented to the Board for approval at the May meeting. In the event the Academy calendar is not yet set, the Association prints and distributes its own draft calendar for approval at the May meeting.

Your First Meeting

The May Executive Board meeting is intended to be an orientation for new members. The presence of all Committee Chairs is required.

The agenda begins with the outgoing board in attendance and continues through Old Business, including the determination of and approval of the final monetary gift to the school and a discussion of the year's accomplishments in light of the strategic plan's "next steps" set out at the beginning of the year, at which time the outgoing board is excused and the meeting is temporarily adjourned. Token gifts are presented to the outgoing members and a brief social (with snacks) is held. The meeting is reconvened with a welcoming of new members and continues with the agenda. The meeting concludes with an orientation designed to familiarize all Board members and committee chairs with the by laws, responsibilities, policies and procedures.

Over the Summer

In June—1-begin to think about budget

2-contact your volunteers, informing them of event date, etc. and set up contact information

3-recruit a co-chair

In July—finalize budget and submit to Treasurer

First Executive Board Meeting of the Year

Your budget request will be discussed and funds approved.

The "next steps" toward the strategic plan objectives will be discussed and approved for presentation to the general membership at the October General meeting.

General Guidelines

As a committee chair you agree to abide by the Board attendance policy:

Committee chairs (or co-chair or a representative) are to be present at May and September Board meetings, as well as any meeting when their event/activity is on the Agenda. In the event you cannot attend a Board meeting, contact your liaison to provide an interim report.

The Executive Board exists to support you and your event. Do not hesitate to ask for help or advice. If you wish to be on the agenda at a meeting where your event would not normally be on the agenda, ask the President to put you on the agenda.

The Volunteer Coordinator will supply you with a list of volunteers in the spring and the fall. Please contact everyone and include everyone. If you need more volunteers please let the President Elect and Volunteer Coordinator know.

Being chair does not mean you have to run the event single-handedly. Delegate publicity, tickets/collecting money, lining up volunteers, buying supplies, etc. to your volunteers. Volunteers want to be given a specific, and meaningful, task.

After your event fill out the Event/Activity Report forms and report to the Board on your experiences. You will be asked your opinion on whether to drop the event or keep it on the calendar for next year and about any funding changes.

This Operations Manual contains the policies and procedures adopted by the Executive Board and currently in effect. If you have questions regarding the policies and procedures please contact the respective Board member, e.g. the Treasurer for financial matters, the Publicity Coordinator for communications matters. If you have questions regarding specifics about your event, please contact the prior chair, the President, or the President Elect.

Responsibilities of Officers and Parents-at-Large

The President and/or the President Elect, in consultation with the Principal of the Academy, sets an agenda prior to each Executive Board meeting. The President e-mails the draft agenda to all Executive Board members, Committee Chairs and Co-Chairs and to any non-member who has requested to speak before the Board.

In addition to the responsibilities enumerated in the Association By Laws the:

President

- With Treasurer, prepares staff Christmas gifts for distribution
 - Drafts and hand-signs the accompanying letter,
 - Delivers gifts directly to all NFA staff
- Welcomes people to all Association activities. With President Elect, arranges for “token” gifts for outgoing board members
- Coordinates with Principal and President Elect to set agendas for executive board meetings and general meetings
- Is a member of the Nominating Committee
- Prepares Association letter for inclusion in Academy annual report. Coordinates with Treasurer for Association financial statement to be included as part of the letter
- With Principal and Treasurer acting as a “Finance Committee,” may approve expenditures up to \$1,000 outside of Board meetings. Normal procedures, i.e. all funding requests are to be approved by the Board in advance, unless prevented by severe time or circumstance constraints
- Submits Board & Chair list to Principal, Assistant Principals, and Norwood and Fontbonne secretaries by September 15th
- Contacts all new families before the start of the new academic year
- Serves as board liaison for committees specified on the “Board and Chair List”

President Elect

- With President, arranges for “token” gifts for outgoing board members.
- Serves as Chair for any “special projects” undertaken by the Board
- Welcomes new families to New Parents Welcome and describes the mission, events and activities of the Association and encourages all new parents to volunteer and to support Association activities.

- Prepares the Operations Manual for Board Approval at the May meeting.
- Recruits Committee Chairs, as needed
- Coordinates with Principal and President to set agendas for executive board meetings and general meetings
- Serves as board liaison for committees specified on the “Board and Chair List”

Recording Secretary

- Records and distributes minutes of monthly Executive Board and semi-annual General Meetings.
- In April, makes a list of all procedural changes approved by the Board during the year that will affect the Operations Manual and forwards those to the President Elect for incorporation into the Manual
- Serves as board liaison for committees specified on the “Board and Chair List”

Event and Activity Secretary

- Updates “Your Guide to Parent Association Events” by August 1 for posting on the NFAPA website and inclusion in Parent-Student Directory
- Keeps supply of Association stationary on hand – or maintains software template
- Maintains a file of all committee event/activity reports
 - Ensure submission of all event description and expense reports
 - Maintains a file of descriptions and reports for reference
- Submits work order for General Meetings
- Is responsible for displaying banner at General Meetings, during Catholic Schools Week and at events/activities, where appropriate
- Serves as a point person for all new fundraising and friend-raising activities to be suggested to the board
- Serves as board liaison for committees specified on the “Board and Chair List”

Treasurer

- Prepares an Association annual budget for Board approval at the September meeting.
- Coordinates twice yearly (January and June) donation to the Academy.

- With Principal and President, acting as a “Finance Committee,” may approve expenditures up to \$1,000 outside of Board meetings. Normal procedures, i.e. all funding requests are to be approved by the Board in advance, unless prevented by severe time or circumstance constraints.
- Assists President in preparing letter and financial statement for inclusion in Academy’s annual report.

Procedures for working with the Treasurer

- All requests for funds are to be made in writing to the Treasurer. The Treasurer requests 5 days’ lead time for checks to be issued.
- Committee Chairs to forward all checks to Treasurer within 2 weeks of receipt. Treasurer to deposit all checks within 2 weeks of receipt from Chairs.
- Use Scrip whenever possible for committee purchases.
- Whenever possible, use Tax I.D. certificate (available from school Finance Office) when making committee purchases
- Serves as board liaison for committees specified on the “Board and Chair List”

Publicity Coordinator

- Approves copy for all flyers. Flyers to be emailed to Publicity Coordinator no later than five days prior to inclusion in Communications folder. (Monday before the following Wednesday). No flyers are to be sent directly to Copy Room Manager or the Principal
- Coordinates with committee chairs on items for weekly “Bulletin.”
- Prepares weekly “Bulletin”
- Prepares flyer announcing general meetings
- Provides final copies of NFAPA flyers to NFA webmaster
- Serves as board liaison for committees specified on the “Board and Chair List”

Parents at Large

At the beginning of the school year, the parents at large will designate a point person to ensure that the following responsibilities are fulfilled:

Coordinate class auction gifts with auction committee
Coordinate the homeroom parents program
Coordinate the gathering of information for the “Parents as Resource” list and subsequent distribution to the teachers.

In general, all parents at large:

- Represent their age/grade constituency in all Board discussions.
- Attend monthly Board meetings.
- Serve as coordinators of the Homeroom Parents program, with one of the 4 Parents at Large functioning as chair of the Homeroom Parents Program.
- In September gather information for and produce a *Parents as Resource* list for distribution to teachers. Ideally, this will provide teachers with a list of parents who can provide real life experiences tied to the curriculum, e.g. a doctor who can speak about the human body to a science class, a chemist who can demonstrate an experiment or discuss drugs, plastics, etc., a builder who can demonstrate the mathematics of measuring, a banker who can discuss the mathematics of compound interest, a published author who can talk about writing or read to children
- Works with Event and Activities Secretary to for all new fundraising and friend-raising activities to be suggested to the board

Responsibility for Traditions

Parent at Large 1-3: By tradition, the 1st grade provides refreshments for the 2nd grade First Reconciliation. PAL 1-3 to coordinate with Campus Minister and 2nd grade teachers.

Parent at Large 7-8: Each fall, the Eighth Grade Homeroom Parents are responsible for calling a meeting of all Eighth Grade parents to discuss plans for the graduating class’ social event. The eighth grade Homeroom parents meet with the Principal of the Academy prior to the meeting with parents. *This event is neither a Parent Association nor an Academy sponsored event, although it is traditionally coordinated by the 8th grade Homeroom Parents.*

Committees

Friend-raisers vs. Fund-raisers

The purpose of friend-raisers is to enhance NFA's community spirit. The cost to participants at friend-raiser events is to be limited to ticket cost. These events are not designed to make a profit. However, they should be self-supporting, if possible.

The Association seeks to complement the efforts of the Academy's Office of Development by sponsoring fundraising events throughout the year. Three principles guide these activities. First, the activity must offer a tangible benefit to the NFA community. Second, participation in any fundraiser is totally at the parents' discretion, enabling them to guide and maintain control over issues affecting their children. Third, the Association offers for sale only those items that families would normally buy.

Attendance at Board Meetings

All Board Officers (president, president-elect, recording secretary, event and activity secretary) are required to attend all Executive Board Meeting

Committee chairs (or co-chair or a representative) are to be present at May and September Board meetings, as well as at any meeting when their event/activity is on the Agenda.

In the event you cannot attend a Board meeting, Officers should contact the president and committee chairs should contact your board advisor to provide an interim report.

General Policies

- Any grade that hosts a grade “social” is to follow the invitation guidelines presented at the Homeroom Parents meeting.
- Committee chairs/members are not expected or encouraged to make personal, out-of-pocket contributions to Association events or activities.
- All events need to have safety factors considered and appropriate plans in place before event.
- Committees may spend up to \$250 without Board approval.
- The Volunteer Guidelines are distributed with the “Call for Volunteers” flyers in the spring and fall. Committee descriptions are to include information on expected time commitment, time of day the committee is expected to meet/work, work from home possibilities, whether or not small children are welcome, etc. so that parents can make informed choices.

The Board at Work

Executive Board Meetings

General Meetings

Working with the Administration

Communications

Association Website

Record Keeping & Storage

Executive Board Meetings

The Executive Board meets the first Tuesday of every month when school is in session except for May, when the meeting is the Tuesday before or after Memorial Day depending on 8th grade graduation.

Calendar for 2007-2008

September 2th
October 7th
November 4th
December 2nd
January 6th
February 3rd
March 3rd
April 7th
May 26th

Meetings will convene at the time determined by Board vote at the May 2008 meeting.

President presides and meetings are run in accordance with Roberts *Rules of Order*.

Ten minute limit on item discussion unless Board votes to extend discussion. Maximum time limit for meetings is 1 ½ hours unless Board votes otherwise.

Minutes are taken at all meetings and are distributed by the Recording Secretary electronically to each Board member and any non-Board members in attendance. Minutes are also posted on the Association's website. Attachments, such as the Principal's report and the Treasurer's Report, are available only on the Association's website.

In addition to the Board members and committee chairs, there is a need to communicate with parents that Board meetings are open to them and that they are welcome to attend.

The following activities/decisions will be made, by policy or tradition, according to the following schedule:

September 2nd meeting

Approve budget

Develop agenda for general meeting and ask corresponding secretary to prepare notice

Discuss/Agree upon/Approve “Next Steps” for strategic plan update (to be presented to general membership at October meeting.

Any bylaws amendments or revisions must be approved at this meeting for presentation to and approval by the membership at the October General Meeting.

October 7th meeting

General Meeting—October 21st

Report to membership on finances and “Accomplishments and Next Steps”

November 4th meeting

Decide amount of Christmas gift to teachers and staff

December 2nd meeting

January 6th meeting

Decide interim gift to school

February 3rd meeting

Nominating Committee presents slate of candidates for approval.

Any bylaws amendments or revisions must be approved at this meeting for presentation to and approval by the membership at the March General Meeting.

March 3rd meeting

General Meeting—March 10th

All Executive Board members to attend, wear ribbon, sit in front row.

April 7th meeting

Revisit all committees for decisions on keeping/dropping/expanding each activity or event.

May 26th Meeting

Outgoing Board

- Decides amount of final monetary gift to school.
- Recap year in light of strategic plan and make note of year's "Accomplishments" for presentation at October General meeting.
- Review the budgets, earnings and expenses for each of the past years' events

Incoming Board

- Adopts Operations Manual
- Approves calendar
- Decides start time for Board meetings for upcoming year
- Holds Orientation Meeting
- Circulates Prayer and Events sign-up for upcoming year
- Votes on revised committees policies—friend raisers "free", free food for staff, etc.

General Meetings

General meetings are held at 7:30 PM.

At the October meeting the President reports to the membership on the Association's finances and on the accomplishments and next steps in accordance with the strategic plan.

At the March meeting, the Nominating Committee presents a slate of candidates for vacating offices and calls for nominations from the floor.

By tradition, the Administration is invited to be on the agenda to communicate with the parent body at both meetings.

Working with the Administration

All Association events leave campus/grounds in condition in which they were found – committee budgets should include cleanup costs.

Committees need to submit work orders to G. Aspen one week prior to activity/event if anything needs to be done/set up anywhere on campus.

Committees must make arrangements for meeting space with Sister Josephine, preferable one week in advance.

All committee chairs are to provide the Academy's Director of Development, with a list of their volunteers on an ongoing basis, but no later than the end of the school year.

Corresponding Secretary sends list of all Board members and Committee Chairs to Principal, Assistant Principals, directors of Admissions and Development, and Norwood/Fontbonne secretaries before September 15th of each year.

Communications

“One flyer” rule

All Association events, other than major fundraisers, should be announced by one flyer publicizing the activity. The event may be mentioned in the weekly “Bulletin” any number of times. The objective for the 2008-2009 school year is to have all NFAPA communications distributed via the Virtual Communication Folder on the NFA website.

Procedure

Any committee that needs to send out a flyer should send it to the Publicity Coordinator via e-mail for review and approval. The Publicity Coordinator then submits all copy for the Bulletin and all flyers to the principal. Principal returns final copies to publicity coordinator. The publicity coordinator is responsible for providing the final copy to the webmaster in a timely manner.

All flyers are to identify event/activity as being presented by the Parents Association.

Academy Website www.norwoodfontbonneacademy.org

The Association maintains a window on the Academy website and is committed to increasing its use by parents.

All information pertinent to the NFAPA will be posted on the NFA website.

The webmaster will act in accordance with industry-wide privacy policies, and at Board direction, regarding using pictures of NFA students and events.

Record Keeping & Storage

All Association Board and committee records are to be turned over to the appropriate successor.

All records and NFAPA property are to be kept in the Association’s locked storeroom(located in the basement of James Anthony Hall) or in an appropriate off-site storage facility.

Keys are kept by Sister Josephine and Mr. Aspen. Please make arrangements in advance to pick up keys. Keys must be returned immediately after use.