



Luther College Parents' Association Job Descriptions

Parents' Association Chair

Role: The Chair's role is to oversee operations of the Parents' Association; to liaise with the President and Principal on a regular basis; to schedule and chair Parents' Association meetings; to oversee and assist where necessary all other committees; and to advocate on behalf of and support all parents with respect to questions, issues and ideas.

Main Duties:

- Calling meetings of Parents' Association; preparing meeting agendas in consultation with the Principal and/or President; chairing meetings or arranging replacement to chair meetings, if not available; ensure that meeting minutes are completed and distributed in a timely manner
- Support the work of any parent subcommittees
- Serve as parent liaison with Luther College/Administration, interacting with the Principal, President, Development staff and other Luther staff and faculty as required
- Define strategic objectives/goals for the Parents' Association
- Oversee and lead Parents' Association initiatives and activities
- Assist with volunteer recruitment
- Welcome and involve other parents into the Parents' Association
- Attend and participate in meetings of the Development Committee as a representative of the Parents' association
- Attend annual meetings of the Luther College, Regina corporation as a representative of the Parents' association

Parents' Association Vice-Chair

- Assist with tasks as above
- Takes minutes for Parents' Association meetings