

## **EMERSON SCHOOL PARENT ORGANIZATION**

### **NAME**

The name of this organization is the Emerson School Parent Organization (ESPO).

### **MISSION OF SCHOOL**

***The mission of Emerson School is to provide a dynamic and nurturing learning environment that fosters empathy, communication, creativity, leadership, and above all, a lifelong love of learning.***

### **PURPOSE OF EMERSON SCHOOL PARENT ORGANIZATION (ESPO)**

ESPO's purpose is to support the school's mission, philosophy, programs, and activities for the benefit of all students. ESPO shall facilitate communication and parent education as well as encourage and coordinate volunteerism. ESPO shall foster a spirit of inclusion, partnership, and cooperation among the entire school community.

### **ORGANIZATIONAL STRUCTURE**

#### **Coordinating Committee**

There are sixteen positions on the Coordinating Committee which includes the following members: Chair, Co-Chair, Secretary, Treasurer, ten grade representatives, and two pizza chairs. The grade representatives shall consist of a representative from each grade. A grade representative position may be comprised of co-chairs, but each grade may only have one vote. An individual member may not hold more than one position on the Coordinating Committee. The past Chair, Board Representative and Head of School are ex-officio members and do not have voting privileges. The term of all positions will be for one year, beginning July 1 of each year. This knowledge needs to be transferred. The Co-Chair will be nominated by the Chair and approved by the Coordinating Committee. The Co-Chair will serve one year as Co-Chair and will automatically become the Chair the following year. Co-Chairs will have at least one year's experience on the Coordinating Committee. On an off year with little or no volunteers, special accommodation may be considered to fill available openings. All members are expected to attend all Coordinating Committee meetings.

In an ideal situation, in March, the Coordinating Committee will solicit nominations from the general ESPO membership for the Coordinating Committee positions and unfilled Event or Standing Committee Chairperson positions for the following school year. From these nominations the Coordinating Committee will determine a slate of candidates for the following year's participation. ESPO members should only serve in more than one leadership position at one time in rare instances. Therefore, the Coordinating Committee candidates generally should not include members who will be Chairperson or Co-Chairperson of an Event or Standing Committee the following year. The slate will be posted prior to the annual spring meeting, at which time it will be presented and ratified. 22

### **RESPONSIBILITIES OF THE COORDINATING COMMITTEE**

#### **Chair**

1. Preside over Coordinating Committee and general ESPO meetings, attend meetings with administration, share Google docs, follow up on docs.
2. Oversee and administer the business of the Coordinating Committee
3. Review budget proposed by the Treasurer. Call meeting of Coordinating Committee Board to vote to approve budget for the coming year. Send out to all Coordinating Committee members as a reference.
4. Communicate to all Coordinating Committee members, in writing, their responsibilities for the coming year.
5. Call meetings as necessary, prepare agenda, and notify all Committee members.
6. Meet on a monthly basis with the Head of School and school liaison to communicate issues that the Coordinating Committee feels should be brought to his/her attention.
7. Establish a calendar of ESPO meetings and events in conjunction with the administration.

8. Act as a liaison between all Event/Standing Committees. Maintain a current awareness of the status of all Standing Committees. Communicate to all Standing Committee Chairs, in writing, their responsibilities for that year.
9. Prepare notices and other announcements for the weekly school newsletter as needed, but at least monthly.
10. Assist in recruiting Coordinating Committee members as needed.
11. The Co-Chair assumes the position of the Chair the following year.

### **Co-Chair**

1. The Co-Chair will assume the position of the Chair the following year.
2. Attend all Coordinating Committee meetings
3. Plan, coordinate, and manage community engagement activities. Manage other events such as fundraising, as needed. Meet with Chair and school liaison to add events to master calendar.
4. Perform such duties as the Chair may request.
5. Recruit Coordinating Committee members for the following year as needed.

### **Secretary**

1. Attend all Coordinating Committee meetings.
2. Prepare and present the minutes of all official meetings to each member of the Coordinating Committee and the Head of School for approval.
3. Coordinate distribution of emails containing notices and other announcements as directed by the Chair.
4. Perform such duties as the Chair and Co-Chair may request.

### **Treasurer**

1. Attend all Coordinating Committee meetings
2. Be responsible for maintaining accurate, documented and organized records of all financial transactions of ESPO and present documentation as required by the auditors.
3. Report the current financial status at least three times per year at the Coordinating Committee meetings. Report should be in the form of a financial statement. These statements should be posted on the ESPO website as well.
4. Present a final financial report at the Spring Annual Coordinating Committee meeting.
5. Produce a budget for the coming year and present to the Coordinating Committee Board for approval.
6. Perform such duties as the Chair and Co-Chair may request.

### **Grade Representatives**

1. Attend all Coordinating Committee meetings.
2. Maintain open lines of communication with the grade-level parents
3. Communicate ideas / concerns to the Coordinating Committee
4. Perform such duties as the Chair and Co-Chair may request.

### **EVENT AND STANDING COMMITTEES**

Each annual ESPO event will be organized and managed by a specific Event Committee. Likewise, each on-going activity sponsored by ESPO will be organized and managed by a specific Standing Committee. A Chairperson and Co-Chairperson will lead every Event and Standing Committee. The Co-Chairperson will assume the leadership position the following year and will then select a new Co-Chairperson to help lead the Committee. To ensure the broadest representation and participation, all Chairpersons and Co-Chairperson positions on the Event and Standing Committees generally should be held by different ESPO members - that is, an ESPO member should usually assume only one committee leadership role at a time. Event and Standing Committee Chairpersons and Co-Chairpersons shall seek new members for their committees each year to serve alongside experienced members.

### **Responsibilities of Event and Standing Committee Chairpersons**

1. Report the status of his/her event at the ESPO Coordinating Committee meetings leading up to and immediately following the event. (Event Chairperson)

2. Recruit volunteers to assist with his/her given event (Event Chairperson / Co-Chairperson)
3. Provide communication content and necessary links to ESPO Chair in order to communicate and market events appropriately. (Event Chairperson / Co-Chairperson)
4. Report the status of on-going activities at the ESPO Coordinating Committee meetings as necessary for decision-making and overall communication. (Standing Committee)
5. Meet with ESPO Chair at least twice per year - once in the fall to organize the coming year and once in the spring to provide feedback and insight for the following year. (Event Chairperson)
6. Fulfill the responsibilities defined in the Event/Standing Committee electronic notes (Event Chairperson)
7. Maintain and update his/her Event/Standing Committee electronic notes. Post-event notes should be updated electronically within two weeks of event completion. (Event Chairperson)
8. Committee Chairpersons shall work within a budget defined by the ESPO Board. Overages need to be pre-authorized by the ESPO Chair and ESPO Treasurer. Lack of pre-authorization carries the risk of overages not being reimbursed.

### **AD HOC COMMITTEES**

The Coordinating Committee will appoint Ad Hoc Committee Chairperson(s) as deemed necessary to carry out specific ESPO activities during the year.

### **MEETINGS**

The Coordinating Committee shall determine when both Coordinating Committee and General ESPO meetings will be held. All General ESPO meetings are open to all members, faculty, staff and trustees.

Coordinating Committee meetings will be held as needed and at a minimum of two times per year. A quorum for Coordinating Committee meetings shall consist of a simple majority of members. A two-thirds vote of those present is required for a motion to pass when a motion is voted on at a meeting. Voting may take place electronically via email in which case simple majority consent is required.

General ESPO meetings may include general information, programs, speakers, etc. An annual meeting will be held in the spring to present the financial statement for the year, to present the budget for the upcoming year and to ratify the new Coordinating Committee members for the following year. Only members present may vote. There is no vote by proxy. A passing vote for the general ESPO meetings shall consist of a simple majority of the members present.

### **FINANCES**

ESPO may engage in fund-raising and may make expenditures to pay for its own activities and for transfers to Emerson School. At no time shall ESPO incur debt greater than its current assets. Should ESPO dissolve, or disband, all funds controlled by ESPO at the time shall be transferred to Emerson School's general fund.

ESPO funds reside in an account with Emerson School. Invoices and reimbursement are forwarded to Emerson Business Office for payment. ESPO Chair must authorize all reimbursement and invoice requests. All yearly monies must be allocated by May of each year, and the designation of funds to be communicated to Emerson Business Office by May of each year. Unused monies roll into Capital Expenditure. ESPO holds the right to determine and exultate becoming financially independent but must follow all rules and regulations regarding fiscal responsibility.

### **BYLAWS**

The Coordinating Committee or any other member of ESPO may propose amendments to the Bylaws. Before the bylaws, or any amendment thereof shall be effective, they must be submitted in writing to and receive approval of the Board of Trustees and the Head of School, the voting being conducted as outlined in the School's bylaws.

### **MISCELLANEOUS**

As with any organization in association with the school, ESPO falls under the auspices of the Board of Trustees of the School.