

FAQ's on holding an officer position with the IPA

Why should I serve as an IPA officer?

1. You get to meet and work with wonderful people!
2. Your child feels a sense of pride to know that his/her parent holds an office.
3. Everyone has different strengths and talents. Everyone has something unique to offer our school and our children.

Can I hold a board position and work full time?

Yes! Many of our IPA officers hold a full- or part-time job.

Does it take a lot of time?

Yes and no – it depends on the position. Some duties can be performed from home, and some require your presence at the school. Some positions are seasonal, and some require some effort for most of the year. Explore which position would be right for you. The time you donate to actively participate in your child's school is time well spent. It shows your children that you are invested in their education.

IPA Officer Position Descriptions

President

- Works closely with IPA Chairs and supports them if needed
- Oversees communication for all IPA events
- Attends all IPA events
- Plans and conducts 4 yearly IPA meetings
- Works closely with treasurers and event/initiative chairs to monitor income and expenses for each event/initiative
- Responsible for working with treasurers to oversee income and expenses
- Is a positive advocate for the school

Vice-President

- Attends all IPA events and 4 meetings
- Assists in writing IPA communications with Development Office
- Assists the president and takes on delegated tasks for each event
- Handles the SignUpGenius for volunteers for all major events
- Top candidate for IPA President for following year
- Is a positive advocate for the school

Secretary

- Takes notes at each IPA meeting (meetings: September, October, January and May) and shares them electronically with the IPA Board
- Keeps track of attendance at IPA meetings
- Maintains contact list of core IPA volunteers and reaches out to them if necessary for volunteer opportunities
- Is a positive advocate for the school

Treasurer

- Familiar with or willing to learn QuickBooks
- Makes deposits with the bank

- Reconciles all accounts and keeps them up to date
- Is on hand for all 3 major IPA events to handle cash
- Provides a P and L statement after each event
- Writes checks to vendors as needed
- Works to collect any information the auditor needs at the end of the fiscal year