

GOVERNANCE

Parent Council is guided by a Leadership Team, comprised of at least seven elected members and a Parent Representative from each class.

Chair: Directs and leads the affairs of the Parent Council.

Parent Council Meetings:

- Creates monthly Parent Council agendas. Agenda items will be topics within the appropriate realm of Parent Council, including topics that are carried over from previous PC meetings and topics that are suggested to the Chair prior to the meeting by reps, parents, teachers, administration or any other school body or individual.
- Posts and distributes the agenda and related documents prior to the meeting to everyone who attends the monthly meeting.
- Leads and facilitates Parent Council meetings in an atmosphere of integrity and responsibility; while ensuring that all members and visitors are made to feel welcome.
- Begins each meeting with a verse and a recitation of the mission of Parent Council and Code of Conduct.
- Keeps each meeting orderly by calling on people who want to speak and attending to the time allotments for each agenda item.
- Allots time in each meeting's agenda for members to bring up topics appropriate to the sphere of Parent Council, but were not placed on the agenda ahead of time. Limits such discussions to this time allotment so that the on-going business of the group is not disrupted; and if necessary, to carry any topics over as regular agenda items at future meetings.

Leadership:

- Works collaboratively with the Parent Council to determine and set yearly goals and mission alignment.
- Provides a strong sense of leadership to the Parent Council.
- Conducts and facilitates an annual review and evaluation of Parent Council documents.
- Ensures that each class has representation.
- Ensures that new voting members are given a copy of Parent Council documents when they begin their term of office.
- Keeps accurate records and maintains them in the Chair's binder.
- Reviews and ensures that accurate meeting minutes are posted and distributed.
- Reviews the annual and monthly budget for accuracy.
- Communicates with governing bodies; and as such serves as liaison to the Administration and regularly attends Board Meetings.
- Participates in special session meetings with other leadership bodies or chairs or other organizations as needed.
- Communicates information back to Parent Council from any meetings.

Co-Chair: Assists the Chair and communicates the affairs of Parent Council.

- Reports to the Chair.
- Attends all Parent Council meetings.
- Assists Chair as needed in creating agendas and in running Parent Council meetings.
- Provides frequent, regular and timely communication of Parent Council activities, initiatives, and news to the DMS community in both print and electronic format.
- Maintains and updates the whiteboard on a weekly basis or as new events commence.
- Provides and ensures that Parent Council dates are entered on the school-wide calendar.
- Acts as the Parent Council communication link to Administration; regularly meeting with the Administrative Director or designee, as needed.
- Communicates information back to Parent Council from any meetings.
- Maintains an active role in one or more Parent Council committees, initiatives or working groups.

Secretary: Records and disseminates the business of the Parent Council.

- Reports to the Chair.
- Attends all Parent Council meetings; providing copies of the agenda, minutes and sign-in sheet for meeting attendance.
- Keeps accurate minutes; verifies minutes with Chair.
- Posts and distributes meeting minutes at least one week prior to the next meeting.
- Keeps two sets of minutes; one to be kept in electronic form on the DMS webpage, one to be kept in the Secretary's binder.
- Acts as time-keeper at meetings.
- Updates Parent Council documentation or other documents as needed.
- Determines voting eligibility through attendance records.
- Maintains an active role in one or more Parent Council committees, initiatives or working groups.

Treasurer: Records and disseminates the financial business of the Parent Council.

- Reports to the Chair.
- Attends all Parent Council meetings.
- Regularly communicates with the Business Manager about monthly Parent Council financials.
- Provides a financial report at each meeting.
- Posts and distributes monthly financials at least one week prior to the next meeting.
- Keeps financial records in a Treasurer's binder.
- Assists in the preparation of the annual Parent Council budget.
- Maintains an active role in one or more Parent Council committees, initiatives or working groups.

Heads Team Member: Inspires and supports the academic interests of our community and our classrooms.

- Reports to the Chair.
- Attends all Parent Council meetings.
- Advocates, organizes and supports community education; for example education on Waldorf teaching methods, reading groups, discussion groups, and a parenting library.
- Serves as a liaison to the Collegium and Administration for community education efforts, advocating and organizing support for those efforts.
- Recognizes teachers and their contributions by organizing an annual Teacher Appreciation effort.
- Supports, mentors, trains and facilitates communication with the Class Representatives.
- Leads, facilitates, and creates agendas for the Class Rep meeting.
- Posts and disseminates agendas and relevant documents one week prior to the meeting to all Class Reps.
- Leads and facilitates the Class Rep meeting in an atmosphere of integrity and responsibility; while ensuring that all Reps feel welcome and heard.
- Begins each meeting with a verse, a recitation of the role of the Class Rep, and stating any meeting protocols.
- Assigns a Rep to take minutes; verifies and disseminates those minutes at least one week prior to the upcoming meeting.
- Works with classroom teachers and current Class Reps to identify and recruit potential Class Reps for the upcoming year.
- Maintains and updates a database of Class Rep contact information.
- Maintains an active role in one or more Parent Council committees or working groups.
- Provides a monthly report to Parent Council on initiatives and information; including dates and details of upcoming classroom events and community education events.

Hearts Team Member: Inspires and supports community building and outreach.

- Reports to the Chair.
- Attends all Parent Council meetings.
- Provides warmth and welcome at the Parent Council meetings; setting up a drink service, welcoming members, and lighting the candle to start the meeting.
- Monitors, organizes and replenishes the Parent Council supply bin.
- Supports community building by organizing the quarterly Parent Council Socials
- Recognizes volunteers and their contributions to our community, by helping to plan and organize an annual Volunteer Appreciation effort.
- Supports and inspires efforts that build community. For example, any Project Teams, such as a welcoming committee, Hope and Help Committee, hospitality committee, etc.
- Maintains an active role in one or more Parent Council committees or working groups.
- Provides a monthly report to Parent Council on initiatives and information; including dates and details of upcoming events.

Hands Team Member: Inspires and encourages volunteerism and community engagement to do the work of the school.

- Reports to the Chair.
- Attends all Parent Council meetings.
- Encourages volunteerism by organizing quarterly Community Work Days.
- Inspires and supports community engagement through Project Teams to do focused work; for example, a Recruitment Team, playground committee, beautification committee, etc.
- Initiates and helps select members to participate on the Recruitment Team to identify and solicit potential candidates for leadership positions for the upcoming school year.
- Recognizes volunteers and their contributions to our community, by helping to plan and organize an annual Volunteer Appreciation effort.
- Maintains an active role in one or more Parent Council committees or working groups.
- Provides a monthly report to Parent Council on initiatives and information; including dates and details of upcoming events.

Class Representative: Provides support and facilitates communication at all levels for the classroom teacher and families. (Two Liaisons per classroom is ideal. One Liaison can provide the classroom and teacher support; the other can focus on Parent Council and community-wide activities.)

- Reports to the Chair.
- Attends quarterly Parent Council Community meetings.
- Attends Class Rep meetings.
- Adheres to the Parent Council Handbook.
- Acts with integrity and compassion while encouraging and facilitating an open line of communication with families and the governing bodies, on behalf of Parent Council.
- Provides direct teacher and classroom support; such as organizing field trips, room volunteers, class meetings, and class projects.
- Organizes teacher appreciation efforts.
- Communicates Parent Council information, news and events to families.
- Inspires and encourages participation in community and school-wide events, such as community work days, celebrations, fundraisers, parent education, and social events.
- Maintains an active role in one or more Parent Council committees, initiatives or working groups.
- Works closely and communicates regularly with the Heads Lead; notifying the Heads Lead of dates and details of upcoming events and any family concerns, ideas or comments.