

Denver Christian Parent Association

Guiding Document

Mission

The Denver Christian Parent Association works to promote community among families and provide support to the staff and students.

Membership & Fees

Every parent or guardian with currently enrolled children at Denver Christian (DC) is a member of the DC Parent Association (PA). We encourage you to become as involved as you can. The membership of the DC PA shall foster a spirit of inclusion, partnership, community, and cooperation.

A portion of each student's educational fee will be allocated to DC PA to cover the costs associated with fulfilling the mission.

Board of Directors

The DC PA shall be managed by a Board of Directors. In the event of a vacancy, director positions will be filled by DC parents / guardians as recommended by the Parent Association membership and confirmed by the Denver Christian Admin team.

The positions include:

President

Responsible for overseeing all activities of the Denver Christian Parent Association. Responsibilities include overseeing the work of the directors, officers, and committees. Responsible for appointing standing and special committee chairs and training the Vice President for the future transfer of responsibilities.

The President presides over monthly meetings and ensures that an agenda and financials are prepared. The President is responsible for working with the Volunteer Coordinator and providing clear communication with all volunteers.

Vice President - President Elect

Assist the President with responsibilities focusing on internal relations and general operations, serve as a liaison to designated committees, serve as the President in training and perform the duties of the President in his/her absence or inability to serve.

Secretary

Records the minutes of all meetings, file, maintain and is prepared to communicate all records. Post records to the website. Responsible for mass communications to the school, PA members, staff and the newsletter.

Treasurer

Maintain a full account to the funds in the PA budget, be a signatory on all PA accounts, provide a financial report to the Board of Directors and membership at each meeting, keep a full and accurate account the receipts, and disbursements in the books.

Board of Directors – Term Commitment and Limits

Officers will be placed into office in the spring. The initial term commitment is 1-year with a 2-year consecutive term limit per position.

Appointed Officers

Denver Christian Staff Representative

Serve as a communication liaison between the PA Board of Directors, PA members, and DC staff. Serve as a relationship/partnership link between PA and DC staff for the purpose of building a strong working relationship for the betterment of DC.

Room Parent Liaison

Serve as communication liaison between the room parents, PA Board of Directors, PA members and the DC staff. Serve as a relationship/partnership link between the room parents and PA for the purpose of building a strong working relationship for the betterment of DC.

All Grade Parent Representatives

One to three representatives from each "school" (elementary, middle and high school). They will attend the meetings and give input on current, future or suggested events from the grade level standpoint. They will help identify parents for event committees.

Event Chairs and Co-Chairs

Responsible for planning and implementing specific PA sponsored events and assembling the event committee of parents depending on their individual skills and interests. They will work cohesively with the Board to finalize details and budgets.

Appointed officers may serve unlimited terms.

Meetings

The Parent Association will meet one time per month as the school calendar allows. Additional meetings can be called as determined necessary by the Board. Meetings will be communicated to the Parent Association members through the DC calendar and weekly email.

DC PA Events and Committees

Each year, the specific PA sponsored events are identified and generated by Parent Association members with final approval by the Board and DC Staff Representative. Each event is overseen by the event chair and co-chair and their committee. Committees may include but are not limited to:

- Prayer Group
- Dads and Donuts
- Fall Festival
- Parent / Teacher Conference Dinners
- Grandparent's Day
- Staff New Year's Lunch
- Daddy Daughter Dance
- Staff Appreciation Week
- Morning with Mom
- Mom and Son Event
- After Prom
- Last Day of School Event