

ADDENDUM TO THE 'OHANA ASSOCIATION CHARTER

EXECUTIVE COMMITTEE JOB DESCRIPTIONS

The President

- Chairs the 'Ohana Association and the Executive Committee.
- Works closely with the Head of School to ensure effective communication between the Island School 'Ohana and the school.
- Plans the agenda, schedules meetings and meets regularly with the Head of School.
- Works in collaboration with the Executive Committee to appoint Committee Chairs.
- Consults with and supports Committee Chairs to ensure the 'Ohana Association's purpose is served.
- Advocates for Island School and supports the decisions made by the Head of School and the Board of Trustees.
- Holds a non-voting position on the Board of Trustees and attends scheduled Board meetings.
- Should have proven leadership skills and have been positively and actively involved with the Island School community for at least two years.
- Serves a three-year term and is available for advice in the following year to the incoming Executive Committee to provide continuity and historical information.

Vice President

- Assists the President in all areas of responsibility.
- Attends monthly meetings and meetings with the Head of School.
- Shall assume the position of President if for any reason the elected President is unable to fulfill the position's duties.

The Secretary

- Establishes a system for obtaining parent suggestions/comments and processes requests for topics to be added to meeting agendas.
- Prepares and distributes the meeting agenda one week prior to the meeting to all Room Parents, Committee Chairs, the Heads of School, and the Development Team, and posts the agenda in the Parent Portal.
- Attends and accurately documents 'Ohana Association meetings.
- Distributes minutes to Executive Committee members and posts it in the Parent Portal in a timely fashion.
- Maintains an up-to-date directory of the Committee Chairs, Room Parents and volunteers.

COMMITTEE CHAIR DESCRIPTIONS

- Room Representative Lead(s), with individual grade level and/or division reps
- Family Education Lead(s)
- Communications Lead(s)
- New Families Liaison(s)
- Event Lead(s) for 'Ohana Association Events (such as: Island School Festival, Monthly Mahalo, Parent's Night, Family Night(s) (e.g., Movie Night))
- Leadership positions are appointed by 'Ohana Association President and Vice President, Head of School, and Director of Development
- Leadership positions are an annual commitment
- Sufficient representation from the High School, Middle School, Elementary, and Nā Pua Keiki divisions

Special Activities Initiated by the School Administration and Supported by the Parent Association

- Committees work closely with administration to assist with the school's planned activities.

ROOM REPRESENTATIVE LEAD RESPONSIBILITIES

Each classroom will have a lead room representative and possibly one or more assistants.

Room Representative Leads:

- Work Closely with the 'Ohana Association
 - Attend 'Ohana Association Meetings.
 - Follow the guidance of the 'Ohana Association and the Head of School with regard to activities and supportive efforts.
 - Support 'Ohana Association activities and help recruit volunteers.
 - Communicate interests or suggestions for program improvement that might be beneficial to the school, administration, etc.
 - Act as an ambassador to the classrooms' parents. Introduce themselves via phone calls or e-mail to new and returning parents and help foster an ongoing sense of community.
- Respect the wishes of the classroom teacher in regard to classroom policies, procedures, etc.

- Obtain a list of planned parties and special events from the classroom teacher and recruit volunteers to bring supplies and/or provide assistance. Note: It is not expected or desired for a room parent to be the primary materials provider or volunteer. When materials are requested by the teacher, it is suggested that the room parent assign or solicit volunteers to bring them. Similarly, when volunteers are needed the room parent should make sure that all parents have a chance to participate.
- Work with the classroom teacher to develop a "phone tree" containing email addresses, home and cellular numbers.
- Appreciate diverse ethnic or religious backgrounds represented in the classroom by being sensitive to special holidays and traditions.
- Recognize the diversity of our school community by being sensitive to various levels of time availability and financial means.
- Sensitivity/awareness of special needs of children in the classroom when planning classroom activities or snacks/treats (i.e. food allergies).