



Hello Members,

During our first Parent Association meeting (*Sept 29, 10:30am Gateway Center room 43/47*) of the new academic year we will be holding Parent Association Executive Board elections. Below you will find descriptions of the positions available. Once you express interest in a position please be prepared to speak BRIEFLY during the meeting about why you would be the perfect person for the position. In the event a position is not filled after the election, per the Parent Association ByLaws, the executive committee will appoint members to fill vacancies. Please email parents@unt.edu if you are interested in being put on the slate during the meeting.

Expected Time Commitments for the entire Board:

- Quarterly Conference Calls (4 Times a term)
- Be present/available to assist at Parent Association Events - including but not limited to Fall/Spring Meetings, Fall/Spring Goodie Box Stuffing, Spring Social, Orientation events (Attend as many as board members schedule allows)
- Responsive to Parent Programs staff email correspondence.
- Positive voice on UNT Parent Association and Mean Green Family pages

These are ByLaw definitions of each position - the 2018-2019 Executive Board will be charged with creating a committee, and propose revisions to the standing Executive Board descriptions (per the Parent Association ByLaws).

President-elect

[The President-Elect shall assist the President as required and in the absence of the President, shall perform all duties pertaining to that office. This position is a three year commitment.]

- Enlist and coordinate volunteers for specific activities (Music Auditions, NT Preview days, Family Weekend, two Goodie Box days).
- Newsletter: help prepare information about the PA for the monthly newsletter.
- Volunteer Reception at Family Weekend (Invitation, Gift to Recognize Past Year's Volunteers, etc.).

Vice President (membership)

[the Vice President shall be the chairperson of membership.]

- Enlist and coordinate volunteers for Admissions Day events, Parent Orientation sessions, and Summer Send-off Parties hosted by Parent Programs.
- Attend parent orientation summer sessions since this is the major membership drive.
- Inventory merchandise and membership materials.

Secretary

[The Secretary shall keep a record of all actions taken at meetings of the Association and shall conduct and keep all correspondence of the UNT Parent Association, Executive Committee, and the Board of Directors as necessary. Minutes of all meetings shall be posted on the Parent Association Web page.]

- Prepare and transcribe all minutes within two weeks after a business meeting, submitting them to the executive committee. When approved, put original signed minutes in permanent record book kept in the office of the Coordinator of Parent Programs. Keep copies in another Secretary's notebook.
- Submit the electronic file of the minutes to the Coordinator of Parent Programs to be placed on the parents Web site.
- Send congratulations cards to PA members and students graduating from UNT.

Historian

[The Historian shall keep a history of the UNT Parent Association in scrapbook form. The Historian shall compile and keep record of the activities and achievements of the Association and display the Association yearbook at the annual meeting.]

- Take pictures at PA activities, attending as many as possible.
- Contact others for pictures and information for archives.

Parliamentarian

[The Parliamentarian shall insure that correct parliamentary procedure is used at all meetings. As Chairman of the Constitution/By-Laws committee, the Parliamentarian shall enforce and supervise revision of the Constitution and by-laws.]

- Attend all business meetings and be prepared to stand up and correct any procedures not according to Robert's Rules of Order and PA bylaws.
- Be current on parliamentary procedure for conducting business meetings.
- If needed, attend parliamentary procedure refresher course.

If you have any questions about the positions please email us at parents@unt.edu

We look forward to seeing you for Family Weekend!!