



MID-PACIFIC PARENT ASSOCIATION

**Nā 'Ohana
Pueo**

Nā 'Ohana Pueo Board of Directors Roles & Responsibilities

The **President** shall serve as Chairperson of the Board of Directors and shall preside at all regular and special meetings of Nā 'Ohana Pueo (NOP). The President functions as the primary liaison between the NOP and the School Administration. As used in the By-Laws, the term "School Administration" includes the School's President, Vice-President for Institutional Advancement, Director of Parent Relations, the Controller, and the HS Principal, MS Principal, and PS/E Principal.

The **Vice President** shall assist the President in all NOP activities and may represent the NOP at School meetings and activities in the President's absence.

The **Treasurer** shall be responsible for the maintenance of the NOP's financial records for Middle School and High School events, receipts, and disbursement of NOP funds working in conjunction with the School's Controller. The Treasurer shall present a draft of a MS & HS Activities budget for review at the first monthly meeting of the academic school year, and shall present a monthly written financial report of receipts, expenditures, and budget variances.

The **Secretary** shall put in order all meeting minutes. The secretary shall print and make available copies of the prior month's minutes at each general parent meeting, maintain a NOP binder containing all records pertaining to NOP activities (current By-Laws, meeting agenda and minutes, financial reports, etc.)

The **Elementary School Family Programs Officer** shall oversee all family programs at the Elementary School including, but not limited to: Family Camp, Movie Day, Grade Level Specific events and Speaker Series events. The ES Family Programs Officer also presides over monthly Elementary School meetings.

The **Elementary School Budget Officer** shall be responsible for the maintenance of the NOP's financial records for all Elementary School events, receipts, and disbursement of NOP funds working in conjunction with the School's Controller. The Treasurer shall present a draft of a ES Activities budget for review at the first monthly meeting of the academic school year, and shall present a monthly written financial report of receipts, expenditures, and budget variances.