



# Lenart Parent Community Group

## **Mission Statement**

The mission of the Lenart Parent Community Group is to partner with Lenart families, faculty, staff, and the community to create an enriched learning environment that will support the needs of the whole child to achieve their full potential.

## **Vision Statement**

The Lenart Parent Community Group (LPCG) will serve as a dynamic and welcoming organization supporting Lenart faculty and staff in their endeavors to meet the needs of the whole child. We will enhance the learning environment through financial assistance, volunteer support, and collaboration with local businesses and community organizations. All Lenart families will be actively engaged in LPCG efforts.

### DUTIES OF THE PRESIDENT

The president shall preside at all meetings of the LPCG. They shall have the authority to call special meetings of the LPCG by giving notice to the other members of the LPCG in writing, specifying the time, location, and purpose of the meetings and by giving general notice to the membership in writing at least 48 hours in advance of holding the special meeting. The President, with collaboration from the officers and directors, shall formulate a draft agenda for each meeting and cause the agenda to be posted at the school at least 48 hours prior to the meeting. The president is a member ex-officio of all committees. The president shall appoint members to special committees. The president shall be responsible for other duties as may be assigned by the corporation or executive committee and delegate the work of the corporation to other officers or committee chairs as may be appropriate. The president shall coordinate the work of the LPCG with the Local School Council (LSC).

### DUTIES OF THE VICE PRESIDENT

The vice-president shall act as an aide to the president and shall perform the duties of the president, in the absence or inability of that officer to serve.

### DUTIES OF THE SECRETARY

The secretary shall see to it that attendance and minutes are taken and kept for regular, special and executive committee meetings and cause minutes to be posted at the school and on the LPCG website. The secretary shall maintain the membership book. The secretary shall have a copy of the by-laws. The secretary shall conduct the correspondence of the corporation as directed and perform such other duties as may be delegated.

### DUTIES OF THE TREASURER

The treasurer shall follow the financial processes outlined in Appendix D of the LPCG bylaws

The treasurer shall pay out funds in accordance with the budget as approved by the membership and taking proper vouchers for such disbursements. Checks shall be signed by the treasurer and one other duly elected and authorized officer and/or the LSC President.

The treasurer shall present a written financial statement at every meeting of the LPCG and at other times as requested by the board or executive committee. The treasurer shall present a

written financial statement at every meeting of the LSC. The treasurer shall cause written financial statements to be posted at the school and on the LPCG website.

The office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation of the corporation, or by these Bylaws, or which may be assigned to him or her from time to time by the members. The treasurer shall be responsible for completion of filing of appropriate forms as may be required by Internal Revenue Service Regulations no later than the date established by the regulations.

#### DUTIES OF THE DIRECTORS

Directors shall have no specific permanent authority, but shall assume whatever authority and power is granted to them through the normal decision making process of the LPCG, for however long a term is assigned to any specific power.

They shall attend all LPCG regular meetings; minimum 10 per year

Execute whatever tasks are assigned to them through the normal decision making process of the corporation. (i.e. Oversee LPCG committees such as Fundraisers Committee, Grant Committee, Community Engagement Committee)

#### DUTIES OF CLASSROOM REPRESENTATIVES

The Grade Level Representatives strengthen the communication between Classroom Teachers for each grade, (Primary, Intermediate and Middle School) and the LPCG, creating or facilitating special activities that are in alignment with the curriculum. Being a Grade Level Representative will help you get to know the school community at large, including teachers, administrators, and other parents and children.