



5/30/2018

EPS Class Representatives Description:

Class Representatives serve as liaisons between the PA and grade-level parents. Class Reps build community, provide hospitality, and promote volunteer opportunities. Each grade level usually has two-four representatives.

Duties include:

- Time commitment: One to two hours per month/six hours specific events/ 20 hours per school year shared among reps
- Organize community-building social activities among grade-level parents (coffees, all-family activities, happy hours, etc.)
- Attend PA general meetings (at least one Class Rep); there are four PA meetings a year
- Attend school sponsored events such as Fall Harvest and International Potluck (this is only a suggestion, not a requirement as we realize that family comes first. Our hope would be that at least one rep could attend)
- At least one Class Rep attend Grade-Level 'Coffees' hosted by the school, take notes, have fellow Reps/PA President/Dir. of Institutional Advancement edit and forward on to your grade's families.
- Send PA-related emails to grade families as requested by PA Executive Committee
- Book the location for the NEXT year's back-to-school picnic for grade-level families

Important notes about sending emails to your class:

- a. The Class Email Alias is for school-related information only (ie. ParentsOfClassOf####@eastsideprep.org) and for use by the PA Exec Committee and Class Reps;** every email sent to the alias goes through the school server and has to be approved by Vickie – if emails are sent after school hours, please note the email may not get sent out until the next morning.
- b. The only parents allowed to use the Class Email Alias are parents on the PA Exec Committee or parents who are current Class Reps.** If any of your parents want something to go out to the entire class, have them forward you the information – review to insure the content is school-related (ie. organizing a Parent Coffee, etc.) – and then forward on using the standard email protocol.
- c. Please CC' Vickie Baldwin (Dir. of Institutional Advancement), Claudia Bayer (PA President), and Heather Burkey (Volunteer Coordinator) on ALL communications** (helps us keep in the loop with what all classes are doing in case there are over-laps, date issues, etc.)
- d. In the Subject line, start with EPS** – this alerts parents it is a school-related email, not junk mail.
- e. When emailing using either the class email alias or specific parents' emails, put the email address(s) in the BCC field.** Too often 'Reply All' is used, starting off a chain of emails.
- f. If you are comfortable, add in a little photo of yourself (see mine below) – this may help parents putting a name to a face. Not required!**