

President, Northside Catholic Academy Parent Organization [45+ Hour Commitment]

Role Overview

The President of NCAPO serves as the primary leader and ambassador of the parent community, working collaboratively with school administration to support the mission, students, faculty, and families of the school.

Key Responsibilities

Leadership & Governance

- Preside over all NCAPO meetings, including planning agendas (in conjunction with the secretary and board), facilitating discussion, and ensuring follow-through on decisions.
- Provide overall leadership and direction to the NCAPO Board and parent volunteers.
- Serve as the primary point of contact between NCAPO and school administration.
- Responds to all NCAPO emails in a timely & professional manner (shared responsibility between executive board members—Pres, VP, Tres, Sec.)

Collaboration with School Administration

- Meet with the Principal **2–4 times per year, or as needed**, to align NCAPO efforts with school priorities, discuss upcoming initiatives, and address parent/community needs.
- Communicate relevant updates between the Principal and the NCAPO Board as appropriate.

Major Events & Programs (can be adjusted as interest and involvement requires)

- **Co-chair the Annual Street Fest**, providing leadership in planning, coordination, and execution of the event.
- **Chair the annual BookFair**, providing planning, coordination or deliveries, coordination of volunteers, classroom visits and execution of event entirety.
- **Lead planning or coordinate Planners for Teacher Conference Lunches**, to set up lunches, volunteers, menu, setup and cleanup efforts
- **Co-Lead Teacher Appreciation Week**, overseeing planning, volunteer coordination, and activities that recognize and celebrate faculty and staff.
- **Co-chair Field Day**, collaborating with school staff and parent volunteers to plan and execute a fun, well-organized event for students.

Time Commitment, Term & Engagement

- Encourage parent involvement and volunteerism across all NCAPO activities.
- Represent NCAPO at school events and functions as needed.
- Serves a minimum of a two-year term, with the option to continue per organizational guidelines.
- Time commitment varies seasonally, with increased involvement during major events and school-wide initiatives. 45+ hours (can be shared with VP or another executive board member)