



IPAPA

ISLAND PACIFIC ACADEMY
PARENT/TEACHER ASSOCIATION

CONNECTION, COLLABORATION and A GREAT CAUSE

If you enjoy connecting with other IPA parents and families, and collaborating on different projects and causes that raise the value of our school community – come join the IPAPA Board!

IPAPA is now accepting candidates for the following Executive Office positions for 2025-2026 SY:

Secretary and Treasurer

All positions on the Board serve a two-year term.

Apply for Candidate

Open to parents, or guardians, of an enrolled student. Candidates do not require past officer experience but should have had a child attending IPA for a minimum of one school year prior to applying. Term of office runs to June 30th 2026, respectively.

Email your name, contact info, short bio, and describe your goals for parent/family engagement and how you will contribute to creating this environment in the position for which you are applying. Send to IPAPA@ipahawaii.org by **April 14, 2025**. Voting will take place from April 15-23 via e-ballot. New Board Members will be announced at the Spring General Membership Meeting on April 24.

IPAPA's 2025-2026 School Year Events

Includes, but not limited to:

- Support at New Parent Reception
- Plan and Execute Summer Movie Night
- Welcome Families at Elementary and Secondary Back to School Nights
- Plan and execute Fall Pastries with the Principals
- Plan and execute Fall Festival
- Support at the annual Gala
- Plan and execute Spring Pastries with the Principals
- Plan and execute Spring Parent's Night at Roy's Ko'Olina
- Plan and execute Teacher Appreciation Week for school wide faculty and staff
- Support at May Day (water station)
- Plan and execute Beverage and Snack Tent at annual Golf Tournament

IPAPA Mission Statement

We are a network of committed parents and families who come together to support the greater mission of IPA.

Our Purpose

We exist to drive engagement amongst the parent and family community, demonstrating presence and character and pooling our diverse resources to enhance our children's educational program.

Our Vision

Our vision is to become the strongest, most engaged parent and family community who, without hesitation, shows up to support the administration's efforts in providing the richest learning environment for IPA students.

DESCRIPTIONS

General Duties of the Board

IPAPA board members support the mission, purpose, and vision of IPA. We actively:

- Control the properties and funds of IPAPA.
- Approve the operating budget and distribution of funds generated by fund-raising.
- Administer the affairs of the Association.
- Attend monthly meetings of the Board and actively participate in discussions, planning, decision-making, and events.
- Act as liaisons among Class Parent Representatives (CPRs), parents, faculty, administration, and staff.
- Welcome and engage new families throughout the year.

General Duties of the President

- a.) Coordinate the work of officers and committees of the association in order that the objectives may be promoted.
- b.) Schedule and preside at all meetings of the association and IPAPA Officers.
- c.) Be an ex-officio, non-voting member of all committees except the nominating committee.
- d.) Distribute to new board members all records, annual reports, committee reports and by-laws.
- e.) Together with the Treasurer, form a budget committee to devise a proposed annual budget to be presented by the IPAPA Officers.
- f.) Co-sign checks in excess of \$500.00 for the association.
- g.) Perform such other duties as may be presented to the membership in the fall following the President's term of office.

General Duties of the Vice President ((Filled, but FYI))

- a.) Act as assistant to the President.
- b.) Schedule Meetings of the Executive Committee.
- c.) Appoint Chairs of Committees and Grade-Level Directors, subject to ratification by the IPAPA Officers.
- d.) Perform the duties of the President in the absence or disability of that office to act.

General Duties of the Secretary

- a.) Keep an accurate record of the proceedings of all meetings of the association and the IPAPA Officers, and make copies available upon request. Electronic records will be kept in Google Drive for at least five years.
- b.) Be prepared to refer to the minutes of previous meetings.
- c.) Prepare a list of all unfinished business for the use of the President.
- d.) Keep a current copy of the bylaws and standing rules.
- e.) Conduct all necessary correspondence of the association upon authorization of the President, and IPAPA Officers.
- f.) Schedule all meetings and relay information of upcoming meetings to pertinent parties.
- g.) Perform such other duties as may be delegated to the Secretary.

General Duties of the Treasurer

- a.) Act as a member of the budget committee to devise an annual budget.
- b.) Keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursement of the association. Electronic records will be kept in IPAPA Google Drive for at least five years.
- c.) Disburse funds in accordance with the approval of the executive board.
- d.) Provide a financial report at every meeting and as requested by members of the board. Present a full financial report to the executive committee at the end of the fiscal year.