

LA CUEVA CHOIRS PARENTS ASSOCIATION or LCCPA

All parent/guardians of students in any one of the La Cueva choirs are automatically members of the La Cueva Choirs Parents Association (LCCPA). The LCCPA meets with the Choir Director once a month in the evening in order to keep parents informed and involved.

Each of the officers of the LCCPA has certain responsibilities to fulfill in supporting the LCCPA, the Choir Director and her choirs. Filling an officer role does not mean that you are required to do the job alone. Being an officer simply means that you are responsible for ensuring that the job gets done. As an officer, you are allowed -- indeed, encouraged -- to ask other members of the LCCPA to help you fulfill your duties. All officers will be expected to help find volunteers for the various committees that will be formed throughout the year (e.g., Costumes, Sets, Trip, Pizza Sales, Bear Wear, Invitational, Silent Auction, Show Fest)

LCCPA Officers make up the LCCPA Board, which meets once a month prior to full LCCPA meetings.

LCCPA OFFICERS:

President

The primary responsibilities of the President involve the general supervision and operation of the LCCPA. The President leads LCCPA meetings and directs the LCCPA in supporting the needs of the Choir Director for the success of the La Cueva choirs. Together with the Choir Director and the other officers, the President is responsible for establishing an annual budget.

Vice President

The primary responsibilities of the Vice President involve supporting the President's role. In the absence of the President, the Vice President will lead the LCCPA meetings.

Treasurer

The primary responsibilities of the Treasurer involve working with the La Cueva Bookkeeper to handle the LCCPA's finances. This includes collecting student fees, obtaining Purchase Orders, and paying all bills. The Treasurer will keep individual student accounts and will provide account information to parents.

Secretary/Communications

The primary responsibilities of the Secretary/Communications involve taking meeting minutes and preparing documents for communicating with the members of the LCCPA through the La Cueva Choirs website. Additionally, the Secretary keeps an updated list of parents and students that is available to all LCCPA members.

Concert Choir Representative

The primary responsibilities of the Concert Choir Representative role are to represent the interests of Concert Choir within the LCCPA Board, as well as communicate with and encourage support and participation of Concert Choir parents.

Fifth Avenue Representative

The primary responsibilities of the Fifth Avenue Representative role are to represent the interests of Fifth Avenue within the LCCPA Board, as well as communicate with and encourage support and participation of Fifth Avenue parents.

Main Street Representative

The primary responsibilities of the Main Street Representative role are to represent the interests of Main Street within the LCCPA Board, as well as communicate with and encourage support and participation of Main Street parents.

Mixed Chorus Representative

The primary responsibilities of the Mixed Choir Representative role are to represent the interests of the Mixed Chorus in the LCCPA Board, as well as communicate with and encourage support and participation of Mixed Chorus parents.

Group Event Coordinator(s)

The Group Event Coordinator organizes all that is needed for each group event on the calendar; i.e. food, water, volunteers, etc ... (dates may change and events may be added!!) Sign-up sheets will be offered for parents to volunteer to help, but you may have to solicit volunteers by phone or email. The Group Event Coordinator works closely with the Group Fundraising Coordinator during all fundraising events.

Group Fundraising Coordinator(s)

The Group Fundraising Coordinator organizes the financial needs of all group fundraising events: Makes sure necessary P.O.'s or approval forms are requested of the LCCPA Treasurer, signed by all parties and authorized by LCHS in a timely manner. Reconciles each event funds/receipts with Carter Edwards, LCCPA Treasurer. The Group Fundraising Coordinator works closely with the Group Event Coordinators and Treasurer during all group fundraising events.

Individual Fundraising Coordinator

The Individual Fundraising Coordinator organizes all individual fundraisers: gives an explanation of the fundraiser to the choirs, distributes the materials and any orders, collects all monies, reconciles funds/receipts with Carter Edwards, LCCPA Treasurer.