

Parent Cultivation Team

The MRA Parent Cultivation Team (PCT) helps build and strengthen relationships in the MRA community by promoting and encouraging deeper learning opportunities that uphold MRA's mission and core values. They provide volunteer opportunities through the implementation of fundraisers and by supporting the MRA staff and school events. They work with the Executive Director to ensure positive growth towards our MRA community's goals.

PCT Board Roles and Responsibilities

Click below to go to a specific role:

[Chair](#)

[Vice Chair](#)

[Treasurer](#)

[Secretary](#)

[School/Community Event Coordinator](#)

[Fundraising Event Coordinator](#)

[MRA Staff Support Coordinator](#)

[Parent Connection Coordinator](#)

*All Board members need to be affiliated with an enrolled MRA student.

PCT Chair

Description

- Oversee the leadership of the organization's activities, making sure to uphold and support MRA's and PCT's missions
- Develop agendas and conduct monthly PCT board meetings
 - Assist Secretary in publishing meeting minutes on MRA's website
- Work with school administration and PCT board to facilitate calendar of PCT events for the school year
- Establish communication lines among PCT leaders and MRA Office Manager
 - Work with the Office Manager to make sure all PCT events are communicated to the MRA community
- Meet with Executive Director/Assistant Director once a month
- Manage and follow our conflict resolution procedures to help mediate potential conflicts
- Submit a written report to the MRA Board of Directors for the monthly board meeting and send a PCT board member to meetings during the school year.
- Ensure there is one PCT board member at every PCT event
- Maintain, review and edit the PCT Handbook annually
 - Schedule an annual work session at the end of the school year with PCT board to update roles, responsibilities, and PCT Handbook
- Promote the continued growth and development of the PCT group, forming task groups to generate discussion of issues and topics that propose new ideas supporting the parent community and volunteering at MRA
- Oversee succession planning for PCT board positions

Skills Utilized

- Organizational skills to develop communication lines, meeting agendas, calendar of events, etc.
- Leadership and public speaking ability to conduct meetings
- Good people skills to address the parent community and encourage involvement.
- Computer skills in using spreadsheet programs, Internet communications, generating reports, etc.

Training and Resources

- PCT Handbook; Support from outgoing chair; guidance from school administration

Time Commitment

- 3-4hours/week, 10 months of school year; some time over the summer break

Rewards of this Commitment

- Collaborating with the caring parents who are giving their time and support the vision of MRA
- Furthering our mission with innovative and creative ideas
- Opportunity to complete volunteer hours

PCT Vice Chair

Description

- Support and uphold the PCT Chair, sharing in the responsibilities
- Succession to the Chair position, should be developing skills to replace chair when needed
- Support oversight in the leadership of activities and programs conducted for parents and families
- Facilitate the growth and development of activities and programs that will support and enrich MRA's parents and families.
- Help develop meeting agendas and run monthly meetings

Skills Utilized

- Teachable, eager and willing to take on the position of the future chair
- Organizational skills to establish and maintain communication with parent volunteers so that everyone is regularly informed of schedules and activities
- Leadership and public speaking abilities to conduct meetings
- Good people skills to interact with parent volunteers and support their involvement

Training and Resources

- PCT Handbook; Support from Chair; guidance from school administration

Time Commitment

- 1-2 hours per week, 10 months in the school year, some time over summer break

Rewards of this Commitment

- Collaborating with the caring parents who are giving their time and support the vision of MRA
- Furthering our mission with innovative and creative ideas

Treasurer

Description

- Maintain, and make sure PCT Budget is followed
- Direct funds for every event
- Give Office Manger PCT funds to deposit
- Manage petty cash/money box/tickets
- Write a financial report-ledger for MRA board to review during board meetings
- Work with Event Coordinator to confirm funds for supply orders for all events
- Help develop fundraising processes and goals; maintaining documentation
- Ensure Reimbursements and PO request policies are followed

Skills Utilized

- Computer skills with Excel experience in order to create PCT financial statements
- Good people skills in order to interact with MRA staff and other PCT board members

Training and Resources

- PCT Handbook; Support from MRA Office Manager, PCT Chair; guidance from school administration

Time Commitment

- 1-2 hours per week during school year, some time during summer break

Rewards of this Commitment

- Collaborating with the caring parents who are giving their time and support the vision of MRA
- Furthering our mission with innovative and creative ideas
- Using innovative ideas to help raise funds to further MRA's programs and educational priorities
- Meeting fundraising goals to promote MRA's growth

Secretary

Description

- Correspond with the President and other PCT members as needed
- Take, organize and maintain monthly meeting minutes
 - Give to Office Manager to post on website
- Take attendance at meetings
- Make flyers and advertise for events as needed
- Maintain PCT bulletin board on South Clarkia outside wall

Skills Utilized

- Computer skills with Canva or other publishing software
- Good people skills to interact with MRA staff and PCT board members
- Creativity
- Organized and detailed

Training and Resources

- PCT Handbook; Support from Chair and Vice Chair

Time Commitment

- 1-2 hours per week during school year, some time during summer break

Rewards of this Commitment

- Collaborating with the caring parents who are giving their time and support the vision of MRA
- Furthering our mission with innovative and creative ideas
- Using innovative ideas to help create outreach flyers and marketing materials to further PCT's mission

Fundraising Event Coordinator

Description

- Coordinate and executes the fundraising events that are approved by the PCT board
- Organizes special committees for each fundraising event
- At the end of each event reflect and make revisions for next event
- Act as the Historian, preserving the record of the assessment of the event
 - Assess amount of volunteer hours and total costs-profit/loss margin
 - Data collection and report analysis
- Manages and organizes SignUpGenius for volunteers

Skills Utilized

- Visionary and attention to detail
- Lead and empower groups of people to be innovative in their fundraising efforts
- Organize and manage fundraising events effectively
- People orientated and a team player

Training and Resources

- PCT Handbook, Office Manager, MRA Administrator, previous fundraising event coordinator

Time Commitment

- 2-3 hours a week during school year, some time during summer break, during event planning it may be a bit more

Rewards of this Commitment

- Collaborating with the caring parents who are giving their time and support the vision of MRA
- Furthering our mission with innovative and creative ideas
- Using innovative ideas to help raise funds to further MRA's programs and educational priorities
- Meeting fundraising goals to promote MRA's growth

School/Community Event Coordinator

Description

- Organize and oversee special committees for each community event that are approved by the PCT board
- Organize and maintain kitchen inventory closet
 - Order supplies and keep track of inventory
- Communication and publicity of events to the MRA community and the greater Molalla community as needed
- Find and recruit volunteers
- Work with MRA Director and PCT board to develop a school calendar of community events
- Manages and organizes SignUpGenius for volunteers

Skills Utilized

- Well organized and detailed orientated
- Works well in a managed time frame, meeting deadlines
- Effective communicator
- High interpersonal skills and outgoing personality

Training and Resources

- PCT Handbook, MRA Administration, Office Manager

Time Commitment

- 1-2 hours per week during school year; during event planning it may be a bit more

Rewards of this Commitment

- Establishing connections and relationships between MRA and the greater Molalla Community
- Using innovative ideas to create events to further MRA's programs and educational priorities
- Collaborating with the caring parents who are giving their time and support the vision of MRA

MRA Staff Support Coordinator

Description

- Recruit two room parent volunteers for each teacher
- Regular e-mail communication with the Room Parents
- Develop and run room parent meetings as needed
- Organize Teacher/Staff Appreciation Week
- Coordinate Uniform Supply Closet and communications

Skills Utilized

- Well organized and detail orientated
- Works well in a managed time frame, meeting deadlines
- Effective communicator
- High interpersonal skills and outgoing personality

Training and Resources

- PCT Handbook, outgoing staff support coordinator

Time Commitment

- 1 hour per week during school; some summer work

Rewards of this Commitment

- Collaborating with the MRA parent community and the brilliant staff at MRA

Parent Connection Coordinator

Description

- Work in tandem with MRA Office Manager to welcome new families to MRA
- Update and provides families with Information Packet on who we are at MRA
- Provide connection points for new families
- Provide parents with a neutral representative(s) that can help guide them throughout the year with day to day information and a confidential point of contact when the need arises for praises/complaints

Skills Utilized

- Outgoing and willing to meet new people and make them feel welcome
- A winning smile and attitude

Training and Resources

- PCT Handbook, information packet and resource materials

Time Commitment

- 1 hour per week during school; some summer work

Rewards of this Commitment

- Share the MRA vision and mission with new members of the MRA community