

# **WARTBURG PARENTS ASSOCIATION**

## **Job Description**

### **MISSION STATEMENT**

*To actively advance and participate in the mission of Wartburg College through parent connections.*

#### **Job Title: Wartburg Parents Council Member**

#### **Description:**

Serve as a volunteer member of the Wartburg Parents Council representing parents and act as a liaison for the sharing of information between parents and the college. The parents council provides advice and support to the professional staff in the office of Alumni & Parent Programs. In addition the board will assist in encouraging parent participation in life of Wartburg College.

#### **Primary Responsibilities:**

1. Participate in all scheduled council and committee meetings
2. Prepare and communicate written report to council as requested.
3. Serve on one parent council committee.
4. Notify staff members of parent concerns in your area.
5. Support and encourage active engagement of parents in Wartburg College.
6. Attend as many regional and campus activities as possible.
7. Promote regional event development under the direction and guidance of the staff
8. Serve as a representative and spokesperson for Wartburg when requested.
9. Serve as a liaison to all Wartburg parents as a two-way communication channel to and from the Council.
10. Assist Wartburg in identifying, cultivating and involving parents in areas such as student recruitment, job placement, leadership, financial support etc.

- 11.** Work with alumni staff to represent and assist Wartburg throughout the world.
- 12.** Follow-up with all issues/questions in person or by some means of correspondence as soon as possible.
- 13.** To encourage diversity of programs that attracts individuals that represent the rich culture of Wartburg College.
- 14.** Accept leadership and participatory roles in college programs and activities as needed.

**Knowledge and Skill Requirements:**

1. Understand the mission of the college and participate in the implementation of carrying out that mission.
2. Maintain familiarity with programs and activities sponsored, organized and coordinated by the office of alumni & parent programs.
3. Basic understanding of volunteer board management practices.