



**PARENT**  
**ASSOCIATION**

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## PA EVENT CHAIR RESPONSIBILITIES

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As an Event Chair heading up an event or activity at the Scottsdale Christian Academy Parent Association (PA), your role is crucial in supporting our mission to bless and assist SCA faculty and enhance community events. With that, below are the key responsibilities of the position:

### **EVENT PLANNING:**

- Work with the PA team to plan and execute events aligning with our mission.
- Develop a clear plan for your committee that fits overall PA goals.

### **COORDINATION:**

- Lead your committee in planning and executing events that contribute to our nurturing and inclusive environment at SCA.

### **TEAM BUILDING:**

- Recruit parents for your committee, fostering a supportive team.
- Promote effective communication and teamwork.

### **COMMUNICATION:**

- Regularly update the PA, grade families, room moms, and others about committee activities.

### **DOCUMENTATION:**

- Keep organized records for your committee, including event details and finances.

### **SPECIAL EVENTS:**

- If applicable, collaborate with other event/activity stakeholders, engaging your committee to enhance these events and activities.

### **MISSION ALIGNMENT:**

- Ensure all committee activities support the PA mission of faculty and staff support as well as community engagement.

Preference will be given to those who have previously served on the PA Committee.

Your leadership is vital in making our shared mission a success. Thank you for your commitment to blessing, supporting, and nurturing the SCA community.