Greetings to all FAU Owl Parent Association members!

The purpose of the Parent Advisory Board is to plan, direct, and support the programs of the Owl Parent Association and through the Association, to support the educational mission of Florida Atlantic University.

The governance of the Owl Parent Association (OPA) is through the Parent Advisory Board (PAB). There are ten members of the Board (five Officers and five members at large). This year, based on approval of the OPA membership, the slate of OPA board members for the Owl Parent Association Parent Advisory Board consists of all current dues paying members. The general election of board members will be done electronically. Officers will be selected by the elected board members after the general election. The five Officer positions and their respective responsibilities are:

- **President**: presides over all Association and Board meetings, represents the Organization at public events, and performs other duties as needed to the office. The President shall have general charge of and control over the affairs of the Association, subject to such regulations and restrictions the Parent Advisory board shall from time to time determine. The President shall coordinate the award selection process of the Association and work with the Office of Parent and Family Programs in coordinating the annual Parents’ Calendar. This position is a non-voting position, with the President voting only in the case of a tie.

- **Vice President of Programs and Special Events**: act as a parliamentarian at all meetings, and oversees event committees (such as but not limited to Parent and Family Weekends, Parents Academy and Homecoming). This position shall serve in the absence of the President on all matters relating to the Association.

- **Vice President of Membership & Operations**: oversees programs which promote membership relations through campus open houses, new student orientations, mentor program, and summer send offs. In addition, this position will coordinate the distribution of membership benefits.
• Vice President of Strategic Planning: facilitates in the creation and execution of goals and objectives of the FAU Owl Parent Association. Works with the other Board members and the FAU OPA Advisors to monitor progress of goals and objectives and modifies programs or plans as required. Helps to make sure that the OPA budget, programs and Board are focused on the Mission of the OPA.

• Secretary/Treasurer: serve as historian, record all meeting minutes, and forward minutes to the Board for approval. Keep record of all discretionary funds and assists the FAU OPA Advisor with the budget.

• Board members at large consist of five (5) members who work with all Officers and support the Mission of the OPA.

**Time Commitment:** The Parent Advisory Board meets by phone once per month for approximately one hour. The busiest months for the board are October and February with a time commitment not exceeding approximately 5-10 hours for the month. The time commitment for slower months is approximately 1-5 hours per month.

**Location Commitment:** You can serve on the PAB no matter what your location as most all PAB business is handled electronically. PAB members are required to come to FAU for Parent and Family Weekend (September 15-17, 2017), Homecoming (October 31, 2015), Spring Fling Parent and Family Weekend (February-TBD) and a Strategic Planning meeting (July 25-26, 2015). Members do receive a small stipend to help cover travel to campus during those weekends.

If you are interested, please submit a brief statement about yourself and why you are running for the Board electronically to:

Allison Hackett  
Assistant Director, Parent and Family Programs  
owlp@fau.edu

**Deadline for submission for bio is June 10, 2017 at 5 p.m.**