

# Leesville Elementary School PTA – Position Descriptions

Any member of the LES PTA is eligible to hold a position on the Board of Directors. Interested individuals should have a desire to help the students, faculty and staff at LES, to serve the PTA, and have a positive attitude. Each July 1<sup>st</sup>, the new PTA Board of Directors will begin their positions for the school year. Programs, fundraisers, events, and the budget for the year will be determined each July by the new PTA board.

The following are current positions on the LES PTA Board of Directors:

- President
- Vice President
- Secretary
- Treasurer
- Fundraising Chair
- Family Fun Chair
- Programs Chair
- Communications Chair
- Hospitality Chair
- Bookkeeper
- Membership Chair
- Room Parent Coordinator
- Student Outreach Coordinator
- Volunteer Coordinator
- Staff Liaison

## Basic Board Responsibilities Checklist

1. Know PTA’s mission and purpose and use them to guide my behavior and decisions.
2. Possess a copy of and have read my unit’s bylaws and standing rules.
3. Disclose conflicts of interest.
4. Keep confidential PTA’s sensitive information and internal discussions.
5. Prepare for meetings by reading all pertinent documents prior to attending.
6. Attend all PTA and board meetings.
7. Prepare and submit required reports in a timely manner.
8. Actively participate in all PTA meetings.
9. Listen respectfully and consider all sides of an issue.
10. Help set and then monitor PTA’s goals.
11. Play an active role in growing membership.
12. Read and understand financial reports, and ensure my PTA stays within budget.
13. Advocate on behalf of PTA.
14. Contribute toward a positive public image of PTA.
15. Mentor and orient new board members.
16. Develop my own skills and avail myself of PTA training.
17. Actively participate in recruiting new board members.
18. Ensure my unit limits risk and is properly insured.
19. Ensure my unit complies with state PTA rules and files appropriate state PTA reports, including reporting of PTA membership and officer contact information.
20. Ensure my unit files appropriate IRS forms and state tax exempt and corporate forms.

## President

---

### Purpose:

The President manages the overall mission, objectives and strategies of the LES PTA.

### Duties:

- Oversee and provide direction and guidance to the board of directors and committees
- Collaborate with the new board of directors each summer to plan and set priorities and goals; determine programs, events and fundraisers for the school year, and set the calendar and budget for the year
- Lead the PTA toward specific goals determined by the board of directors and voted on by the general membership
- Collaborate with the school principal on objectives for the year, and the schedule of events (coordinate school and PTA events)
- Schedule, create the agenda for, and facilitate monthly PTA board meetings, and at least 3 PTA General Meetings during the school year, according to Robert's Rules of Order
- Support the recruitment, management and retention of volunteers
- Welcome a diverse and inclusive group of members, volunteers and leaders
- Support membership growth and retention
- Support efforts to manage money and raise funds
- Support effective and successful execution of PTA programs
- Advocate on behalf of students
- Any other duties as outlined by the state and national PTA

## Vice President

---

### Purpose:

The Executive Vice President is second in command to the President and assists in managing the overall mission and objectives of the LES PTA.

### Duties:

- Attend monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Confer with and assist the President in carrying out his/her duties
- Represent the President in his/her absence or upon request
- Help board members and committee chairs as needed
- Oversee the Nominating Committee each year, to solicit volunteers to fill the board of director roles (4 main roles – President, VP, Secretary, Treasurer – will be slated and voted on at the last general meeting of the year, for the following school year)
- Oversee the Mini-Grant Program: Create a mini-grant committee; review and approve mini-grant requests as needed and within the budget
- Oversee the Staff Member of the Month program
- Any other duties as outlined by the state and national PTA

## Secretary

---

### Purpose:

The Secretary is responsible for keeping an accurate record of the proceedings of the PTA meetings.

### Duties:

- Attend monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Send meeting announcements prior to the meetings; send out the agenda and any pertinent documents necessary prior to the meeting
- Request reports from board members prior to board meetings
- Record the minutes, including any business transacted, of the general membership meetings and board of director meetings, and distribute them in a timely manner
- Take accurate attendance, ensure a quorum is met, and take minutes at board and general meetings
- Make copies (if needed) of minutes from last meeting for distribution and approval at next meeting
- Maintain the records retention policy
- Maintain the adopted ethics/conflict of interest policy as signed by the current board members
- Maintain a current copy of the bylaws and LES PTA Standing Rules
- Maintain any other documents related to the PTA as outlined by the NC PTA and the Wake Council PTA
- Any other duties as outlined by the state and national PTA

## Treasurer

---

### Purpose:

The Treasurer is responsible for managing the financial records of the LES PTA.

### Duties:

- Attend monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Ensure that the PTA's financial records are reviewed according to the bylaws before assuming his/her duties
- Ensure only current authorized signatures are on file at the bank for financial transactions
- Collaborate with the PTA board of directors to generate the annual PTA budget
- Oversee ongoing PTA finances, and ensure adherence to the approved PTA budget
- Keep accurate books of accounts and records in accordance with the records retention policy
- Review and approve bills and reimbursement requests, sign checks (obtain 2 authorized signatures on every check), and distribute as needed
- Record checks and deposits on the Excel ledger
- Prepare and present budget report at the monthly board meetings and the PTA general meetings throughout the year
- Ensure an audit, financial review or compilation is done in accordance with the bylaws, state PTA requirements, and the PTA's business practice, and state nonprofit corporate laws.
- Prepare or coordinate the preparation of the annual audit and tax return
- Any other duties as outlined by the state and national PTA

## Fundraising Chair

---

### Purpose:

The Fundraising Chair oversees PTA fundraisers throughout the year.

### Duties:

- Attend monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Coordinate, organize and execute PTA-sponsored fundraisers throughout the year, as determined in the summer planning session prior to the start of the school year
- Determine chairs/coordinators for various areas under Fundraising – Box Tops, Spirit Wear, etc.; oversee activities under these areas
- Set up committees as needed for larger fundraisers during the year (i.e., Giving Campaign, Silent Auction, etc.)
- Work with Communications Chair on promotion of fundraisers
- Track and evaluate fundraiser success and assist in making decisions and changes for future fundraisers
- Provide administrative support when needed to verify Matching Gift donations

## Family Fun Chair

---

### Purpose:

The Family Fun Chair oversees PTA-sponsored family fun events throughout the year.

### Duties:

- Attend monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Coordinate, organize and execute PTA-sponsored family fun events throughout the year, as determined in the summer planning session prior to the start of the school year
- Determine chairs/coordinators for various areas under family fun as needed (i.e., Out to Eat or Family Nights, etc.); oversee activities under these areas
- Set up committees as needed for larger events during the year (i.e., Family Picnic, Carnival, etc.)
- Work with Communications Chair on promotion of family fun events
- Track and evaluate event success and assist in making decisions and changes for future events

## Programs Chair

---

### Purpose:

The Programs Chair oversees PTA-sponsored programs throughout the year.

### Duties:

- Attend monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Collaborate with the PTA President and other board members to plan PTA-sponsored programs and set program dates for the school year
- Coordinate, organize and execute PTA programs throughout the year, as determined in the summer planning session prior to the start of the school year
- Determine chairs/coordinators for various areas under Programs as needed (i.e., Cultural Arts, Ready to Roar, etc.); Oversee activities under these areas
- Set up committees as needed for larger programs during the year (i.e., Book Fair, Field Day, etc.)
- Work with Communications Chair on promotion of programs as needed, through email newsletters, flyers, web site and social media
- Track and evaluate program success and assist in making decisions and changes for future programs

## Communications Chair

---

### Purpose:

The Communications Chair oversees PTA communications to parents, faculty and staff via email, social media and the LES web site.

### Duties:

- Attend monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Provide timely and accurate distribution of information via various communication channels (email, web site, social media)
- Oversee the design and execution of the print newsletter in August Design and execute monthly email campaign communications; request content from board members and chairs throughout the year
- Design and execute other email campaign communications as needed
- Manage (or oversee) the LES PTA web site
- Manage (or oversee) the PTA social media accounts (Facebook & Twitter)
- Work with staff liaisons on PTA items to include in teacher newsletters sent home with all students, and on items to send directly to faculty/staff
- Work with all board members and committee chairs on PTA activities to ensure effective communication – through email, social media, flyers, or whatever is needed
- Assist board members in designing print flyers as needed
- Oversee and ensure consistency of logo use and branding of the PTA
- Create a communications committee each year as needed to assist with communications tasks

## Hospitality Chair

---

### Purpose:

The Hospitality Chair oversees the PTA-sponsored hospitality events at LES.

### Duties:

- Attend monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Receive volunteer contact information from Volunteer Coordinator and set up online signups for events as needed
- Coordinate "Welcome Back" breakfast for faculty & staff at the beginning of the school year
- Coordinate end of year staff breakfast (if needed)
- Coordinate staff lunches or treats for Early Release days
- Plan and execute Staff Appreciation Week activities, including a luncheon, and activities for room parents and their classrooms
- Coordinate staff treats (including custodians, cafeteria staff and bus drivers) throughout the year, such as holiday desserts, coffee cart, etc.
- Assist the Assistant Principal with bus driver appreciation week
- Set up committees as needed for events during the year (i.e., Staff Appreciation Week)

## Membership Chair

---

### Purpose:

The Membership Chair is responsible for recruiting families to join the LES PTA.

### Duties:

- Attend monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Design and implement the membership drive for the LES PTA
- Create, print, and distribute flyers to parents and faculty/staff to recruit families and faculty/staff to join the LES PTA
- Coordinate with the Communications Chair to publicize and promote the membership drive
- Sell PTA memberships at Meet the Teacher, Open House, and all PTA-sponsored activities/events
- Distribute the North Carolina PTA membership cards
- Maintain an accurate record of names, addresses, telephone numbers, and other information as needed
- Provide membership information to the President, Treasurer and other board members as needed
- Provide email addresses to the Volunteer Coordinator to add to volunteer and SignUp Genius emails, and to the Communications Chair to add to the email newsletter
- Coordinate with the Treasurer to send the state and national portion of the membership dues to the state office by November 15<sup>th</sup> and March 15<sup>th</sup>
- Return unused member cards to the NCPTA
- Upload spreadsheet to the NCPTA database

## Bookkeeper

---

### Purpose:

The Bookkeeper assists with managing the financial records of the PTA.

### Duties:

- Attend monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Support the Treasurer by reviewing the budget, creating Excel charts, and other ad-hoc requests
- Meet with the Treasurer on a weekly basis to review and approve check requests, sign checks, and count deposits
- Deposit cash and checks in a timely manner (bring deposits to the bank)
- Attend audit committee meetings
- Manage the PTA's PayPal account
- Maintain the PTA financial forms (Check Request Form, Deposit Forms, etc.); review each year, and check inventory in appropriate areas and replenish as needed

## Volunteer Coordinator

---

### Purpose:

The Volunteer Coordinator oversees the activities of the school volunteers and represents them on the PTA executive board.

### Duties:

- Attend monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Keep volunteer information up to date in a master spreadsheet or database
- Forward volunteer information to board members and committee/event chairs as needed
- Create sign-ups for events and school needs as needed
- Ensure all volunteers are welcomed at events when they arrive, and provide instructions to volunteers as needed (or work with the event chair/coordinator to ensure this happens)
- Help the nominating committee to promote open chair/board positions and network with volunteers to fill these roles
- Develop and distribute volunteer forms (usually at the beginning of the year)
- Work with the Communications Chair to make sure volunteer opportunities are current and published on the PTA website, emails, and social media as needed
- Communicate with staff liaison(s) to determine faculty and staff needs that require volunteers
- Promote the value of volunteer programs to increase parental and community volunteer hours within the school community
- Monitor and track volunteer hours
- Help plan a recognition activity for volunteers at the end of the school year

## Room Parent Coordinator

---

### Purpose:

The Room Parent Coordinator oversees the activities of the room parents and represents them on the PTA executive board.

### Duties:

- Attend monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Each year, determine and communicate room parent responsibilities to teachers, and inform teachers of how to request room parent(s) for their class
- Keep a master spreadsheet with room parent names and contact information
- Forward room parent contact information to board members and committee/event chairs as needed
- After room parents are selected for each classroom at the beginning of the year, hold an orientation meeting with room parents; create agenda and items to communicate/discuss
- Remind room parents that they must register with Wake County Public School System to volunteer at school (using computers in the main office or library)
- Request room parents sign up for the PTA email newsletter ([lespta.com](http://lespta.com)) and encourage their class parents to sign up
- Support room parents by providing information, ideas and suggestions on how to support their teacher, the classroom, and the PTA throughout the year

## Student Outreach Coordinator

---

### Purpose:

The Student Outreach Coordinator oversees the outreach programs for LES, including the Pride Pack Program and Cubs Closet.

### Duties:

- Attend monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Work closely and *confidentially* with the school Guidance Counselor, Social Worker and Psychologist on identifying students that are eligible for the Pride Pack Program and other support
- Be a resource and guide for assisting the children identified by administration, with food, clothing and supply needs
- Coordinate weekly buying of food and/or supplies as needed
- Facilitate weekly distribution of food to students in the Pride Pack program
- Help identify a Cubs Closet chair and assist with closet needs throughout the year
- Organize and work with LES administration on food drives as needed throughout the year
- Serve as liaison for outside companies (backpack buddies, churches, local businesses) and raise funds to support these outreach programs; work within this budget (restricted funds) each year
- Create a student outreach committee and/or coordinate regular volunteers to assist with administering the outreach programs



# Staff Liaison

---

**Purpose:**

The Staff Liaison will serve as liaison between the faculty and staff of LES to the PTA board of directors.

**Duties:**

- Attend monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Promote and inform faculty and staff of PTA events as needed
- Assist the PTA board in determining classroom needs not covered by the school budget
- Provide feedback from the faculty and staff to the PTA board on any items the PTA should be aware of and can help improve if needed