

## **DESCRIPTION OF PARENTS ASSOCIATION EXECUTIVE BOARD POSITION**

### **President**

Leads the PA towards specific goals chosen by the members; helps sets the vision for the PA; appoints committee and event chairs; creates agendas for and presides at Executive Board and General meetings; works with the treasurer and executive board on developing and implementing budget; attends monthly Council meeting, serves a member of all committees; trouble-shoots in all areas of PTA/school involvement. **Must be able to attend 4 mandatory meetings monthly. Must make ample effort to attend other District meetings that might arise monthly. This position also requires 2 yearly training dates that are mandatory.**

**Please Note that the rest of these positions listed have 3 monthly meetings that are mandatory.**

### **Co-Executive Vice-President**

Oversees Events and Activities; Partners with the President in fulfilling duties; Performs duties of the President in his/her absence; oversees events and activities by working closely with chairman and/or event overseer; Coordinator in overseeing organization and implementation of volunteers.

### **Co- 2<sup>nd</sup> Vice-Presidents**

Coordinates all major school fundraisers; researches fundraiser ideas; works with fundraising companies; helps committees in forming goals and proposed calendar for the year; work with executive VP to recruit adequate volunteers at all fundraisers; make a report to the general membership after each event.

### **Co-Corresponding Secretary**

Partnering with the Publicity and Outreach Coordinators for communication within the school and community. Create weekly email updates, update calendar, and create monthly flyers.

### **Co-Recording Secretary**

Keeps and prepares minutes of all meetings. Type and track all meeting minutes. Distribute all minutes upon request. Must make an effort to attend all meetings that minute taking is required. Must assist all other positions with projects and events.

### **Treasurer**

Keeps financial books in order, receives all payment vouchers and writes all checks for payment of bills; receives all cash and other income and makes bank deposits; chairs the budget committee; remits PTA membership dues and other fees to the PTA council; makes a monthly financial report; keeps the membership informed of all items relating to the PTA finances; works closely with the President and other event chairs; prepares books for semi-annual audit

**Please Note even though these are volunteer positions they are positions that require commitment of time and effort. If you would like to volunteer and cannot run for a position on the board, there are always volunteer opportunities at all our events.**

**IF YOU ARE RUNNING FOR A SLT POSITION ELECTIONS ALSO HELD DAY THE SAME DAY OF THE ELECTIONS.**

**What is a School Leadership Team? PS 312 SLT Meets at 3pm ONCE a month unless emergency meetings are required.**

**The School Leadership Team (SLT)** is a group of people who develop educational policies for their school. They also make sure there are resources to support those policies.

**SLTs:**

- Provide ongoing evaluations of a school's educational programs and their impact on student achievement.
- Play an important role in school-based decision-making
- Help to make school cultures more collaborative.

**Who are the SLT members?**

There are three members of the school community who must be members of the SLT:

1. Principal
2. Parent Association/Parent-Teacher Association President
3. United Federation of Teachers Chapter Leader

The other members are elected parents and staff members. The SLT must have an equal number of parents and staff.

**What is the role of an SLT?**

- An SLT is responsible for developing a school's Comprehensive Educational Plan (CEP).
- An SLT makes a yearly evaluation of the principal's record of developing an effective, shared decision-making relationship with the SLT members during the year. This evaluation is given to the community district or high school superintendent.
- The SLT is not responsible for the hiring or firing of school staff. However, according to Chancellor's Regulation C-30, the SLT must be consulted prior to the appointment of a principal or assistant principal.

**How many people are on an SLT?**

An SLT should have a minimum of 10 members, and a maximum of 17 members. The exact number of members on a school's SLT is stated in the team's bylaws. Regardless of the total number, the SLT must have an equal number of parents and staff members.

**How do SLTs make decisions?**

SLTs must use consensus-based decision making. In this type of process, all participants contribute to and help shape the final decision. By listening closely to one another, members come up with solutions and proposals that work for the group.

This approach is empowering because each member has the opportunity to influence team decisions. When all members are able to voice their opinions and concerns, they are more likely to stay invested in and connected to the work of the team. This sets the stage for greater cooperation and mutual respect

**What laws and regulations govern SLTs?**

New York State Education Law Section 2590-h requires every New York City Public School to have a School Leadership Team. In addition, Chancellor's Regulation A-655 (CR A-655) establishes guidelines to ensure the formation of effective SLTs in every New York City public school.