

Board Position Descriptions

President

Time Commitment: 8-12 hours per month, varies

Busiest Times of Year: beginning of the year but flattens out; additional special projects

- Manage overall objectives and strategies of PTA (including fundraising objectives, community building events, educational events, etc.)
- Act as liaison between parents and principal / staff
- Attend Faculty meetings, at least twice per year
- Recruit PTA Committee Chairs
- Create agenda and facilitate monthly PTA meetings and monthly executive board meetings
- Write a periodic PTA News bulletin
- Create a mailing for all parents in July for inclusion in back-to-school packet
- Collaborate with Principal on PTA inclusion on school calendar
- Collaborate with School Secretary on volunteer needs for the school year
- Collaborate with Treasurer to create annual PTA budget
- Speak at Back to School Night and other events
- Attend Council/State PTA meetings
- Ensure TE remains a unit in good standing

Secretary

Time Commitment: 2-3 hours per month

Busiest following each PTA meeting

- Take minutes at PTA general meetings, type minutes, and distribute them in a timely fashion.
- Make copies of minutes from the last general meeting for distribution (and approval) for general meetings.
- Submit approved minutes for inclusion on website and posting on PTA bulletin board.
- Attend executive board meetings, participate in discussions and decision-making, take minutes for preparation and distribution to the other officers.
- Prepare the sign-in sheet, set out nametags, and arrange the room for the general meetings.
- Forward required documentation to Oregon PTA main office.
- Maintain a complete file of all approved minutes, agendas, and materials distributed at any official PTA meeting.
- Manage/oversee the Nominating Committee process. Recruit and form a nominating committee, and remain available to assist them at their request.

Treasurer

Time Commitment: 4-6 hours per month, including attending PTA meetings.

Busiest Times of Year: Ongoing, some summer work preparing budget for Fall

- Collaborate with the PTA President to generate the annual PTA budget

- Prepare for the annual audit
- Be available to the auditing committee during audit
- File (or arrange to be filed) tax return
- Pay bills and reimbursements as required and as approved by President or designee, ensuring 2 signatures on each check
- Oversee ongoing PTA finances, ensure adherence to approved PTA budget
- Prepare and present budget report for each PTA general meeting
- Deposit or arrange for deposit of all funds. Record deposits.
- Send donor acknowledgement letters, if needed
- Ensure that PTA's financial records are reviewed according to the bylaws before assuming duties
- Have 3 signatures on file at bank for financial transactions, including treasurer, president, and one other officer
- Collecting or coordinating all money from persons delegated to collect or raise funds and providing receipt for funds—ensuring 2 signatures on cash counting forms
- Submitting a financial report at each board meeting as well as each general meeting
- Report income and expenses as compared with budget
- Prepare end of year annual financial report

VP - Volunteer

Time Commitment: 3-6 hours per month

Busiest time is Back-to-School, varies ongoing

- Serve as a year-round clearinghouse to fill PTA volunteer needs.
- Collaborate with the President to prepare volunteer position descriptions for Back-To-School packet and online volunteer page.
- Coordinate with web-master to prepare and post online volunteer sign-up page.
- Coordinate volunteer recruitment tables at back-to-school events
- Maintain a database of volunteers and provide these to board members and chairs as needed.
- Facilitate volunteer training events; ensure that volunteers complete mandatory paperwork
- Thank you cards

VP - Programs

Time Commitment: 3-5 hours per month

Busiest time is Back-to-School, varies ongoing

- Coordinate PTA programs and activities
- Liaison between board and activity chairs and Teacher Appreciation
- Support activity chairs
- Ensure chairs for each activity
- Assist in evaluating activities to be successful, inclusive, student- and family-centered
- When planning activities, keep in mind public and religious holidays (Christmas, Hanukkah, President's Day, etc.)
- Assist with back to school activities

VP - Communications

Time Commitment: 3-5 hours per month

Busiest time is Back-to-School, varies ongoing

- Remind board of BBB dates and assist as needed with articles
- Post minutes, agenda, financial report on website
- Webmaster
- Update and Admin FB, other social media
- Update Bulletin Board by front door as needed

Hospitality Chairperson

Time Commitment: 3-5 hours per month (**can be a shared position)

Busiest Times of Year: On-going, varies by event

- Recruit committee of helpers and focus on making all parents feel welcome
- “Host” several events during the school year including a back-to-school breakfast for school staff, Kindergarten BooHoo WooHoo Breakfast, and teacher luncheons during holidays, conferences and at end of year.