

Green Woods Charter School PTA Job Descriptions

EXECUTIVE COMMITTEE

These job descriptions are intended to supplement the duties described in the Bylaws and provide additional guidance to those holding the positions. Those duties not identified in the Bylaws can be modified at any time by the Executive Committee.

President

Goals:

- Ensure that all of the programs and projects of the GWCS PTA are running smoothly
- Ensure we are using our funds and our volunteer efforts to support our mission
- Support clear communication between the GWCS PTA and GWCS families, staff, faculty, Board members, and the Foundation, as well as within the GWCS PTA community, so that we work as a unified group to make GWCS an outstanding school

Job description:

- Serve as spokesperson for the GWCS PTA
- Organize meetings
- Preside over meetings (general PTA meetings and PTA Executive Committee (EC) meetings)
- Oversee programs and projects of the GWCS PTA
 - Hold meetings with chairs and PTA EC directors as needed
- Work with the Correspondence Secretary to ensure clear messaging to the GWCS PTA members
 - Assist as needed with review of the Newsletter
 - Monitor the website and ask for updates as needed
 - Respond to all queries, comments, and suggestions promptly
- Work with the Membership & Volunteer Chair to assist with growing membership, supporting members and identifying and fulfilling volunteer needs.
- Budget
 - Work with the treasurer to ensure that the budget needs are being met and that all projects and programs stay within budget
 - Coordinate with the GWCS Board and the Green Woods Foundation for Environmental Education to identify best opportunities for the PTA to support the students and school community.
- Provide an update on PTA activities to the GWCS Board at their meetings
- Serve on the Board of the Green Woods Foundation for Environmental Education

Vice President

Goals:

- Act as a back-up to the President
- Support clear communication between the GWCS PTA and GWCS families, staff, faculty, Board members, and the Foundation, as well as within the GWCS PTA community, so that we work as a unified group to make GWCS an outstanding school

Job description:

- Preside over meetings (general PTA meetings and PTA EC meetings) in the absence of the President
- Work with the Fundraising and Events Chairs to ensure ample opportunities for families to grow as a community and to support the GWCS community.
- Provide an update on PTA activities to the GWCS Board at their meetings in the absence of the President
- Serve on the Board of the Green Woods Foundation for Environmental Education

Recording Secretary

Goals:

- Ensure that all of the meetings of GWCS PTA are properly documented
- Ensure all PTA members have access to information about GWCS PTA actions and decisions.

Job Description:

- Create the PTA EC and general meeting agendas
- Copy the meeting agenda and any other necessary documents for the meetings
- Attend every PTA EC meeting and general meeting to take minutes
- Provide minutes to Executive Committee for review prior to the next scheduled general meeting
- Keep a copy of all minutes and other PTA documents (nonprofit status, insurance verification, etc.)
- Keep master copy of bylaws, standing rules, job descriptions, etc.

Treasurer

Goals:

- Ensure that the financial status of the GWCS PTA is documented
- Ensure we are using our funds to support our mission
- Have a transparent accounting of all financial aspects of GWCS PTA and its programs, projects and activities.

Job Description:

- Attend PTA EC meetings
- Gain understanding of National PTA Money Matters, Uniform Bylaws, Standing Rules, and other State PTA materials
- Coordinate and complete all PTA Financial Activities:
 - Work closely with program chairs regarding the receipt of funds and expected expenses
 - Assure all PTA funds are promptly recorded and deposited in the PTA bank account
 - Keep an accurate and detailed account of all funds received and all funds disbursed
 - Pay all authorized and properly documented obligations (invoices, reimbursements, and other) in a timely matter
 - Maintain and preserve all receipts, invoices, bank statements, and other financial records
 - Reconcile bank account on a monthly basis and monitor and reconcile all other accounts on a timely basis
 - Submit monthly financial reports at each PTA EC Meeting
 - Prepare the annual 990 form to submit to PA PTA
 - Review all program contracts to ensure all financial and insurance requirements are met
 - Submit reports and payments of membership services fees for all required dates to PA PTA
 - Complete and review Insurance needs and forms. Insure all PTA activities are covered during school year
- Serve as chair of the budget committee (if one exists) or coordinate with committee chairs to:
 - Develop annual budget
 - Present budget to the membership
 - Correspond with program chairs and volunteers regarding budget needs and questions
 - Monitor budget during year and address any needs and issues as they arise
- If needed:
 - Complete and file 1099 MISC forms
 - Complete and distribute Charitable Donation receipts as necessary
 - Complete and file Charitable Solicitations Application if necessary
- Knowledge of Quickbooks software and excel is beneficial but not necessary

Correspondence Secretary

Goals:

- Work to ensure that the GWCS community is aware of all that is happening with the PTA and school and that messages are consistent
- Ensure that the GWCS PTA has a valid and accessible online presence

Job Description:

- Attend PTA EC meetings and give reports on communication information as needed
- Oversee all communication activities of the GWCS PTA, including GWCS PTA emails, website, reader board, GWCS PTA Newsletters and any social media platforms.
 - Coordinate with PTA EC and other sources on content for weekly emails and other emails as needed, edit/write content as needed; maintain mailing list within Vertical Response, including adding new parent email addresses during August and adding other new subscribers as needed throughout the year; manage relationship with vendor
 - Coordinate with GWCS PTA Newsletter Editor on content; edit/proof each issue in layout
 - Check GWCS website on a frequent basis to make sure it is updated; adapt existing content into brief news updates for news page; update website calendar as needed throughout year. Update the site with basic orientation/welcome and calendar information during August to prepare parents for back to school events.
- Field parent/community queries and send to appropriate PTA persons. Manage requests made by neighborhood community to have their information conveyed to the GWCS community
 - This involves communicating with the GWCS PTA President and/or Membership Chair to discuss responses and decide if the requests fit the communication policy (if one exists).

Fundraising Committee Chair

Goals:

- Educate the school about how, when, and how much the PTA raises and spends
- Meet budget needs for each area of funding

Job Description:

- Attend PTA EC meetings and give reports on fundraising efforts
- Oversee the raising of funds for the GWCS PTA
- Work with Fundraising Committee to select the fundraisers for the year to propose to the Executive Committee
 - Research options and opportunities to raise funds
 - Present new events and programs to executive committee for approval
 - Ensure proper staffing needed for event related fundraising
- The Fundraising Chair may either choose to directly chair fundraising events or to oversee the chairs of the events/programs – these include existing “painless fundraising” programs for Box Tops, eScrip, Uniform Sales (through Flynn & O’Hara), and others
- Coordinate with the Events Committee for event related fundraisers such as: Silent Auction, Dine-to-Donate, Spirit Nights, Dave & Buster’s day, etc. to avoid conflicts with other events
- Ensure proper documentation of all funds raised in coordination with Treasurer
- Work with the Correspondence Secretary to:
 - ensure fundraising flyers and announcements are easy to read and properly promoted on our website and through other communications
 - ensure accuracy of instructions for fundraising events/programs
 - coordinate electronic donations via our website
 - periodically letting the GWCS community know how much money we are raising from fundraising efforts

Membership and Volunteer Coordination Committee Chair

Goals:

- To oversee membership for PTA
- To communicate with parents/community members so they are aware of volunteer opportunities
- To ensure that volunteer positions are filled
- To keep families informed of school and PTA events through their classroom community

Job Description:

- Attend PTA EC meetings and give reports on volunteer activities/opportunities as needed
- Work with the Treasurer to submit membership information to the PA PTA
- Ensure that membership is promoted to the entire school community
 - Update and get membership forms to events, especially those early on in the school year
 - Periodically market membership benefits that are provided through PA/National PTA such as discounts for car rentals, etc. to all members
- Assess what major volunteer positions within the PTA need to be filled and work to fill those positions with the other Committee Chairs
 - Post Volunteer Spot requests for volunteer opportunities as needed
 - Work with the Correspondence Secretary to ensure the volunteer opportunities are marketed in newsletter, on website, via social media, etc.
 - Keep the community informed on volunteer coordinating efforts, positions that need to be filled, and thank volunteers in GWCS PTA Newsletter, etc.
- Maintain School Directory on FourLeaf
- (If needed) Coordinate room parents and communicate with them on a regular basis
 - This would include a meeting and training at the start of the year, plus 2-3 meetings during the year and email communication.

Events and Hospitality Committee Chair

Goals:

- To welcome new families to the GWCS community
- To foster a sense of community with all GWCS families, teachers and staff
- To hold fun community building events for all ages of GWCS students & families

Job Description:

- Attend PTA general meetings and give reports on events and hospitality activities/opportunities as needed, including bringing motions for a vote for event expenditures
- Oversee the Events and Hospitality Committee meetings and provide a report to the PTA EC on activities
- Coordinate all events with the Fundraising Chair and the Treasurer
- Work with the Committee to identify hospitality opportunities – such as breakfasts, luncheons, etc. that may be a part of school functions or other PTA activities
- Develop new events with Committee to ensure that multiple opportunities for community building are available to the entire GWCS community
- Work with the Correspondence Secretary to update the “Welcome New Families” documents on the website annually (late spring) and as needed
- Oversee GWCS Community Events Coordinators
 - The Events and Hospitality Chair may either choose to directly chair events or to oversee the Coordinators of the events
 - Events include summer events such as the back-to-school meet-ups and Boo-Hoo Breakfast for K parents, plus those held during the school year such as the Family Dance, end of year picnic, and others.