

Creekside PTA Job Descriptions

Last updated: 2/11/15 9:38 AM

President	Serving as president of a PTA includes the responsibility to lead that PTA toward specific goals chosen by its members. The goals must be consistent with the policies and Purposes of the PTA. The president is the presiding officer and the official representative of the association.
Executive Vice President/Historian	<p>The primary responsibility of the executive vice president is to assist the president and help lead the PTA toward specific goals chosen by its members. The goals must be consistent with the policies and purposes of the PTA. This position can be used to gain understanding of the requirements and duties of the president position, but it is not a president-elect position.</p> <p>The EVP also acts as the associations Historian. The Historian assembles and preserves the record of activities and achievements of the PTA and assists the president in preparing the Annual Unit Historian Report.</p>
Secretary	Keep an accurate, concise, permanent record of the proceedings of all meetings of the association and of the executive board. These minutes are the legal record of the PTA/PTSA and the original copy of the minutes is known as the master copy.
Treasurer	The treasurer’s duties also include keeping records and preparing reports to comply with local, state and federal laws. Issues a receipt for all monies received and, if there is no financial secretary, deposit all monies promptly in the unit PTA bank account. Pay by check all bills duly authorized. Transfer funds, such as membership dues, freewill offerings and insurance premiums. Comply with all due dates set by council for remittance of monies and forwarding of reports. Keep treasurer’s book (ledger) and checkbook up to date, with current balance shown in checkbook at all times. Reconcile bank statement immediately upon receipt. Watch for checks that do not clear within a reasonable time and investigate. Submit written reports for each bank account at regular meetings of the executive board and the association. Prepare an annual financial report following the sample in the California State PTA Toolkit, Forms, and covering the current fiscal year. Keep all financial records as stipulated in California State PTA Toolkit, Records Retention Schedule. The treasurer’s book (ledger) and other specific records are to be retained as permanent records.
Financial Secretary	Receive all monies, check amounts for accuracy and issue a numbered receipt for each transaction. All receipts should be accounted for and numbered. Prepare all authorizations for payment if authorized by the executive board or the association. Give the treasurer itemized bills, sales slips, and invoices for payment by check. Prepare a monthly financial report of all monies received, deposits made and/or authorizations for payment prepared. Distribute to the president, recording secretary and all financial officers. Keep a copy for the financial secretary’s procedure book. Prepare an Annual Financial Report of all monies received during the past fiscal year. Submit all records for audit semi-annually. Keep a record of all funds counted using the “Cash Verification Form” found in California State PTA Toolkit. Ensure that all persons counting the money sign the “Cash Verification Form.”
Parliamentarian	The Parliamentarian ensures that the unit By-laws are being followed. Duties are to provide the members and the executive board with training on simple parliamentary procedures; how to state a motion, rules of debate, quorums; advise presiding officer, when requested, on questions of parliamentary procedure. Parliamentarians do not “rule.” Only the chair has the power to rule on a question of order. If the parliamentarian has expressed an opinion at the request of the chair, the chair must still make the ruling; assist the presiding officer by keeping track of the order of those wishing to speak, motions, amendments, voting, etc., during meetings. Review and study the bylaws and standing rules annually. If changes are required, ask the president to appoint a committee for this review.
Auditor	Prepare a report following all financial transactions through the records to be sure receipts have been properly accounted for and expenditures made as authorized in the minutes and in conformity with unit PTA bylaws, standing rules and budget limitations. Determine the accuracy of the books and records of the financial officers. Detect and

	<p>recommend correction of errors. Protect the financial officers and relieve them of responsibility except in case of fraud. Verify funds have been transferred through channels (e.g., membership, insurance, Founders Day freewill offering). Assure the membership that the association's resources and funds are being managed in a businesslike manner within the regulations established for their use.</p>
VP Legislation	<p>PTA legislative advocacy chairs are responsible for demonstrating leadership on children's issues at the local level by educating PTA members, community members and elected officials about PTA's issues of concern and legislative priorities and goals. The unit, council or district legislative chair provides PTA members with information about PTA positions on current legislation and issues. Participate in one of the following: a letter writing campaign, a postcard campaign, a rally to support a PTA position. Establish a method for sharing PTA Legislative Alerts and other important information with PTA members. Maintain current contact information for all elected representatives in your area: U.S. Senators, U.S. Congress member, State Senator, State Assembly member, Board of Supervisors members, city council members, and school board members.</p>
VP Membership	<p>Provide regular membership reports to the Board and assists the following committees: Communications, Directory, Photography, Media Coordinator, Registration, Room Parent Coordinator, Spirit Wear, Volunteer Coordinator, Yearbook.</p> <p>The major responsibilities of the membership chairman/vice president are: 1. Make membership growth and retention a prioritized goal of the PTA; 2. Collect and reconcile membership dues with financial officers; 3. Distribute membership cards; and 4. Provide regular membership reports to the Board.</p>
Membership Committees:	
<i>Communications</i>	<p>PTA communications should help PTA members and the general public understand that PTA is a volunteer association of parents, teachers, students and other concerned citizens, and is an action-oriented organization working for the well-being of children and youth.</p> <p>Advise contributors to the Newsletter and Website of the publication due dates frequently. Ask the PTA president to include the items "website article assignments" and "publication copy due dates" on all meeting agendas.</p> <p>E-Newsletter: Encourage officers and chairmen to keep you informed about their projects, and urge them to contribute short articles and reports for the newsletter. Advise all potential contributors that material will be edited for space and form (grammar, punctuation, spelling and accuracy of information).</p> <p>Website: The most important step in website development is navigational design and planning. How you structure the site will determine whether users can access the information that they need. Plan for maintenance. If funds are allocated for the website, do not spend the entire budget on the initial development. Every page should have a purpose. The quality of each page is determined by how well it serves its purpose. Set website due dates and stick to them.</p>
<i>Directory</i>	<p>Layout and produce the printed copy of the school directory that is sold at Registration. Solicit and add business advertising to the directory.</p>
<i>Media Coordinator</i>	<p>Foster cooperation with the school in keeping parents informed about school functions, regulations and/or procedures on child-related issues. Inform the community about PTA activities and school functions by maintaining the school sign, posting flyers, banners around the school and on the school website. Express appreciation to those participating in or contributing to programs. Be on the alert for coming events that should be publicized.</p>
<i>Photographer</i>	
<i>Registration</i>	<p>Plan and coordinate the Online and On-site Registration in August before school begins. Be familiar with the Togeda online registration system. Coordinate with Comet Fund, School, After School Enrichment, Scouts and other school/community groups for their participation and presence.</p>

<i>Room Parent Coordinator</i>	<p>The room representative coordinator is a chairman or officer on the PTA unit executive board. The coordinator chairs a committee of representatives from each classroom or grade level in the school.</p> <p>Encourage grade level meetings (with the approval of the principal and the executive board) – to inform parents of school and PTA activities.</p>
<i>Spirit Wear</i>	
<i>Volunteer Coordinator</i>	<p>The PTA Volunteer Coordinator oversees the activities of the school volunteers and represents them on the PTA executive board. Assess the need for volunteers at the school, i.e. Yard Duty. Provide volunteers’ identification badges. Maintain a center for volunteer sign-in and recording of hours served. Keep an up-to-date listing of active and substitute volunteers. Keep a Volunteer Tally Sheet accounting for all volunteer hours, and help the historian prepare all reports required by the California State PTA. Publicize volunteer opportunities. Promote the value of the school volunteer program with the community. Plan a recognition activity for volunteers at the end of the school year.</p>
<i>Yearbook</i>	
VP Fundraising	<p>Provide regular fundraising reports to the Board and assists the following committees: Family Fun Night/Bingo, Book Fair, Carnival, Fall Fundraiser, Ice Cream, Movie Night, and Primo’s Run.</p> <p>The major responsibility of the fundraising committee is to raise the amount needed to meet the proposed unit budget. Hold committee meetings early in the PTA year for pre-planning before presenting recommendations to the executive board and association. Evaluate all proposed fundraising activities.</p>
Fundraising Committees:	
<i>Book Fair</i>	
<i>Carnival</i>	
<i>Concessions</i>	
<i>Family Fun Night</i>	
<i>Fall Fundraiser</i>	
<i>Movie Night</i>	
VP Inclusion & Diversity (Outreach)	<p>Provide regular outreach reports to the Board and assists the following committees: Hospitality, Multicultural Event, Parent & Community Concerns, Sister School, Special Needs and 5th Grade Promotion.</p> <p>Outreach is a commitment to create an inviting climate. Further, it is about forming respectful, trusting relationships throughout the school community and recognizing that everyone has value. Understand and embrace the uniqueness of all individuals. Identify and break down barriers that impede children from learning, or families from their full involvement in their children’s education. Create and work together on common goals that focus directly on the needs of the community. Include in our active membership a representation of all stakeholders including families from the multitude of ethnic, cultural, religious, economic and social backgrounds residing in the community.</p>
Outreach Committees:	
<i>Hospitality</i>	<p>The hospitality chairman is the official host of the PTA unit and, with a committee, has the responsibility of establishing a friendly, comfortable atmosphere at PTA meetings and events. The hospitality committee helps to create a sense of belonging that invites members to become involved in PTA activities. The hospitality chairman should be a member of the program planning committee.</p>
<i>Multicultural Event</i>	
<i>Parent & Community Concerns</i>	<p>Inform and educate the PTA membership through programs, conferences and workshops, projects and newsletters and also inform parents how they can gain access to additional</p>

	resources. Work with other schools in the school district and council/district PTA on education issues that will affect student achievement. Communicate with the council/district PTA counterpart. Share information prepared and distributed by the council/district, California State PTA and National PTA.
<i>Sister School</i>	<p>The role of school (unit) representative for the Sister School Program is one of ambassadorship. The Sister School rep not only represents her or his SRVUSD school at their assigned Sister School, but also leads and organizes parents and students in a community effort to:</p> <ul style="list-style-type: none"> • Discover and raise awareness about the needs of the children at the Sister School • Thoughtfully determine and disseminate needed materials and support to the Sister School • Track and record the successes and challenges throughout the year, with the goal of improvement in the following school year <p>The role of representative is rewarding in that they will be the point of contact between schools, and will actively collaborate to make a direct and meaningful impact on their Sister School's community.</p>
<i>Special Needs</i>	
VP Programs	<p>Provide regular program reports to the Board and assists the following committees: Art Education, Assemblies, Book Club, Disaster Preparedness, Health & Safety, Red Ribbon Week and Street Smarts.</p> <p>The PTA program chairman works with a committee and with other chairmen to plan the year's complete PTA program, which may include parent education, health/safety presentations, study groups, special events and student activities. The program chairman is responsible for preparing a schedule of programs and other PTA-related information that, after adoption by the association, is distributed to all of the students' families.</p>
Program Committees:	
<i>Art Education</i>	Raise awareness about the relevance of the arts in increasing academic achievement and building a vibrant, productive society. Collaborate effectively with parents, teachers, administrators, and the community to build, support and sustain ongoing arts instruction for all children. Understand and articulate the goals and benefits of a comprehensive arts education. Understand and promote the <u>National PTA Reflections program</u> within the association, school district, and community.
<i>Assemblies</i>	Gather information on available assemblies. Meet with the Principal and other staff to determine assemblies that best compliment the curriculum and when to schedule them. Contact, schedule and be the main point of contact for the assembly representative.
<i>Disaster Preparedness</i>	Participate in the annual creation and/or review of the school's safety and emergency/disaster preparedness plans and share the plans with the membership and the community. Establish an ongoing working relationship with the school district and safety agencies within the community (i.e., local branches of the National Safe Kids Coalition and the National Safe Routes to Schools Partnership, local law enforcement and government agencies). Cooperate with school authorities to inform the public of these programs.
<i>Health</i>	Update and implement school wellness policies. Make parents cognizant of and responsive to environmental issues and hazards that may jeopardize the health of children and families. Establish a comprehensive school health program that integrates activities and services designed to promote the optimal physical, emotional, social and educational development of children and youth. Understand and promote the <u>PTA Red Ribbon Week program</u> within the association, school district, and community.
<i>Safety</i>	Work toward the prevention of unintentional injuries (accidents), which is a serious concern of those who care for children in the home, at school, and in the community. Activities to promote safety are closely related to and can be incorporated in all PTA interests. Understand and promote the <u>PTA Street Smarts program</u> within the association, school district, and community.