

# Independent Elementary PTA Board Position Descriptions

## **President**

- Uphold the policies and procedures of the State, National, District, and Unit PTA
- Set goals and implement goal action plans
- Preside over Board and general meetings
- Represent the association as the official contact
- Review and authorize association expenditures
- Assist other Board members with accomplishing tasks as needed
- Solicit Board member mentors and assistants

## **Executive Vice President**

- Assist President with goals and tasks
- Act as President “pro tem” when the President is unavailable
- Attend Board and General meetings
- Report program statistics
- Recommend new committees and program opportunities
- Solicit Executive Vice President Chairmember mentors and program assistants

## **Vice President, Membership**

- Create and implement PTA membership program to attain membership goals
- Report membership budget to the Board
- Communicate PTA membership information and benefits
- Process membership applications at registration
- Distribute membership cards
- Verify and submit membership dues to the District PTA
- Create and communicate General meeting flyers and announcements
- Prepare and distribute membership letters
- Coordinate with other Board members and programs, as necessary
- Solicit Membership Chairmember mentors and program assistants

## **Vice President, Ways and Means (Fundraising)**

- Create and implement fundraising programs to meet PTA goals
- Report fundraising budget to the Board
- Report results of fundraising activities
- Coordinate with other Board members and programs, as necessary
- Create and distribute donor letters
- Solicit Fundraising Chairmember mentors and program assistants

### **Vice President, Events**

- Create, schedule, and implement the school's Events program
- Solicit parent volunteers to help at all events
- Report events budget to the Board
- Coordinate with other Board members and programs, as necessary
- Solicit Events Chairmember mentors and program assistants

### **Vice President Technology**

- Create and lead Technology programs
- Report technology budget to the Board
- Assist in maintaining computer lab
- Coordinate with other Board members and programs, as necessary
- Solicit Technology mentors and program assistants

### **Vice President, Health, Safety, & Wellness**

- Maintain the school's disaster recovery supplies
- Report apparel budget to the Board
- Lead and coordinate the schools Health, Safety, & Wellness program
- Coordinate with other Board members and programs, as necessary
- Solicit Health, Safety, & Wellness Chairmember mentors and program assistants

### **Secretary and Webmaster**

- Attend Board and General meetings to record minutes, action items, and motions
- Report secretary and webmaster budget to the Board
- Distribute prior month's meeting minutes for the monthly Board meetings
- Distribute hard copies of the prior month's reviewed minutes for ratification at the monthly meetings.
- Post ratified meetings and attendance in Secretary's log books
- Maintain school website
- Coordinate with other Board members and programs, as necessary
- Solicit Secretary and Webmaster Chairmember mentors and program assistants

### **Treasurer**

- Prepare budget
- Report treasurer budget to the Board
- Present Treasurer's report at Board and General meetings
- Keep sound financial records
- Write checks for approved expenses
- Balance checking account
- Coordinate with other Board members and programs, as necessary
- Solicit Treasurer Chairmember mentors and program assistants

### **After-School Programs**

- *Set-up and lead new programs*
- *Research and present new programs to the Board*
- *Report after-school programs budget to the Board*

### **Apparel Chairmember**

- Coordinate and fulfill specifications of school apparel program
- Report apparel budget to the Board
- Create flyers and notices school apparel orders
- Distribute orders for school apparel
- Sell and distribute school apparel at registration and selected school events
- Lead and solicit assistance for school apparel program
- Coordinate with other Board members and programs, as necessary
- Solicit Apparel Chairmember mentors and program assistants

### **Arts and Music**

- Act as Music for Minors II program liaison
- Report arts and music budget to the Board
- Coordinate with other Board members and programs, as necessary
- Coordinate rollout of programs to the classes
- Solicit Arts and Music Chairmember mentors and program assistants

### **Auditor**

- Audit unit PTA books and financial records
- Report audit budget to the Board
- Solicit Audit Chairmember mentors and program assistants

### **Beautification and Bookfair**

- Coordinate and lead Beautification and Bookfair programs
- Report beautification and bookfair budget to the Board
- Coordinate with other Board members and programs, as necessary
- Solicit Beautification and Bookfair Chairmember mentors and program assistants

### **FAME Coordinator**

- Coordinate FAME program for all classes
- Report Fame budget to the board
- Solicit FAME docents
- Solicit FAME mentors and program assistants

### **Gift Card/Scrip/eScrip Coordinator**

- Lead Gift Card, Scrip, and eScrip program
- Solicit Gift Card and Scrip sales at events
- Create and solicit awareness and sign-ups of eScrip at events
- Provide reports to the Board
- Coordinate with other Board members and programs, as necessary
- Solicit Gift Card, Scrip and eScrip mentors and program assistants

### **Hospitality Chairmember**

- Act as the teacher's Social Director
- Report hospitality budget to the Board
- Plan and coordinate events to honor and recognize teachers
- Create and implement Hospitality program (examples included luncheons, holiday desserts for teachers, etc.)
- Coordinate with other Board members and programs, as necessary
- Solicit Hospitality mentors and program assistants

### **Newsletter Chairmember**

- Act as Publisher, Managing Editor, and reporter of PTA newsletter
- Report newsletter budget to the Board
- Attend PTA Board and General Member meetings to report major events in the PTA newsletter
- Solicit and edit newsletter articles of PTA Board Members
- Lead the compiling, arrangement, layout, and printing of the PTA newsletter
- Print and distribute the monthly PTA newsletter to the classrooms
- Maintain events calendar
- Coordinate with other Board members and programs, as necessary
- Solicit Newsletter mentors and program assistants

### **Outreach**

- Coordinate food drive
- Coordinate Adopt a Family program
- Help families with children in our schools
- Solicit Outreach mentors and program assistants

### **Parent Coordinator**

- Act as main liason between Events coordinator and volunteers
- Report parent coordinator budget to the Board
- Coordinate and lead room parent meetings
- Solicit Parent Coordinator mentors and program assistants

**Parent Education Program (PEP) Coordinator**

- Coordinate PEP program with the parent instructors
- Report PEP budget to the Board
- Solicit volunteers for PEP instructors
- Coordinate with other Board members and programs, as necessary
- Solicit PEP mentors and program assistants

**Parliamentarian**

- Attend meetings and provide guidance for parliamentary procedure
- Solicit Parliamentarian mentors and program assistants

**Yearbook Coordinators**

- Act as Publisher, Managing Editor, and reporter of the yearbook
- Report yearbook budget to the Board
- Solicit and distribute yearbook orders
- Coordinate with other Board members and programs, as necessary
- Solicit Yearbook mentors and program assistants