

PTA BOARD POSITIONS AND DESCRIPTIONS

*President:

Serving as president of a PTA includes the responsibility to lead the 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. The president will approve all communication from the PTA in conjunction with the principal. The president will take ownership of all decisions made by the Board and convey the decisions to the members. Nominees need to be a board member currently to run for this and any other role on the board. There will be one to two monthly meetings to attend and also attendance at PTA events is expected.

- Prepares agenda and conducts meetings for the Executive Board and General Membership
- Prepares and oversees PTA Budget in conjunction with the Treasurer
- Prepares PTA Calendar of Events in conjunction with the school principal and other PTA board members
- Oversees all other officers and activities
- Acts as a liaison between national, state, district, council and local PTA's
- Represents Matthew Turner PTA at school district meetings
- Has signature authority for all expenditures

*Treasurer:

The treasurer is an elected officer and the authorized custodian of all funds of the local PTA. The treasurer's duties include keeping records and preparing reports to comply with local, state and federal laws. – Present the proposed budget to the executive board for suggestions. Pay the bills and deposit money promptly. Monthly board meeting attendance is expected and availability to disperse and collect funds at PTA event is expected.

- Prepares Projected Budget for the year
- Presents monthly statements and maintains financial records for the PTA
- Responsible for deposits
- Responsible for banking and disbursing funds
- Has signature authority for all expenditures

*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. The secretary also sends notices of meetings to executive board members and/or association members, as directed. Read correspondence at executive board and association meetings, as requested by the president. This is a required position on the PTA and is an elected position. Monthly board meeting attendance is expected.

- Maintains an accurate record of the proceedings of all the general meetings and executive board meetings in a bound book
- Responsible for all correspondence
- Creates and Maintains a current database of volunteer candidates
- Maintains a current copy of the bylaws and standing rules

*VP of Volunteers:

- Works with the PTA president, principal and teachers to coordinate volunteer assignments at the school to support student success
- Collaborates with other PTA board members, teachers and administrators to assess and identify how parents/guardians and community members can get more involved at school as volunteers
- Oversees volunteer recruitment, training and assignments
- Promotes PTA goals, membership and activities as a PTA committee chairman or officer

Communications:

- Responsible for PTA publicity (online, calendar, Reference Guide and the Back to School Packet)
- Maintaining PTA website with up to date calendars, PTA meeting minutes, etc.
- Oversee communications between PTA and school community

*VP of Programs:

- Organize school functions geared towards reaching out to the school community and getting them involved
- Oversee and be point of contact for PTA sponsored events
- Works with Volunteer Coordinator and Chairs for each event to ensure adequate volunteers and items are needed are provided
- Oversee budgets set fourth for each PTA Program event

*VP of Fundraising, Ways and Means:

The major responsibility is to raise the amount needed to meet the proposed unit budget. PTA funds are raised and used for purposes approved by the association in advance of any fundraising event. The VP of Fundraising is expected to attend the monthly board meeting and provide the necessary updates.

- Plans Fall, Winter and Spring Fundraising events
- Oversees Fundraising events; coordinates chairs and volunteers for each fundraiser; coordinates calendar of fundraising events; relays all communications for fundraisers to VP of Communication
- Serves as primary contact for all fundraising related questions and information

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*VP of Membership:

Membership is the heart of PTA. Along with the entire board, the president and the membership chairman are partners in guiding and directing a successful membership campaign. The VP of Membership and President should meet before the beginning of the school year to establish the membership goals, design the membership and outreach promotion, and plan yearlong duties and activities. The VP of Membership is expected to attend the monthly board meeting.

- Plans and directs membership drive
- Organizes and tracks membership

*Auditor:

The auditor has to audit the books of the PTA (twice in the year). The purpose of an audit is to determine the accuracy of the books and records of the financial officers; Detect and recommend correction of errors; Protect the financial officers and relieve them of responsibility except in case of fraud; Verify funds have been transferred through properly.

- Responsible for reviewing the financial records of PTA and preparing audit reports

*Historian:

The historian assembles and preserves the record of activities and achievements of the PTA and assists the president in preparing the Unit. Historian records, like minutes, should be kept forever. The historian is expected to attend all PTA run events and the monthly board meeting.

- Maintains records and other pertinent history items
- Maintains PTA bulletin display case

Outreach:

Outreach is, first, a commitment to create an inviting school community climate. Further, it is about forming respectful, trusting relationships throughout the school community and recognizing that everyone has value. Outreach is sharing and distributing important information about the PTA and topics of concern that inform and invite action.

- Develop activities that include and would be of interest to students, single-parent families, working parents, grandparents, senior citizens, people with disabilities, non-English speaking people, people of varied cultures, ethnic and social groups and community business people.
- Work with the Site Council to evaluate the school survey results. Find out what type of activities would interest all parts of the community. Find out what might prevent them from becoming involved: language barrier, transportation, babysitting needs, times of activities, etc. Develop outreach plan and in response to survey.
- Serve as a primary point of contact for the school community in regards to inclusion and establishing collaborative relationships focused on positive impacts.

* - *Board position is part of the mandatory quorum required for voting*

APPOINTED BOARD POSITIONS

Principal Advisor - *Principal*

Teacher Liaisons (2) – *Matthew Turner Teachers*

Parliamentarian:

Review and study the bylaws and standing rules annually. If changes are required, ask the president to appoint a committee for this review. Proposed amendments must be submitted through council (if in council) and district PTA channels to the state parliamentarian for approval before adoption at an association meeting. Use the latest version of Bylaws for Local PTA/PTSA Units. (Bylaws are available for purchase from the California State PTA office; some district PTA offices also have copies for sale.) Date is noted on the front or inside of front cover, and should not be more than two (2) years old. Instructions and procedures are included. Verify that the PTA council (if in council) and district PTA have a current copy of the unit's bylaws.

- Provides advice on Parliamentary procedure at all General and Executive board meetings
- Responsible for the first nominating committee
- Chairs the Bylaws committee and reviews bylaws and standing rules annually

CHAIR POSITIONS

Chair positions are not elected positions, they are filled by volunteers. We urgently need people to fill these positions as many of the programs need to be planned over the summer or early next school year. If you are interested in one of the chair positions below, please contact any PTA Board member to discuss your interests. Chair positions may be shared and chairpersons may appoint committees to help them fulfill their duties. Available chair positions include:

Box Tops/Labels
Dolphin Dash Fun Run
Spirit Wear
PTAEZ Online Store and Sales
STEAM Week
Marquee Board
Auction
Book Fair

See's Candy Fundraiser
Hospitality/Teacher Appreciation Week Activities
Yearbook
Family Movie Nights/Game Night
One School One Book
Back to School Picnic in the Park
Bagels & Books/Pancake Breakfast