

Board of Directors

Officers

President

This position is responsible for overseeing all PTA activities, communicating continuously with all Board members and running both Board and General Body meetings. Acts as PTA spokesperson at school wide functions and maintains communications with Principal to ensure a cohesive relationship between Administration and PTA. Individual is an authorized check signer on PTA bank account. *Time commitment: high, yearlong; expected to attend Board meetings.*

Vice President

Assists the President with various activities and administrative duties, and oversees committees in the absence of the President. Attends and facilitates Board and General Body meetings when the President is not available. *Time commitment: moderate, yearlong; expected to attend Board meetings.*

Secretary

Assembles and distributes meeting agendas and other materials in advance of Board and General Body meetings, records and distributes minutes of all meetings, and maintains custody of important documents and contact information for PTA officers and committee chairs. *Time commitment: moderate, yearlong; expected to attend Board meetings.*

Treasurer

This position requires general bookkeeping and financial knowledge and is responsible for maintaining financial records and distributing PTA funds. Works with other officers to create the annual PTA budget and tracks spending to ensure it falls within the approved budget. Maintains PTA bank accounts and reconciles monthly statements. Individual is an authorized check signer on the PTA bank account. (A laptop computer with accounting software is provided for the Treasurer's use.) *Time commitment: high, yearlong; expected to attend Board meetings.*

Other Board Members

Ways & Means Chairperson

Oversees all aspects of PTA fundraising including Direct Giving Campaign, Book Fair, and Spirit Wear. Assists chairs of individual fundraisers with planning and budgeting their events. Coordinates an overall fundraising plan for the school year. Chair/Board contact for Ways & Means committee. *Time commitment: variable, high for short periods; expected to attend Board meetings.*

Communications Chairperson

Coordinates publicity for PTA activities. Works with administration, staff and other PTA members to publicize school events and student achievements via BeeMail, Principal's Newsletter, and social media. Chair/Board contact for Communications committee. *Time commitment: moderate, yearlong; expected to attend Board meetings.*

Events Chairperson

This individual oversees planning and execution of PTA events such as Staff Appreciation and Fall Festival, working with the individual event chairs to ensure deadlines and budget are followed and adequate volunteer support is available. May also work with school staff to assist with planning or staffing of school-sponsored events. Chair/Board contact for Events committee. *Time commitment: variable throughout the year; expected to attend Board meetings.*

Operations Chairperson

This position is responsible for coordinating and overseeing regular PTA in-school responsibilities, such as the Lost and Found and Clothes Closet. Works with individual committee chairs and appropriate school staff to ensure that in-school operations are running smoothly and meeting student/staff needs. Chair/Board contact for Operations committee. *Time commitment: low, yearlong; expected to attend Board meetings.*

Advocacy Chairperson

Individual is responsible for keeping parents informed about educational policy changes and issues at the school, district, state and national level. Simplifies and distributes policy information via email and/or PTA website. Encouraged to attend school board and other community meetings and communicate information learned to other PTA members. Seeks opportunities to strengthen family and community involvement with our school. Chair/Board contact for Advocacy committee. *Time commitment: moderate, yearlong; expected to attend Board meetings.*

Audit Chairperson

Individual is responsible for conducting monthly audits and providing financial reviews of monthly statements to make sure all expenditures adhere to approved budget. Recruits at least two other members to form an Audit Committee. *Time commitment: low, yearlong; responsibilities can be completed at home.*

Nominating Chairperson

Individual is responsible for forming and leading the Nominating Committee, which is tasked with identifying individuals to serve as officers on the PTA and updating other members on vacant positions. Chair of Nominating Committee must present to the General Body at the last meeting a new slate of candidates for the upcoming school year. *Time commitment: moderate, active during final quarter of year.*

SLT Liaison

Represents the PTA as a member of the School Leadership Team; individual is expected to attend SLT meetings and report on SLT initiatives to other PTA Board members. *Time commitment: low, yearlong; expected to attend Board meetings.*

At-Large Member (no more than 3)

The primary responsibility of At-Large Board members is to attend monthly Board meetings and offer thoughtful input into discussions and decision-making. At-large members should seek to represent the interests of our broader school community. *Time commitment: low, yearlong; expected to attend Board meetings.*