

Rosa Parks Elementary PTSA Executive Committee Job Descriptions

All Executive Committee Members shall:

- Be Rosa Parks PTSA members in good standing
- Attend Executive Committee, Board of Directors and General Membership Meetings
- Attend at least one hour of Council approved training
- Participate in annual budget and calendar planning
- Assist in planning, coordinating and contributing to Executive Committee hosted functions
- Support all PTSA sponsored events through attendance and active participation

PTSA PRESIDENT Responsible for overseeing all areas of organization

Prepares President's letter for Back-to-School packet.

- Schedules and presides over Executive Committee, Board of Directors and General Membership meetings.
- Organizes and prepares meeting agendas.
- Provides schedule of meetings and agendas to Secretary at least 10 days prior for proper notice.
- Ensures PTSA events/programs are approved by the school Advisory Committee, Room Use forms are completed, and events/programs are posted on the master school calendars maintained by the school manager and school secretary.
- Meets regularly with principal.
- Serves as a signer on PTSA bank accounts.
- Oversees selection and approval of Standing Committee chairs by Executive Committee.
(Standing Committee chair positions are so designated in article 9 of the Standing Rules. Standing Committee chairs are voting members of the Board of Directors per article 8 of the Standing Rules.)
- Oversees approval of PTSA committee chairpersons by Board of Directors.
- Oversees annual review of the Standing Rules, PTSA Organization Chart and Executive Committee Job Descriptions by Board of Directors.
- Oversees special committees as identified per the PTSA Organization Chart.
- Appoints chairperson(s) and committee members for special committees and supports them as necessary.
- Maintains master Business Donations records in absence of a Business Donations Coordinator.
 - Maintains committee chair notebooks and/or How-To manuals for all PTSA activities.

- Maintains and updates committee chair notebooks and/or How-To manuals for special committees and President.
- Schedules and coordinates Executive Committee hosted functions.
- Attends regularly scheduled Council meetings and special LWSD meetings.

Qualities: Conscientious, good listener, ability to delegate, good communicator, knowledgeable on PTSA and school matters, team player.

PTSA TREASURER Responsible for all financial aspects of the PTSA

- This job is easiest when split into two: 1 person keeps the books, and 1 person handling checks/money.
- Book Keeper:
 - Files required state reports such as the Annual Corporation Report and annual Charitable Solicitations registration.
 - Files required federal tax reports 990 with accountant.
 - Files 1099-misc forms for independent contractors.
 - Enter all financial transactions in MoneyMinder.
 - Prepares monthly treasurer's reports and bank reconciliations and present them at Board meetings.
 - Prepares annual budget and budget assumptions.
 - Reconciles online sales transactions in PayPal and Our School Pages.
- Money Handler:
 - Serves as a signer of PTSA bank accounts.
 - Handles deposits, reimbursements and payments.
 - Oversees cash/check handling for PTSA sponsored events.
 - Maintains and updates committee chair notebooks and/or How-To manuals for PayPal and Treasurer.

Qualities: Organized, conscientious, financially responsible and adept at computer programs including Word, Excel and QuickBooks. Experience with MoneyMinder website program a huge plus!

PTSA SECRETARY Responsible for official recordkeeping and compliance pertaining to the PTSA

- Prepares Membership form for the Back-to-School packet.
- Maintains two sets of the PTSA Active and Legal Documents binders.

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- Ensures proper notice is given for Board of Directors and General Membership meetings by posting meeting dates and agendas at least 10 days prior.
Validates membership status of attendees and quorum for Board of Directors and General Membership meetings.
- Ensures that elected officers and committee chairpersons are members in good standing.
- Records official minutes at Board of Directors and General Membership meetings.
- Posts approved meeting minutes on the PTSA website.
- Maintains PTSA Bulletin Board.
- Handles PTSA correspondence.
Serves as a signer of PTSA bank accounts.
- Maintains master PTSA Owned Property records.
- Maintains long term storage of minutes and other legal documents per National PTA requirements.
- Oversees Membership Chair and annual membership drive.
- Shall fill Membership position if a committee chair is not found.
- Prepares New Family Welcome packets for new students enrolled after November 1 through the end of the school year.
- Oversees Welcome Committee and provides updated committee contact info to school secretary.
- Maintains and updates committee chair notebooks and/or How-To manuals for New Family Welcome packets, Membership and Secretary.

Qualities: Organized, reliable, strong writing skills, adept at computer programs including Word and Excel.

VICE PRESIDENT COMMUNICATION Responsible for the communication flow to the school community

- Coordinates Back-to-School Packets content.
- Prepares and posts PUMA INFO email messages via Contactology program.
- Determines schedule and information priority for Reader Board and Bulletin Boards.
- Submits for Board of Directors approval student directory advertisements prior to publication.
- Ensures PTSA events are approved prior to posting on Tandem Calendar.
- Approves and updates all PTSA Website information in a timely manner.
- Manages social media presence (FaceBook).
- Oversees all Communication committees/programs such as Student Directory and Reader Board.

- Identifies chairperson(s) for all Communication committees/programs and supports them as necessary.
- Shall fill position if a committee chair is not found and the Board of Directors deems the committee/program vital to maintain.

Maintains and updates committee chair notebooks and/or How-To manuals for Communication committees/programs and for VP Communication.

Qualities: Organized, sharp proofreading skills, strong writing skills and good communicator.

VICE PRESIDENT FUNDRAISING Responsible for raising funds to support the PTSA budget

Prepares fundraiser flyer for Back-to-School Packets.

- Evaluates and proposes fundraiser ideas to the Board of Directors.
- Prepares overall fundraiser plan to meet budget goals set by Board of Directors.
Represents PTSA with store programs.
- Schedules and oversees all Fundraising events/programs approved by the Board of Directors and listed on the PTSA Organization Chart.
- Identifies chairperson(s) for all Fundraising events/programs and support them as necessary.
- Shall fill position if a committee chair is not found and the Board of Directors deems the event/program vital to maintain.
- Submits Advisory Committee and Room Use forms as needed for fundraising events.
- Maintains and updates committee chair notebooks and/or How-To manuals for Fundraising committees/programs and for VP Fundraising.

Qualities: Motivated, enthusiastic and creative person with flexible schedule (necessary during peak fundraising time), good communicator.

VICE PRESIDENT EDUCATION & ENRICHMENT Responsible for programs that enrich the school community

- Evaluates and proposes PTSA Assembly content and dates for Board of Directors approval.
- Coordinate scheduling and payment of PTSA Assemblies.
- Evaluates and proposes Artist in Residence candidates for Board of Directors approval.
- Schedules and coordinates Artist in Residence program.
- Represents PTSA with Nature Vision, IXL and Accelerated Reader.
- Oversees all Education & Enrichment events/programs approved by the Board of Directors and listed on the PTSA Organization Chart (Art Smart, Birthday Books, Math Adventures, Reflections, Science Fair, etc.).

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- Identifies chairperson(s) for all Education & Enrichment events/programs and support them as necessary.
- Shall fill position if a committee chair is not found and the Board of Directors deems the event/program vital to maintain.
- Submits Advisory Committee and Room Use forms as needed.
Maintains and updates committee chair notebooks and/or How-To manuals for Education & Enrichment committees/programs and for VP Education & Enrichment.

Qualities: Organized, conscientious, able to maintain and communicate regarding program awareness, able to network and delegate.

VICE PRESIDENT STUDENT PROGRAMS

Responsible for before and after school student enrichment programs ☐

Evaluates and proposes student programs to the Board of Directors.

- Oversees all student programs approved by the Board of Directors as listed on the PTSA Organization Chart.
Ensures program instructors and assistants complete Independent Contractor, W2, LWSD Volunteer application and other required paperwork.
- Works with the school secretary to reserve and schedule room use.
- Prepares student programs registration material for website and creates registration pages.
- Completes student program rosters and attendance books.
- Ensures each student program class or session is chaperoned by at least one volunteer who is both LWSD approved and is a PTSA member in good standing.
- Ensures student payments are received in a timely manner and teachers are compensated.
- Represents PTSA with partnerships like Skyhawks Camps.
- Maintains and updates committee chair notebooks and/or How-To manuals for Student Programs committees/programs and for VP Student Programs.

Qualities: Organized, conscientious, able to maintain and communicate regarding program awareness, able to network and delegate. Need to be available onsite for the programs on occasion (first class of session to ensure everything starts smoothly).

VICE PRESIDENT VOLUNTEERS & SERVICES Responsible for volunteer coordination and services that pertain to the general well-being, health and safety of our school community

- Prepares Volunteer information and Emergency Prep form for Back-to-School Packets ☐
Schedules and organizes Volunteer Orientation Day at the beginning of the school year.

- Creates a list of Volunteer Opportunities and sends it to Communications to update the sign up form on the website. Checks the sign ups in the website when volunteers are needed.
- Works with the school manager to ensure all volunteers have proper LWSD volunteer clearance.
- Schedules and coordinates PTSA Volunteer Appreciation breakfast and purchases volunteer gifts (with school staff)
- Maintains Volunteer Bulletin Board if a chair is not found.
- Helps recruit volunteers for school programs as identified per the PTSA Organization Chart.
- Recognize/Thank volunteers after events.
- Coordinate Health Room volunteers and training (or find a chair)
- Coordinate Lost & Found volunteers (or find a chair)
- Coordinate Staff Appreciation Luncheons (or find a chair)
- Organize and replenish Emergency Prep supplies and attend LWSD Emergency Prep meetings and Rosa Parks school safety committee meetings (or find a chair)
- Identifies chairperson(s) for all service committees/programs and supports them as necessary.
- Shall fill position if a committee chair is not found and the Board of Directors deems the committee/program vital to maintain.
- Submits Advisory Committee and Room Use forms as needed.
- Maintains and updates committee chair notebooks and/or How-To manuals for Volunteers & Services committees/programs and Rosa Parks Volunteers Handbook

Qualities: Organized, reliable, able to effectively network, delegate and work with the designated committee chairpersons.

VICE PRESIDENT COMMUNITY Responsible for programs and events that build community

- Plans Back to school welcome events held on the first month of school, Bingo Night, Pancake breakfast, Mad Science Night, International Night, and end of year event on the last month of school.
- Promotes events via the Puma Info e-Newsletter, school announcements and creating and hanging signage for events.
- Evaluates and proposes Community building events/programs to the Board of Directors
- Schedules and oversees all Community events/programs approved by the Board of Directors listed on the PTSA Organizational Chart.
- Identifies chairperson(s) for all Community events/programs and support them as necessary
- Shall fill position if a committee chair is not found and the Board of Director deems the event/program vital to maintain
- Submits Advisory Committee and Room Use forms as needed.
- Maintains and updates committee chair notebooks and/or How-To manuals for Community Committees/programs and for VP Community

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Qualities: Organized, conscientious, able to maintain and communicate regarding event awareness, able to network and delegate.