

Rosa Parks Elementary PTSA 2011-2012 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
- 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 2011-2012 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

- Serves as a signer of PTSA bank accounts.
- Handles deposits, reimbursements and payments.
- Files required state reports such as the Annual Corporation Report and annual Charitable Solicitations registration.
- Files required federal tax reports.
- Maintains current year financial and legal records and passes prior year records to the Secretary.
- Prepares monthly treasurer's report and posts a copy on the PTSA Business Bulletin Board.
- Oversees budget planning.
- Prepares annual budget and budget assumptions.
- Oversees cash/check handling for PTSA sponsored events.

- Oversees PayPal Chair and account.
- Shall fill PayPal position if a committee chair is not found.
- 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.

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.
- 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 Business 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 all PTSA Website information prior to uploading.
- Oversees all Communication committees/programs as identified per the 2011-2012 PTSA Organization Chart.
- 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 proof reading skills, strong writing skills and good communicator.

VICE PRESIDENT FUNDRAISING

Responsible for raising funds to support the PTSA budget

- Plans the Back-to-School fundraiser and Donation Station promotion in September.
- Prepares Back-to-School 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 2011-2012 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.
- 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 COMMUNITY

Responsible for programs and events that build community

- Plans Back to School Welcome Tea held on the first week of school.
- 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 and listed on the 2011-2012 PTSA Organization 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 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 Community committees/programs and for VP Community.

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

VICE PRESIDENT EDUCATION & ENRICHMENT

Responsible for programs that enrich the school community

- Schedules and coordinates Art & Enrichment Night.
- Evaluates and proposes Artist in Residence candidates for Board of Directors approval.
- Schedules and coordinates Artist in Residence program.
- Represents PTSA with Nature Vision, First Move Chess and Accelerated Reader.
- Oversees all Education & Enrichment events/programs approved by the Board of Directors and listed on the 2011-2012 PTSA Organization Chart.
- 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 2011-2012 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.
- Completes student program rosters and conducts lotteries as needed.
- 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.
- Helps with Art & Enrichment Night as needed.
- 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.

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 a Volunteer form for Back-to-School Packets.
- Enters Volunteer form responses into a master volunteer database and disseminates the information to the respective VPs and/or Chairs.
- Works with the school manager to ensure all volunteers have proper LWSD volunteer clearance.
- Schedules and coordinates end of the year PTSA Volunteer Brunch and purchases volunteer gifts.
- Plans activities for Volunteer Appreciation Week.
- Maintains Volunteer Recognition Bulletin Board if a chair is not found.
- Helps recruit volunteers for school programs as identified per the 2011-2012 PTSA Organization Chart.
- Oversees all service committees/programs as identified per the 2011-2012 PTSA Organization Chart.
- 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 for VP Volunteers & Services.

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