



PTA Board Elections! Get involved!

All PTA positions are open for re-election every year.

We do have some board members looking to return to various positions, though they can always be challenged.

Positions currently with no returning or unsure returning members that we are **most in need of** are: **Parliamentarian, Volunteer, Auditor, Treasurer and Deputy Treasurer (non-voting)**. All positions can also take on an assistant if there is interest.

Contact: hellotjpta@gmail.com

Treasurer

- Registration with Regional PTA
- Required to undergo a background check at the district and prohibits and individual convicted of certain crimes to serve as Treasure (This information is provided only to the principal)
- Keep accurate report of all receivable monies.
- Make bank deposits (cash & checks) as well as account maintenance
- Reimbursements/payments
- Purchasing (limited to a very small number of people)
- Prepare and present Treasurer's Report
- Annual Income Tax filing (with paid CPA)
- Keep membership informed of expenditures for vendor payments and event liability insurance and/or security, if needed.

- Maintenance of records
- Attend PTA Board meetings
- Volunteer to support as many PTA events as possible.
- Present draft minutes to Board and Membership at meeting.
- Make any edits to draft minutes, finalize and keep records of finalized minutes.
- Support as many PTA events as possible.

Deputy Treasurer (non-voting position)

- Assist Treasure and President in presiding over the budget
- Work with event leads and programs to ensure budget is followed.
- Form and head budget committee to create future Fiscal Year budgets.

- Support as many PTA events as possible.

VP of Volunteers - 4th Vice President

- Coordinate volunteers for events as needed
- Schedule volunteers as needed
- Identify needed hours for help
- Track volunteer hours
- Work with Alive program coordinators to identify volunteer needs
- Provide knowledge of District volunteer requirements
- Arrange childcare for General membership meetings
- Coordinate afterschool PTA sponsored programs
- Attend Executive PTA Board meetings
- Support as many PTA events as possible.

Parliamentarian

- Attend all meetings of the association and of the executive board and give necessary advice in procedure when requested.
- Call the first meeting of the Nominating Committee, conduct election of a chairman and give instructions in procedure.
- Facilitator of the bylaws and keeps meetings to allotted time on agenda at all meetings.
- Assist in review of the bylaws and standing rules annually.
- Support as many PTA events as possible.

Auditor

- Performs mid-year and end of year audits
- Compare bank statements, receipts and accounting spreadsheets from the Treasurer and Deputy Treasurer to ensure accuracy
- Ensure that all PTA funds are accounted for.
- Ensure that bills and insurance are paid
- Assist with analyzing surveys
- Attend PTA Board and General membership meetings
- Support as many PTA events as possible.

President

- Drafts agendas for Executive and General Membership meetings.
- Preside at all meetings of the association and the executive board.
- Works as a liaison between the Principal and the membership.
- Represents the PTA at Council and District School Board meetings.

- Assists the VP of Events with supporting school events. Provides written updates to the VP of Communications for the PTA newsletter.
- Appoints members in good standing to committees where and when needed.
- Guides the process of establishing goals and vision for the school year.
- Prepares annual report covering accomplishments and fiscal position.
- Support as many PTA events as possible.

VP of Communication - 1st Vice President

- Ensure that general PTA members have needed information about all of the PTA sponsored events, meetings, and general school calendar events.
- Responsible for all aspects of PTA Newsletter production
- Produces all emails created through Mail Chimp, (list maintenance and updating).
- Maintains, updates and sends communications through all social media: Remind, Facebook, Twitter
- Maintains and updates PTA web site.
- Maintains and changes information on the Marquee as needed.
- Attend and participate in monthly Executive Board meetings. Compile information needed to communicate to parents.
- Volunteers to support as many PTA events as possible.

VP of Membership - 2nd Vice President

- Generate reoccurring and new membership into the PTA
- Have a presence and collect membership dues at school events, i.e. Kindergarten Orientation, Class

Schedule Posting, School Beautification, 1st Day of School

- Chair seasonal events to celebrate the membership's contribution to the school
- Be the point of contact for membership drive events.
- Manage and maintain all membership records. Report out membership goals and numbers at Board
- Maintain and update membership demographic information in PTA record system.
- Attend PTA Board and General Meetings
- Volunteer to support as many PTA events as possible.

VP of Events - 3rd Vice President

- Coordinate events calendar for the year
- Ensures events run smoothly
- Recruits event coordinators for the events throughout the school year
- Creates new events as needed
- Identifies new ways to fundraise
- Attends PTA Board meetings
- Presents event updates at PTA General Membership meetings
- Support as many PTA events as possible.

Secretary

- Keep an accurate record of the proceedings of all meetings of the PTA.
- Review and revise notes to prepare draft meeting minutes.
- Be prepared to refer to minutes of previous meetings.
- Present draft minutes to Board and Membership at meeting.
- Make any edits to draft minutes, finalize and keep records of finalized minutes.
- Support as many PTA events as possible.

The PTA relies very heavily on the coordinators that help to make events and other activities happen!
Please look at other positions we could use help with!

Contact: hellotipta@gmail.com.

Room Parent Coordinator: Initial meetings to get room parents for each classroom. Send e-mails during the school year to room parents. Be a contact point to the room parents and teachers to ensure communication.

Restaurant Night Coordinator: Organize the restaurant nights.

Technical Support- Web: Support for web pages and updates.

Technical Support- Back End Applications: Help support the applications that make many of our events go. (Greater Giving, 99 Pledges)

Grant Coordinator: Look for applicable grants and assist in writing them and tracking submittals.

Afterschool Program Coordinator: Help to get updates from afterschool programs and be contact point for questions relating to them.

Flier Coordinator: Coordinate the posting of fliers around the school and distribution to the classrooms.

Banner Coordinator: Help hang banners as needed

EVENTS

Jog-A-Thon Coordinator: Coordinate the Jog-A-Thon. Ordering and sending out of envelopes for donations, organize gathering and distribution of prizes, coordinate volunteers on the day of the event.

Winter Art and Music Festival Coordinator: Coordinate the activities of the day and the volunteers involved. Work with various people to coordinate the music performance, the volunteers for the day, and the art sales.

Gala Coordinator Assistant: Work with Event Lead on coordinating donations, decorations, etc.

Gala Donations: Work with Gala Lead to gather donations.

Family Dance Night Coordinator: Coordinate music and lights and food.

Family Movie Night Coordinator: Coordinate movie night.

Teacher Appreciation Week Coordinator: Coordinate Teacher Appreciation Week. Coordinate appreciation lunches, raffle and door decorations.

Spring Festival Coordinator (Open House, Wax Museum, Music and Art): Coordinate the activities of the evening, music performance, art auction, wax museum, etc.

Donation Drive Coordinator: Coordinate a donation drive week