

Board Positions

job description summaries

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.

VP of Communications - 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, (some list maintenance and updating).
- Maintains, updates and sends communications through all social media: Remind, Facebook, Twitter and Skipper
- 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.



CURRENT BOARD MEMBERS *2017-2018*

President: [Alice Liu](#)
VP of Communications: [Wei Garland](#)
VP of Membership: [Heidi Kinnick](#)
VP of Events: [Matilda Elliott-Farow](#)
Historian & Volunteer Coordinator: [Bianca Fernandez y Garcia](#)
Treasurer: [Beth Campbell](#)
Secretary: [Nooshin Mavassaghi](#)
Auditor: [Dave Matuskey](#)
Parliamentarian: [Syndel Metcalf](#)



***Become a Member of the
PTA Executive Board***

Vision & Goals

The PTA funds 100% of our school's Science, Garden, Music & Arts ALIVE! Programs and the coordinators and supplies that keep them going. Sustainability is critical.

Sustainable Programs

Focus on sustaining our current programs and coordinators. Fine tune event fundraising to ensure sustainability.

Sustainable Volunteers

Communicate with and engage volunteers

Sustainable Handoff

Develop documentation and checklists to make handoffs of PTA events and activities simpler

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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 i.e. BBQ, Movie Night
- Be the point of contact for membership drive events.
- Manage and maintain all membership records. Report out membership goals and numbers at Board
- Meetings throughout school year.
- Maintain and update membership demographic information in PTA record system.
- Attend PTA Board and General Meetings

VP of Events - 3rd Vice President

- Coordinate events calendar for the school 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
- Assist other PTA Board members when needed

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

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.
- Volunteer to support as many PTA events as possible.

Parliamentarian

- Attends all meetings of the association and of the executive board and give necessary advice in procedure when requested.
- Calls the first meeting of the nominating committee, conduct election of a chairman and give instructions in procedure.
- Facilitator of the bylaws at all meetings.
- Assists in review of the bylaws and standing rules annually.
- Volunteers to support as many PTA events as possible.

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 Treasurer (This information is provided only to the principal)
- Reimbursements/payments
- Purchasing (limited to a very small number of people)
- Prepare and present Treasurer's Report
- Budget projections at every meeting
- Annual Income Tax filing (coordination with paid CPA)
- Keep membership informed of expenditures for vendor payments and event liability insurance and/or security, if needed.
- Form and head budget committee to create future Fiscal Year budgets

Financial Secretary

- Required to undergo a background check at the district and prohibits and individual convicted of certain crimes to serve as Treasurer (This information is provided only to the principal)
- Keeps accurate report of all receivable monies.
- Makes bank deposits (cash & checks) as well as account maintenance
- Prepare and present Financial Secretary's Report

Auditor

- Performs mid year and end of year audits
- Compares bank statements, receipts and accounting spreadsheets from the Treasurer and Financial Secretary to ensure accuracy
- Ensures that all PTA funds are accounted for.
- Ensures that bills and insurance are being paid
- Assists with analyzing surveys
- Assists with events as needed
- Attends Executive Board meetings
- Attends General membership Board meetings