



## PTA Board positions - 1 year term

Please see the PTA Bylaws for the complete, more formal job descriptions of the mandatory board positions: president, recording secretary, and treasurer.

### **President/Co-Presidents:**

- Preside at PTA General Meetings (monthly) and PTA Board meetings (monthly).
- Prepare meeting agenda
- Represent PTA at monthly SLT, Safety Committee, and District 3 President's Council Meetings
- Act as liaison between PTA and school administration and meet on a semi regular basis with the Principal
- Manage communications to parents, via email/facebook page
- Assist with June transfer of all PTA records to the incoming executive board

### **Recording Secretary/Co-Recording Secretaries:**

- Record motions, votes decisions, reports, and discussions at all meetings
- Prepare minutes for distribution at each meeting
- Maintain all PTA records in a secure location on school premises
- Work with school office on permits for fundraising events, board meetings, and voice-mail blasts regarding PTA General Meetings
- Post flyers around the school entrance announcing various events and maintain PTA notice board.
- Assist with June transfer of records

### **Treasurer /Co-Treasurers:**

- Account for all income and expenses of the PTA
- Provide an accurate monthly treasurer's report and distribute copies at all PTA meetings to inform the parent body of all fundraising activities and expenditures.
- Pay bills and make reimbursements for PTA-related expenses
- Co-sign all PTA checks and make deposits into PTA bank account

- Manage the PTA Paypal account
- Submit an Interim Financial Report to the Principal before February
- Prepare a proposed budget for approval by membership by late Spring
- Transfer records to incoming treasurer in June

*[non mandatory positions]*

**Vice President/ Co-Vice-Presidents:**

Assist the President and will assume the President's duties in their absence or at their request.

**Chair/Co-Chairs of Fundraising:**

Manage the PTA Fundraising Calendar. Work with the Board and Principal on scheduling events throughout the year. Seek new fundraising opportunities

**School Wellness Council Parent Representatives - 2 seats:**

The school wellness council is an action-oriented advisory group that includes administration, staff, parents and students, and focuses on the health and well-being of our school community.

Parent members:

- attend Wellness Council meetings at the school
- participate in decision-making processes
- participate in formulation and implementation of action plans
- play an active role in communicating school health and wellness policies and activities to the PTA, and soliciting feedback and suggestions from the parent community

**Community Representatives (Reps)**

This position is for people who want to make an official commitment to take an active role in the PTA

- assist the PTA board with fundraising or other events
- take a leadership role in the PTA