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