

EXECUTIVE BOARD JOB DESCRIPTIONS

PRESIDENT

TIME COMMITMENT: 20 HOURS PER WEEK

Duties (representative, not inclusive)

- Be a member of the PTA/PTSA unit
- Act as the presiding officer and the official representative of the unit
- Attend school district, school board, 4th District and Council meetings, training and workshops
- Attend California State PTA Convention and Convention Orientation meetings
- Confer with Executive Board and/or committee Chairmen on a regular basis to ensure progress toward unit goals
- Oversee all budget issues with Treasurer
- Approve all written materials produced by unit
- Perform such other duties as may be prescribed in the unit bylaws

Prior to taking office

- After annual election, confer with Board-elect to ratify plans for the coming year
 - Conduct a brainstorming meeting with Board-elect to set realistic goals and prioritize programs for the coming year
 - Evaluate current Executive Board positions and recruit for open positions as necessary
 - Share job descriptions and by-laws with Board-elect and committee chairs

EXECUTIVE VICE PRESIDENT

TIME COMMITMENT: 5-10 HOURS PER WEEK

- Be a member of the PTA/PTSA unit
- Perform the duties of the president in the absence or disability of that officer at any and all school district, school Board, 4th District or Council meetings
- Be familiar with National, State, Council and unit PTA goals and purposes
- Serve as the primary aide to the president
- Perform such other duties as may be prescribed in the bylaws
- Be willing to accept a nomination to the office of president at the end of the current president's term

1ST VICE PRESIDENT

TIME COMMITMENT: 5 HOURS PER WEEK

- Organizes and welcomes volunteers old and new to the activities that need volunteers

2ND V.P. W&M

TIME COMMITMENT: 10 HOURS PER WEEK

- Oversees all the fundraising projects for the year

3RD V.P. PROGRAMS

TIME COMMITMENT: 10 HOURS PER WEEK

- Manages and organizes all the programs for the year
- Makes phone calls
- Establishes the time on the school calendar
- Is there to greet our assembly guests, makes sure they are cleared by the district

RECORDING SECRETARY

TIME COMMITMENT: 1-5 HOURS PER MONTH

- Be a member of the PTA/PTSA unit
- Be responsible for all records, documents and papers of the unit
- Prepare minutes and make corrections, if necessary, of all Executive Board and Council meetings
- Prepare a report of the Executive Board meeting for each General Association meeting and move adoption of Executive Board recommendations
- Be prepared to help count a rising vote when requested and have blank paper available for voting by ballot
- Attend Council and 4th district training and workshops for Secretaries

TREASURER**TIME COMMITMENT: 5-10 HOURS PER WEEK**

- Be a member of the PTA/PTSA unit
- Chair the budget committee and prepare the budget for adoption by the Association
- Keep permanent financial accounting records receipts, disbursements and expenditures of the unit
- Receive receipts of deposits from the financial secretary
- Pay bills authorized by the Executive Board or the unit
- Prepare and present a Treasurer's Report at every Executive Board and Association meeting
- Prepare and forward all forms required by California State PTA for insurance and filing all tax returns
- Make an Annual Financial Report to the Association
- Attend Council and district training and workshops for Treasurers

AUDITOR**TIME COMMITMENT: 16 HOURS 2X PER YEAR**

- Be a member of the PTA/PTSA unit
- Conduct a semiannual audit of the financial books and records of the financial officers of the unit
- Prepare and present the audit report to the Executive Board and Association
- Attend Council and district training and workshops

HISTORIAN**TIME COMMITMENT: 1-5 HOURS PER MONTH**

- Be a member of the PTA/PTSA unit
- Assemble and preserve an account of the unit's activities, achievements and volunteer hours during the year
- Present a summary of the year's history at a meeting near the end of the year and create a scrapbook of mementos, photos, and press clippings
- Assist the president in preparing the Annual Report
- Collaborate with the Founders Day Chairman or Committee to promote and share the history of PTA
- Attend Council and district training and workshops

PARLIAMENTARIAN**TIME COMMITMENT: 10 HOURS PER MONTH**

- Be a member of the PTA/PTSA unit
- Be familiar with the bylaws and standing rules of the unit by thoroughly reviewing at the beginning of the term
- Attend all meetings of the Executive Board and unit and provide parliamentary procedures when required
- Assist president in keeping track of the order of the meeting, motions, votes, and etc
- Provide copies of the bylaws to all Executive Board members in the beginning of the year
- Call the first meeting of the Nominating Committee and give procedure instructions
- Chair the Bylaws Committee and ensure the latest version of the bylaws is used
- Attend Council and district training and workshops on Parliamentary procedure

BOOK FAIR**TIME COMMITMENT: 100 HOURS 2X PER YEAR**

- Two book fairs per year
- Finds the company
- Organizes the sale
- Sets up the shop
- Schedules the class walk-through's and teacher viewer days
- Runs the shop

BOX TOPS FOR EDUCATION**TIME COMMITMENT: 1 HOUR PER WEEK**

- Create collection sheets and get them approved/printed for distribution to scholars. Once scholars hand completed collection sheet, count and resend new collection sheet with prize for scholar. 2x a year count all box tops and mail back to Box Tops 4 Education for money for school.

COMMUNITY OUTREACH**TIME COMMITMENT: AS NEEDED BASIS**

- Organizes charitable drives at our school, food, clothes, families in need, etc.

CUSD FOUNDATION LIAISON**TIME COMMITMENT: 2 HOURS PER MONTH**

- Liaison between the CUSD Foundation, the PTA and school

DIRECTORY**TIME COMMITMENT: 10 HOURS WEEKLY FROM START TO FINISH, TOTAL TIME APPROX. 1 ½ MONTHS**

- Gathers addresses from membership for the directory
- Inputs them and creates the directory, and distributes it

E-SCRIP**TIME COMMITMENT: 10-15 HOURS IN THE FALL, 1 HOUR A MONTH THEREAFTER**

- Advertises the E-Scrip program
- Signs families up
- Renews memberships for families
- Creates flyers for distribution to families so they are aware of the program

FALL RUN CHAIR**TIME COMMITMENT: 100 HOURS**

- Organizes and puts on the Fall Run the biggest fundraiser of the year (no pressure or anything!)

FAMILY FUN NIGHTS/HARVEST CARNIVAL**TIME COMMITMENT: 20 HOURS TOTAL PER EVENT**

- Organizes the Harvest Carnival and Family Fun Nights
- Finds the entertainer
- Arranges the evening including food if appropriate

GARAGE SALE**TIME COMMITMENT: 24 HOURS TOTAL**

- Organizes annual garage sale, 4 days of collecting, one day of sale, arranges items, procures advertising to school and surrounding communities.

GIFT WRAP**TIME COMMITMENT: 15 HOURS TOTAL**

- Secure a gift wrap selling company
- Organize the take home order forms and brochures
- Collect order forms; distribute gift wrap

GIVING TREE**TIME COMMITMENT: 5 HOURS PER WEEK**

- Orders books
- Takes parent orders for student books
- Twice monthly call students into library to pick a book
- Once monthly distribute books at morning assembly
- Place leafs in books and on wall in Library

HOSPITALITY**TIME COMMITMENT: 5-10 HOURS/YEAR**

- Arranges for Refreshments at Association meetings and others

ICE CREAM SOCIAL**TIME COMMITMENT: 30 HOURS TOTAL**

- Organizes the Ice Cream Social
- Gets ice cream
- Teacher pictures
- Tours of the school, etc.

LEGISLATION**TIME COMMITMENT: 2 HOURS PER WEEK**

- Attends monthly council legislation meetings
- Reports back to executive board and association
- Goes to Sacramento Safari
- Arranges letter writing and phone-in campaigns

- NOON SPORTS/PE SKYHAWKS PROGRAM** **TIME COMMITMENT: 1 HOUR PER WEEK**
- Oversees Skyhawks activities
 - Works with Mrs. Buckingham to ensure it runs smoothly at recess and for PE
- MARQUIS** **TIME COMMITMENT: 2 HOURS PER MONTH**
- Updates the marquis once or twice monthly
- MEET AND GREET** **TIME COMMITMENT: 10 HOURS**
- Provides decorations & refreshments for the meet and greet on the first day of school
- MEET THE MASTERS** **TIME COMMITMENT: 10 HOURS 6X PER YEAR**
- Schedules classes
 - Cuts paper and puts folders together for each classroom art activity
- MEMBERSHIP** **TIME COMMITMENT: 5 HOURS PER WEEK IN FALL**
- Keeps track of each person joining the PTA, as well as their donation amount
- NEWSLETTER** **TIME COMMITMENT: 3 HOURS PER WEEK**
- Solicits articles a week prior to their due date
 - Arranges articles in newsletter format
 - Reviews with the President, EVP and Principal
 - Gets it ready for print every other week
- NEWSLETTER COPIER** **TIME COMMITMENT: 1 HOUR EVERY 2 WEEKS**
- Copies the newsletter faithfully every other week
- PLAY LIAISON** **TIME COMMITMENT: 5-10 HOURS/YEAR**
- Keeps Board and Association abreast of the play and it's goings on
- PUBLICITY** **TIME COMMITMENT: 10 HOURS TOTAL**
- Creates press releases of all our activities and events and submitting to local papers
- READ AND DISCOVER** **TIME COMMITMENT: 10 HOURS PER MONTH**
- Tabulates RAD reading minutes
 - Awards student and class achievement at the end of the year
- RED RIBBON WEEK** **TIME COMMITMENT: 35 HOURS TOTAL**
- Decorate school with red ribbons
 - Coordinate activities for the scholars that involve maintaining a healthy lifestyle
- REFLECTIONS** **TIME COMMITMENT: 50 HOURS PER YEAR**
- Coordinates the Reflections PTA Arts programs
 - Collects entries
 - Displays them
 - Breakfast for the students and council award competitions
- ROOM PARENT COORDINATOR** **TIME COMMITMENT: 1 HOUR PER WEEK**
- Make sure every teacher has a room parent
 - Hold beginning of year meeting to hand out packets and make sure all room parents know what's expected of them and know to turn to you for support
 - During the year send out reminders before big events and touch base with everyone periodically to make sure all classes are doing okay and help them as needed

SAFETY COMMITTEE**TIME COMMITMENT: 40 HOURS TOTAL**

- Maintains and updates the safety shed and backpacks
- Organizes safety drills
- Rotate water and food bar supplies
- Assist with parking and safety procedures at Tijeras Creek

SCHOOL SUPPLIES**TIME COMMITMENT: 20 HOURS TOTAL**

- Create flyer for School Supply boxes
- Take orders, process them and distribute at Ice Cream Social

SMART FOUNDATION COORDINATOR**TIME COMMITMENT: 10-12 HOURS**

- Coordinates two instrument rental nights
- Answers questions
- Create flyers and distribute after orchestra and band demonstrations

SPECIAL EDUCATION LIAISON**TIME COMMITMENT: 10 HOURS TOTAL**

- Attend four council meetings a month to keep updated on Special Education issues in the district and at our school
- Coordinate Ability Awareness Day

SPIRIT WEAR**TIME COMMITMENT: 50 HOURS PER YEAR, MORE TIME COMMITMENT AT BEGINNING OF SCHOOL YEAR**

- Design spirit wear
- Create flyer and take payment for it and distribute
- Sell stock at Ice Cream Social take orders throughout the year

TEACHER BREAKFAST/LUNCH**TIME COMMITMENT: 8 HOURS 2X PER YEAR**

- Organize the Welcome Back Teacher Luncheon in August/September
- Organize Teacher Appreciation Luncheon in June
- Work with budget ask for volunteers, plan décor and food

TEACHER LIAISON

- Teacher PTA representative that reports back to the teachers

TECHNOLOGY LIAISON**TIME COMMITMENT: 30 MINUTES PER WEEK**

- Helps in the computer lab
- Assists with copyright dues
- Verify and report hardware/software problems
- Jump drive cleanup and distribution to teachers

TILE WALL**TIME COMMITMENT: 10-15 HOURS**

- Purchase tiles
- Arrange for week of painting
- Have them fired and plastered to an empty wall at Tijeras Creek

WEBSITE**TIME COMMITMENT: 2 HOURS PER WEEK**

- Update and maintain website on weekly basis

YEARBOOK**TIME COMMITMENT: 1-5 FIVE HOURS PER WEEK**

- Organize the events make sure photos are taken at all of them
- Oversee the graphic arts and photographers

YOUNG AUTHORS WEEK**TIME COMMITMENT: 20 HOURS 2X PER YEAR**

- Activities throughout the week that foster scholar's talents as a potential author