

PTSA Job Descriptions Guidelines - Chairs & Committees

These guidelines are meant to assist officers and chairmen in their duties throughout the term of office. The list includes the required President, Secretary and Treasurer officer Job Descriptions and numerous officers. The job descriptions typically are distributed to members of the board-elect at the beginning of a term for planning purposes and are used with the updated procedure books forwarded by the outgoing officers and chairmen. PTA's are encouraged to develop job descriptions and procedure books for other PTA positions to provide continuity and sound leadership practices.

President

The president is the organizer – overseer – delegator for the unit as final responsibility lies with the President. This person serves as Ex-Officio on all committees (except nominating) also coordinates the work of the officers and committees in order that objectives and deadlines of the association are met. This person must always remain objective and see the overall picture. This person confirms that a quorum is present before conducting any business at any meeting of the association. Serve as a liaison between the PTA and the school. Appoints chairmen of special committees subject to approval of executive board. This person should be authorized to sign on bank accounts. This person should also sign all contracts that have been approved by the Executive Board. They should coordinate the communications committee (newsletter, technology, marquee and publicity). This person attends the PTA meetings, both Board of Directors and General Membership, and see that everyone is provided an agenda for both type of meetings. The President should have meetings with the Principal on a regular basis and maintain good communication. This person should be available to attend most functions that the PTA coordinates. Must make sure that each person (Executive and chairs) has a copy of Bylaws, Standing Rules and working budget and that each position is following these at all times. This person should also nurture and help build future PTA leaders.

V.P./President Elect

Performs same duties as the President, in the absence or incapacity or request of President. Works alongside the President as an adviser, helper and trainee, preparing for the following year's position as president. Helps execute activities as needed. Support the President by assisting to make sure the PTA is successful. Attends all PTA general and Board meetings, ensuring all who are present act within Bylaws, and within some approximation of parliamentary procedure (Robert's Rules). In case the President cannot be at a meeting, the Vice-President may conduct the meeting. Ensures that the PTA Board is: Nurturing future leaders for our PTA, giving adequate training to our Board so that they can lead in the future, matching the skills of our volunteers with their assignments so they can succeed in their job, meeting the needs of our volunteers, building unity and teamwork, being inclusive and including all of our cultures in our PTA. Help with board transitions. This person also should help develop programs that are beneficial to students and parents.

Treasurer

The treasurer shall have custody of all the funds of the association; keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts, sales tax and canceled checks for five years; make disbursement in accordance with the budget adopted by the association; sign on bank accounts; present a financial report, both written and verbal, at every meeting of the unit and as requested by the executive board or the association; make a full report at the annual meeting (usually the May General Meeting); be responsible for the maintenance of such books of accounts and records; and submit books to the audit committee as required. Complete and file all necessary tax documents. The PTA treasurer shall keep track of all financial forms, cash boxes and treasurer supplies. This position will offer reimbursement training to the board at the beginning of the school year.

Secretary

The secretary shall record the minutes of all meetings of the association – Executive Committee, Board and General Membership. They should keep accurate record of attendance at executive board meetings; be responsible for any correspondence; keeps track of officer training, keeps track of procedure books for all positions, and keeps track of all PTA related passwords. This person should advise the President of any unfinished business that needs to go on the next agenda. Must maintain the Records Retention Policy and the adopted Ethic/Conflict of Interest Policy as signed by the current executive board members at the first meeting of the school year. Minutes should contain exact wording of any motions, who made the motion and whether it received a second and the disposition.

Volunteer Coordinator

Volunteer Coordinator is in charge of and helps coordinate any Room Parent Volunteers and all other volunteer requests. This person encourages participation by parents in school programs and activities by volunteerism. This person gathers a list of all parent volunteers, distributes these volunteer forms at the beginning of the school year, and contacts volunteers for events when needed. Attends Executive Board and General PTA Meetings during the school year.

Membership Chair

Establish membership goals for the organization and implement a year-long membership campaign. Organize and run the PTA membership drive, and enter memberships through MemberHub. Track memberships by member submission of council dues, and for submission to student directory chair for distribution of directories. Provide membership updates at PTA meetings.

Reflections Chair

Communicate, organize and publicize program information to teachers, students and parents on the National PTA Reflections program. . Secure judges to judge student entries in each category. Work directly with the District Reflections Chair in guiding students on how to submit their work. Plan for and provide prizes to participating students. Strict deadlines must be adhered to in submitting work.

Advocacy Chair

Work directly with District Advocacy Chair. Promote local, state and federal advocacy for increased school funding. Design a strategy to increase voter awareness of school related issues and to encourage parents to stay informed and vote in all local, state and national elections. Solicit increased voter registration by parents.