

## PTA Chair and Officer Position Descriptions

**President:** Leads all Executive Board and General Membership Meetings. Works closely with Treasurer to develop and manage the PTA yearly budget. Oversees PTA-sponsored activities and programs and considers development of new programs. Manages communication of PTA-sponsored programs with officers, Executive Board and General Membership.

**Vice President:** Attends all Executive Board and General Membership Meetings. Stays informed and knowledgeable about all issues and events in the event the president is unavailable. Attends all PTA sponsored events. Assists the president whenever needed. Oversees development of Tiger Trot, Clothes Closet, and Cultural Arts Programs

**Treasurer:** Handles all financial aspects of the PTA, from assisting with budget development to payment of bills. Manages PTA accounts and maintains financial records. Presents a detailed budget report at the monthly Executive Board meeting. Files all PTA tax returns.

**Secretary:** Attends and transcribes minutes for all PTA-related meetings, including monthly Executive Board meetings and quarterly General Membership meetings. Develops agendas for each meeting and disseminates minutes to Executive Board members after meetings. Assists President with PTA-related written correspondence and documentation. Maintains PTA records, including bylaws. Develops, distributes and compiles results of PTA Annual Survey.

**Webmaster:** Keeps website updated and functional.

**E-blaster:** Provides weekly updates for all PTA- and school-related information. Manages membership of listserv.

**Newsletter:** Obtains articles from parents and volunteers on a monthly basis. Attend meetings and events to obtain photos and information. Edits articles and designs newsletter format. Must be familiar with some type of publishing software (Pages for iMac is currently used). Produce hard copies for families requesting this service. Approximately 8 hours a month of volunteer time.

**Clothes Closet:** Maintains clothing inventory at school, coordinates clothes drives and distribution.

**Reflections:** Distribute applications. Coordinate contest entries, awards and awards ceremony, and submit county, state, national entries as well.

**Cultural Arts Coordinator:** Works with Principal and PTA board to establish number and types of events. Works with school staff to maintain contracts.

**Fundraising:** Organizes fundraisers, distributes Fall Fundraiser paperwork, collection of funds, and distributes products.

**Tiger Trot Dinner Director:** Coordinates volunteers for spaghetti dinner and auction. Ensure dinner runs smoothly.

**Tiger Trot Auction Director:** Coordinates the retrieval of all donated baskets from each class. Runs the auction through collecting donations, filling out bidding sheets and collecting money at end of function.

**Tiger Trot Sponsorship Chair** – responsible to gain sponsors for race and collect donations for the auction from local businesses.

**Tiger Trot Race Director:** Coordinates volunteers for race events including registration and sponsors. Any event planning experience is helpful but not required.

**Toolbox Coordinator:** Collects orders in the spring and distributes backpacks and toolboxes at Sneak-a-Peek and first week of school.

**School Spirit Wear:** Creates spreadsheets for all purchases, coordinate design changes and manufacturer information. Assist with collection of funds and distribution of goods.

**Movie Night:** Coordinates free movie night for all CES students, acquire proper licensing, coordinate refreshments.

**Math Night:** Coordinates activities with teachers and students. Creates and distributes flyers. Coordinate activities with teachers. Coordinate dinner.

**5th Grade Promotion (4th Grade Parent):** Group of parents who host ceremony, arrange for donation of food/beverages, and help with set-up and clean-up.

**County PTA Representative:** Attends County PTA meetings and School Board Meetings as a representative of CES PTA. Attend CES PTA board meetings to report on any information from County/School Board meetings.

**Membership Coordinator:** Promotes PTA membership primarily in the fall. Must be available for Sneak-a-Peek and Back to School Night. Must be able to create and update spreadsheet with all members.

**PTA Directory:** Data entry and working knowledge of Access software. Job starts in August and is finished by beginning of October.

**Volunteer Coordinator:** Recruits volunteers for PTA and school activities as needed. Help recruit PTA coordinators as needed.

**Hospitality Assistant:** Arranges 4 luncheons a year for teachers and staff (dates are pre-assigned). Coordinate donations of food and drinks, set up and clean up. Helps coordinate Teacher Appreciate Week activities.

**Ice Cream Social:** Coordinates donations of toppings, purchases ice cream, and coordinates volunteers to help with distribution of ice cream at Author/Artist Night.

**Beautification:** Makes sure garden areas near entrance, walkways, and buildings are weed free, coordinate volunteers and donations of plants as necessary.

**No Screens Week:** Coordinates flyer to be distributed to students regarding details of no screen week (not being able to watch tv, play video games, etc). Collects all signed forms and then have ice cream social or some other planned reward for those who have adhered to it.