

Basic PTA Board Position Job Descriptions

ELECTED OFFICERS (Voting Executive Board Member)

PRESIDENT	Responsible for leading PTA toward specific goals chosen by its members and Board. Works with Secretary to create agendas for meetings and is presiding officer at Board and General Membership Meetings. Communicates with the principal on all PTA events. One of the most public faces of the PTA.
VICE PRESIDENT	Supports President in specific goals for the year. Leads meetings in absence of President. Chairs one of the following Standing Committees: <ol style="list-style-type: none">1. Communications2. Community Engagement & Events3. Membership4. Staff Appreciation5. Spring or Fall Fundraiser
TREASURER	Is the authorized custodian of all funds of the PTA. Duties include keeping financial records, preparing reports to comply with State PTA policies as well as local, state and Federal laws, depositing incoming funds, reimbursing for approved expenses, keeping the PTA in compliance with insurance and IRS requirements, and preparing financial reports for Board and General Membership meetings.
SECRETARY	Keeps an accurate, concise, permanent record of proceedings at all PTA Board and Association Meetings. Works with President to prepare the Agenda for meetings. Compose and send thank you notes, invitations and other letters as needed.

APPOINTED STANDING COMMITTEE CHAIRS (Voting Board Member)

ART DOCENT	Prepares monthly art lessons to be taught in classrooms. Oversees docent volunteers. Coordinates scheduling of monthly art lessons. Serves as liaison between teachers and docent volunteers.
BOOKFAIR	Oversees and runs three Scholastic Bookfair weeks at the school each year.
COMMUNICATIONS	Maintains the PTA website and social media pages and helps advertise up-coming events. Assists the President by sending paper, email and/or Facebook notices about General Membership meetings.
COMMUNITY ENGAGEMENT & EVENTS	Oversees PTA sponsored activities, such as Meet-the-Teacher/ Supply Drop-Off Night, Skate Nights, Bingo for Books, Community Safety Event, and other events as decided by the Board.
FALL FUNDRAISER (WALK-A-THON)	Oversees and coordinates annual Fall Walk-a-thon fundraiser. Works with Principal (who leads student engagement), coordinates volunteers, coordinates prizes and money collection, and coordinates communications with chosen online giving portal.
5th GRADE CELEBRATION	Plans, oversees, and coordinates all volunteers for the end of the year celebration of 5th Graders who will be moving on to middle school.
MEMBERSHIP	Promotes PTA membership at beginning-of-the-year events and throughout the school year. Collects and organizes PTA membership forms. Enters memberships into online membership database and maintain database throughout the year. Communicates membership count each month to Board for record keeping and dues.
SPIRITWEAR	Chooses and coordinates with a company to provide Green Gables brand gear. Collects order forms and oversees distribution to students.
REBATES & REWARDS	Coordinates passive fundraising via Amazon Smile, Boxtops, Fred Meyers Rewards, etc. Pursues grant opportunities for the PTA.
SPRING FUNDRAISER	Plans and coordinates Spring Fundraiser, which has typically been a small auction paired with a community event. Past examples have been a fair, a glow dance party, etc.
STAFF APPRECIATION	Oversees providing staff meals at conferences and during staff appreciation week. Coordinates addition (monthly?) staff appreciation events.