

Hollywood Hills Elementary PTA Executive Board & Committee Chair Job Descriptions

Executive Board

Term: *It is recommended persons serve only 2 consecutive terms. However, should nobody apply for said position, a person could serve a 3rd term.*

President

Duties:

- Preside at all meetings of the board and general membership.
- Attend all SAC Meetings
- Attend as many BCC Board Meetings as possible
- Serve in an ex-officio capacity on all PTA committees except nominating and audit committee.
- Schedule all PTA meetings, complete the proper facilities use forms and prepare agendas.
- Work closely with school administration to coordinate PTA activities with school calendar.
- Reserve building space as needed for meetings.
- Prepare and submit monthly newsletter article.
- Coordinate the work of the officers, and committee chairpersons of the organization, in order that the objectives may be accomplished.
- Plan and execute the old board/new board (In/Out) event to facilitate transfer of duties from outgoing to incoming executive and committee chairs.
- Be a co-signer on the bank account (all checks must have 2 signatures)
- Respond to all correspondence, sign vouchers and checks; circulate information from State and National PTA.
- Maintain constant communication with the board on all actions, and copy board on all communications.

1st Vice President- Community Relations

- Preside over meetings of the board and general membership in the absence of the president.
- Attend meetings of the board and general membership
- Create and maintain relationships with local community leaders
- Work with Hollywood Education Committee for city Grants
- Liaison with SRO
- Create and work together on common goals that focus directly on the needs of the community.
- Include in our active membership a representation of all stakeholders including families from the multitude of ethnic, cultural, religious, economic and social backgrounds residing in the community.

2nd Vice-President - Ways and Means

Duties:

- Attend meetings of the board and general membership
- Oversee Book Fair, Box Tops and any donation program.
- Coordinate, organize and oversee the Fall & Spring fundraiser.
- Tentative dates for all events should be communicated with PTA board and approved by administration so they may be added to the school calendar.
- Establish realistic fundraising goals and submit budget request to budget committee.
- Meet with fundraising distributors/suppliers as needed or at personal discretion.
- Work with treasurer in making sure funds are deposited and vendors paid.
- Report fundraising objectives and results in the PTA Newsletter.
- Following PTA procedure, actively promote and publicize events via flyers, WHEE Morning News, PTA newsletter, Facebook and/or website.

3rd Vice-President - Programs

Duties:

- Coordinate, organize and oversee all school program activities. This typically includes three programs for every one fundraiser.
- Attend meetings of the board and general membership...
- *Oversee* PTA programs. This includes Box-Tops, Holiday Shop, Mother's Day Cakes, Dr. Seuss, Family Fun Nights, Yearbook, HHEE, A-Z Learning, Wishes From Woody, Meet The Masters, Showcase of Success and Class Spirit Shirts. They will each have their own committee chair.
- Submit all tentative dates to the board and administration for approval and so they may be added to the school calendar.
- Submit budget request to budget committee.
- Make facility arrangements, enlist volunteers to help with event (including set up, manning and clean up), provide refreshments if necessary.
- Following PTA procedure, actively promote and publicize events via flyers, WHEE Morning News, PTA newsletter, Facebook and/or website.

4th Vice-President - Membership

Duties:

- Attend meetings of the board and general membership
- Maintain membership records database and submit reports to the Florida PTA.
- Coordinate membership drive and incentives.
- Solicit membership at various school functions.
- Distribute membership cards.
- Work with treasurer in making sure membership dues are paid to Florida PTA monthly.
- Report membership objectives and results in the PTA Newsletter. Following PTA procedure, actively promote and publicize events via flyers, WHEE Morning News, PTA newsletter, Facebook and/or website.
- Supply information to the Awards coordinator / President for membership related awards.
- Submit membership report and return all unused membership cards to the Florida PTA.

5th Vice-President- Advocacy and Legislation

- Attend meetings of the board and general membership
- Research the issue and share the information with your school community
- Raise questions for discussion at school or community meetings
- Participate in the solution by proposing possible remedies for the problem
- Provide updates on the status of the issue
- Empower and train other parents in how to share their story as effective advocates

Recording Secretary / Historian

Duties:

- Attend meetings of the board and general membership
- Keep an accurate record of all meetings of the Board and general membership.
- Maintain and distribute a contact list for all board and committee members.
- Distribute copies of meeting minutes to all board members.
- Maintain all approved minutes, agendas and other documentation presented at each meeting.
- Label and store all binders at year end in designated PTA storage area on campus.

Corresponding Secretary

Duties:

- Attend meetings of the board and general membership
- Receive and send correspondence on behalf of the PTA as deemed necessary by the president.
- Update Bulletin Board by front office.
- Update Facebook with upcoming events.
- Coordinate, organize and oversee photocopying and distribution of all PTA Monthly Newsletters and PTA Related Event Flyers.
- Verify that all correspondence submitted for photocopying has been approved by administration and PTA President.
- Review and share all correspondence received at each board meeting.
- Maintain file of all correspondence received as well as copies of correspondence sent.
- Send out cards, thank you letters, etc.
- Notify board members by email of upcoming meetings.
- Notify PTA General membership of upcoming meetings.
- Maintain PTA website

Treasurer

Qualifications:

- *Must have working knowledge of accounting methodology.*

Duties:

- Attend meetings of the board and general membership
- Receive and distribute all the monies of the PTA and maintain an accurate record of the receipts and expenditures.
- Have checks signed by two officers, preferable the treasurer and the president.
- Have the books ready for audit review on or before July 10th of each year (i.e., 10 days after close of the preceding fiscal year).
- Present audit report to the membership for adoption by the general membership at the 1st general meeting.
- Prepare required federal and state tax forms
- Serve on the budget committee as chairperson.
- Develop annual budget to be presented for adoption by the general membership at the 1st general meeting.
- Monitor performance against budget, and highlight any areas of potential financial liability or opportunity.
- Make deposits of collected funds and make authorized disbursements of funds.
- Provide cash boxes with suitable change at all PTA events and oversee money collection and accounting during such events.
- Notify the IRS of any changes or amendments made to the PTA Articles of Incorporation or Bylaws.