

# Goldsmith-Schiffman Elementary School

## PTA Job Descriptions

### President

- Works together with the Treasurer to create a budget for the year.
- Works with principal, librarian, counselor, Secretary to create PTA calendar. Coordinates printing and distribution of calendars via Wednesday folders, website, Sunday Send Out, Facebook, etc.
- Presides at all monthly PTA Board meetings. Creates agenda with input from officers and others.
- Presides at all PTA General meetings. Creates slide show presentations with input from officers and others.
- Attends all Huntsville Council of PTA President meetings.
- Communicates frequently with the principal on matters concerning the PTA.
- Serves as an ex-officio member of all committees except the nominating committee.
- Coordinates the work of the officers and committees of this PTA in order that the purposes may be promoted.
- Attends all PTA events and assists with those that bring in money. The money needs to be double counted at the end of the night.
- Co-signs (with Treasurer) checks from the PTA and reimbursement requests. This includes reimbursements for Room Reps, teachers, payments for supplies/vendors, and going through each receipt to ensure accuracy. The PTA lock box should be checked for payments and/or check requests often.
- Coordinates the Wishes Grant program.
- Plans a Volunteer Appreciation event in the spring.
- Oversees courtyard landscaping.
- Plans spiritwear designs and purchasing with Nogginhed.
- Coordinates decoration of the PTA bulletin boards for the school year.
- Applies for (or arranges for) PTA chapter awards/grants from the Huntsville Council, Alabama PTA, and National PTA with VP of Membership.
- Arranges for design and purchase of name tags and shirts for PTA officers.
- Manages the Facebook page and groups with the principal and secretary.
- Works with the Secretary to publish the Sunday Send Out each week.
- Coordinates formation of Nominating Committee for selection of candidates for PTA offices for the following school year.

## 1<sup>st</sup> VP – Academics

- Plans and coordinates collection of entries in PTA Reflections contest, including submission to Huntsville City Schools, and purchase and distribution of awards.
- Assists with coordination of book fairs. Make sure money is counted after each day and given to the President or Treasurer to be put in the safe.
- Coordinates the Accelerated Reader store each quarter with Reading Coach.
- Plans educational assemblies as decided upon by the Executive Board for the school year.
- Assists with grade level academic support if needed (which may change from the following):
  - Kindergarten - Kindergarten Parent Night
  - 1st Grade - OWLsome Readers Program
  - 2nd Grade - Butterfly Kits
  - 3rd Grade - Read to Them Program
  - 4th Grade -
  - 5th Grade - Space Camp Scholarships
- Supports the STEAM Night committee in planning and implementation of the event.
- Help Spelling Bee chair as needed.
- Support Gold Rally chairs as they plan and implement event in May.
- Creates flyers for all upcoming events under Academic VP (if not completed by event Chairs).
- Attends monthly PTA board meetings. Vice Presidents shall perform the duties of the President in the President's absence or inability to serve, in their designated order: first, second, third, fourth, and fifth Vice Presidents.
- Attends school PTA General Meetings.
- Assists other board members and events as needed.

## 2<sup>nd</sup> VP - Membership

- Coordinates Membership using MemberHub at the beginning of the school year
- Collects and reconciles membership dues through MemberHub and with Treasurer
- Maintains record of all PTA members in the school
- Input records of all PTA Membership using MemberHub
- Submits membership numbers to Alabama PTA by allotted deadlines
- Plans and coordinates Newcomers Back-to-School event in August
- Plans and coordinates Grandparents' Breakfast
- Plans and coordinates any PTA family events with VP of Hospitality & Events.
- Creates flyers for all upcoming events under Membership VP (if not completed by event Chairs).
- Organizes Grandparents Club
  - Collects membership dues
  - Helps appoint Club Chair
  - Helps plan and coordinate volunteer opportunities
  - Consistently communicates important events and volunteer opportunities
- Oversees Room Reps
  - Works with the President to assign 2 Room Reps for each classroom
  - Creates sign-up for volunteers to assist with Wednesday folders
  - Helps appoint Chairs (if needed)
  - Helps plan and coordinate events
  - Consistently communicates important events and volunteer opportunities
- Works with 5th grade Room Rep Lead to plan and oversee 5th grade picnic, 5th grade farewell, and 5th grade legacy project.
- Maintains open and consistent communication between PTA Board, PTA Members and Staff
- Attends monthly PTA board meetings. Vice Presidents shall perform the duties of the President in the President's absence or inability to serve, in their designated order: first, second, third, fourth, and fifth Vice Presidents.
- Attends school PTA General meetings
- Assists other board members and events as needed

## 3<sup>rd</sup> VP - VP Fundraising

- Coordinates major fundraising activities including the Fit and Fun Run and Merry Market. May assign a Chair if necessary.
- Coordinates passive fundraising including Publix Partners, Box Tops for Education, and Amazon Smile.
- Fit and Fun Run responsibilities include:
  - Working with a graphic designer and printer on t-shirt design and printing
  - Identifying sponsors for the race and soliciting businesses for prizes
  - Creating promotional materials and forms for the event
  - Providing information about the run to the student body, staff and faculty through the news, Wednesday folders, speaking at PE and other means
  - Coordinating volunteers for the event through sign-up genius
  - Working with a printer and graphic designer to have banners and other race-day signage
  - Setting up with designated volunteers on race-day
  - Ensuring that all monies are appropriately entered, tracked, & deposited (treasurer)
  - Tracking and providing awards to winners for most laps per grade and top fundraisers
  - Providing awards and trophies to all students who reach a designated money threshold
- Merry Market responsibilities include:
  - Purchasing various items throughout the year to sell during the event
  - Coordinating with principal to reserve a room for the week and coordinating with the head custodian for tables needed.
  - Providing Signup Genius to teachers so they can sign up for shopping times.
  - Creating and distributing flyer with class shopping schedule
  - Setting up tables and organizing merchandise with help from volunteers
  - Coordinating petty cash with the treasurer, setting up registers, ensuring a second counter is present at the end of each day of selling
  - Packing up anything that is left over for the next year
- Organizes additional fundraising activities as needed
- Attends monthly PTA board meetings. Vice Presidents shall perform the duties of the President in the President's absence or inability to serve, in their designated order: first, second, third, fourth, and fifth Vice Presidents.
- Attends school PTA General Meetings
- Assists other board members and events as needed

## 4<sup>th</sup> VP – Hospitality & Events

- Plans and coordinates Teacher & Staff Back to School Breakfast.
- Recognize staff that have dedicated appreciation days on the calendar.
- Plans and coordinates monthly Sunshine Cart treat for teachers and staff.
- Plans and coordinates Boo Bash. May identify a chair or committee members for these activities:
  - Identifying sponsors for the event if needed
  - Creating promotional materials for the event
  - Providing information to the student body, staff and faculty through the news, Wednesday folders, etc.
  - Coordinating volunteers for the event through sign-up genius
  - Working with a printer and graphic designer to have banners and other event signage
  - Setting up with designated volunteers leading up to the event
  - Ensuring that all expenses are appropriately entered (with treasurer)
- Plans and coordinates Teacher & Staff Holiday Luncheon in December
- Plans and coordinates Spring Fling. May identify a chair or committee members for these activities:
  - Working with a graphic designer and printer on t-shirt for volunteers
  - Identifying sponsors for the event if needed
  - Soliciting businesses for items such as water bottles, snacks, etc.
  - Creating promotional materials and forms for the event
  - Providing information to the student body, staff and faculty through the news, Wednesday folders, etc.
  - Coordinating volunteers for the event through sign-up genius
  - Working with a printer and graphic designer to have banners and other race-day signage
  - Setting up with designated volunteers on event day(s)
- Plans and coordinates Staff Appreciation Week with the President.
- Creates flyers for all upcoming events under Hospitality VP (if not completed by event Chairs).
- Attends monthly PTA board meetings. Vice Presidents shall perform the duties of the President in the President's absence or inability to serve, in their designated order: first, second, third, fourth, and fifth Vice Presidents.
- Attends school PTA General Meetings.
- Assists other board members and events as needed.

## 5<sup>th</sup> VP - Community Partners

- Works in conjunction with HCES and HCMS to solicit partnerships with local businesses and restaurants. The job duties for this position begin in the spring, with the due date for all returning and new partners occurring in July.
- Responsible for obtaining and relaying the community spotlights that appear in each Sunday Send Out.
- Orders and maintains the car line signs and indoor banner.
- Communicates with the partners throughout the school year to invite them to various PTA meetings and events
- Ensures all partner benefits are met and carried out per the community partner agreement.
- Spirit Nights: Coordinate with any restaurant or business (does not have to be a CP) to host spirit events for the year. This includes creating flyers (if the business does not want to create their own) and advertising the spirit night events. After the event, coordinate with the business to collect the check for monies raised.
- Attends monthly PTA board meetings. Vice Presidents shall perform the duties of the President in the President's absence or inability to serve, in their designated order: first, second, third, fourth, and fifth Vice Presidents.
- Attends school PTA General Meetings.
- Assists other board members and events as needed.

## Secretary

- Works together with the President to create a calendar for the year.
- Oversee Adopt-a-Staff signups.
- Attends monthly PTA Board meetings. Records minutes at each board meeting to be sent to board members prior to the next board meeting.
- Manages the PTA website.
- Manages the PTA email account, forwarding to officers as necessary.
- Manages the Facebook page and groups with the Principal and President.
- Prepares and sends the Sunday Send Out with assistance from the President.
- Creates, copies, and distributes quarterly paper PTA newsletter in Wednesday folders.
- Communicates with the Alabama state PTA on items such as the By-laws, which must be updated every three years.
- Attends school PTA General Meetings and records minutes.
- Assists other board members and events as needed.

# Treasurer

- Works together with the President to create a budget for the year.
- Attends monthly PTA Board meetings. For this meeting the budget will need to be up to date, with copies made for each attendee. The books are kept on MoneyMinder.
- Attends events that bring in money (e.g. movie nights, Boo Bash, International Night). The money needs to be double counted at the end of the night. Count book fair money at the end of each day.
- Writes checks and deposits money. This includes reimbursements for room moms and teachers, and payments for supplies/vendors, and going through each receipt to ensure accuracy. The PTA lock box should be checked for payments and/or check requests often. Coordinate with the President to sign checks (all must be signed by both people).
- Keeps MoneyMinder up to date with checks written and deposits made.
- Keeps up to date records on Classroom Funds and Teacher Funds. Sends out letters to the teachers and staff telling them how much they have to spend and then reminders towards the end of the year.
- Prepares the Tax Return (990) by November of each year. The National PTA is good about giving classes on how to do this, or if it is approved by the Board, this could be done by the Accounting Firm that performs our audit.
- Prepares for the annual audit (this will be during the summer).
- Gets petty cash for events.
- Check PTA's P.O. Box in Owens Cross Roads
- Finds someone to second count all deposits.
- Suspends recycling service with Republic Services for summer months.
- Attends school PTA General Meetings.
- Assists other board members and events as needed.