

## PTSA Job Descriptions

For detailed descriptions, please visit the California State PTA website

<http://www.capta.org/>

**President:** The job of the President is to lead the PTA organizational activities throughout the school year. The job includes communicating all PTA programs and progress to goals to the school community. The PTA President prepares a master calendar that includes executive board meetings, association meetings, PTA special events and president/principal meetings. The President also directs the PTA Board, directs the activities of the PTA in compliance to the bylaws and PTA policies, and ensures the PTA Budget is maintained. The President is responsible for representing the school on District Forums and helping welcome new family members to Longfellow Elementary School. The President also works closely with the Principal, School Site Council Chair, ELAC, and LEARNs Representatives.

**VP Membership:** The VP of Membership is responsible for creating and implementing a membership plan, promoting membership throughout the year. Duties include working with the President or Predecessor to determine the forms to be used, encouraging teacher and staff participation, tallying membership information, providing membership remittances/dues and distributing membership cards. The Membership VP works closely with the Treasurer to ensure all dues are received, paid and processed.

**VP Fundraising:** Oversees all PTA fundraising throughout the year, working closely with President and Treasurer. Duties include selection of fundraising company, distributing fundraising packets, collecting money, counting money, distributing items, and communicating with teachers, parents and the PTA board. [E-Scrips, Box tops, Fall Fundraiser, Amazon Smile, Spring Fundraiser, Restaurant Nights]

**VP Health and Safety Chair:** Encourages parent and student awareness of safety and health issues, School Safety Plan and school climate.

**Secretary:** The recording secretary is elected by the association and is one of the three required officers for a PTA. The secretarial responsibilities may be assigned to one person or divided between a recording secretary and a corresponding secretary, as specified in the bylaws. If there is no corresponding secretary, the duties of the corresponding secretary may be combined with the duties of the recording secretary, in accordance with the bylaws. In addition to the bylaws, the duties of a secretary are discussed in the *California State PTA Toolkit* and *Robert's Rules of Order Newly Revised*. The secretary's primary job is to record the meetings and therefore needs to be there.

**Treasurer:** The treasurer is an elected officer and the authorized custodian of all funds of the local PTA. Some responsibilities of the office are specified in the unit bylaws and others are established by district PTA and California State PTA procedures. The treasurer's duties also include keeping records and preparing reports to comply with local, state and federal laws.

The outgoing treasurer cannot pay bills after the end of their term when the books are closed for audit. Upon assuming office, the incoming treasurer may pay authorized bills and deposit funds in the PTA bank account before the audit is completed.

**Auditor:** The PTA auditor is an elected officer and member of the executive board. However, an individual or a committee may be appointed by the president to carry out this responsibility in the absence of an auditor. The books may also be audited, in accordance with PTA guidelines by a paid auditor. An internal audit shall be performed by an impartial person not related by blood or marriage or residing in the same household of the president, financial officers, check signer or any chairman handling funds.

<p><b>Historian:</b> The historian assembles and preserves the record of activities and achievements of the PTA and assists the president in preparing the Annual Unit Historian Report (Annual Unit Historian Report 2.3.13a; Forms, Chapter 9). Historian records, like minutes, should be kept forever.</p>
<p><b>Parliamentarian:</b> The Parliamentarian is responsible for PTA meeting management and helping enforce Robert's Rules of Order. The Parliamentarian also assembles the Nominating Committee and ensures that a Chairperson has been appointed and that the Nominating Committee functions in accordance with PTA guidelines and time tables. The Parliamentarian is also responsible for the timely updating and filing of the Bylaws.</p>
<p><b>Communications:</b> The Communications chair is responsible for publicizing upcoming PTA and school events, forwarding information to School Webmaster and informing WSMA teachers, students/parents about the upcoming events via WSMA website, WSMA Facebook and hard copies.</p>
<p><b>Volunteers:</b> The Volunteer Coordinator's job is to solicit volunteers for the PTA school events. Duties include: creating the list of volunteer opportunities and descriptions for the paper copy and online distribution, advertising available opportunities, collecting forms, monitoring online volunteer sign-ups, and relaying names of volunteers to the various committee chairs.</p>
<p><b>Teacher Appreciation Chair:</b> The Teacher Appreciation Chair is responsible for hosting the Back to School breakfast for teachers and staff, hosting the teacher Appreciation luncheon during Teacher Appreciation week, working with the staff and board members on teacher appreciation week and providing treats throughout the year for WSMA staff.</p>
<p><b>Hospitality Chair:</b> The hospitality chairman is the official host of the PTSA unit. This position is responsible for hosting and providing refreshments for PTA sponsored events.</p>
<p><b>Events Chair:</b> The Events Chair is responsible for all PTSA sponsored events. The Chair plans at the beginning of the year prior to the events. The Events Chair works with Volunteers Chair to recruit and organize volunteers. These school events count on dozens of volunteers to help sell tickets, set up, man booths, etc.</p>
<p><b>Programs Chair:</b> The PTA program chairman works with a committee and with other chairmen to plan the year's complete PTA program, which may include parent education, health/safety presentations, study groups, special events and student activities.</p>
<p><b>T-Shirt Chair:</b> The T-shirt chair is responsible for maintaining inventory of t-shirts, ordering t-shirts, selling our WSMA t-shirts at the Meet and Greet at the beginning of the school year, collecting and counting money. Works closely with the Treasurer.</p>
<p><b>Arts Education Chair:</b> Inform and educate the PTA membership, school community, and community at large about the importance of an integrated arts curriculum in the education of the whole child; Promote and encourage participation in the National PTA Reflections program, in conjunction with its chairman/coordinator; Seek partnerships with professional arts organizations in the community to better coordinate arts education, programs and cultural enrichment services for all students.</p>
<p><b>ASB Representative:</b> Student Board Member who communicates student body requests and desires for WSMA activities, school supplies, equipment, etc.; will attend regular ASB meetings and PTSA meetings when necessary to deliver ASB communications.</p>
<p><b>ELAC Representative:</b> ELAC Member who communicates requests and desires for WSMA activities, school supplies, equipment, etc.; will attend regular ELAC meetings and PTSA meetings when necessary to deliver ELAC communications.</p>