

PCY PTA Board Positions and Core responsibilities

1. President*

- Oversees and coordinates the work of an executive board to run a PTA effectively
- Presides at PTA board and association meetings
- Serves as the official contact, communicator and representative of a PTA
- Designated as an authorized signer for PTA checks, contracts and authorizations for payment
- Serves as ex-officio member of all committees except the nominating committee
- Works with other PTA leaders to connect families, school and community to support student success

2. First Vice President - Programs

- Works with committee and other chairmen to plan and organize programs for the school year
- Collaborates with principal, PTA president, other committee chairs and campus student groups to coordinate, plan and implement programs
- Develops annual program calendar and presents it at PTA association meeting for adoption
- Publicizes approved program calendar using newsletters, website, social networks and school handbook
- Oversees and delegates volunteer recruitment for implementing and running programs

3. Second Vice President - Ways and Means

- Works with committees, appointed by the president, to plan and organize fundraising activities
- Focuses on raising the amount of funds needed to meet the unit's budget
- Presents reports on proposed fundraising activities at board and association meetings for approval

4. Third Vice President - Room Reps

- Works with teacher(s) and parents/guardians, as a parent contact and liaison, to build stronger family-school partnerships for a classroom or grade level
- Encourages easy, two-way communication between teacher(s) and parents on what's happening in the classroom to support student success
- Collaborates with the teacher(s) to identify how parents can assist with classroom activities
- Recruits parent volunteers and delegates volunteer assignments for a classroom or grade level
- Helps to promote PTA goals, membership and activities on campus

5. Fourth Vice President - Membership

- Manages membership campaign plans including goals, themes, calendars, budgets, final membership numbers, etc.
- Reports membership counts to Treasurer (monthly), executive and membership meetings
- Oversees Hospitality Committee for all PTA events

6. Fifth Vice President - Volunteers

- Assists with programs, events and activities organized by the PTA, school or classroom teacher to support student success
- Works cooperatively as a reliable team member to complete volunteer assignments for the PTA
- Collaborates with other PTA board members, teachers and administrators to assess and identify how parents/guardians and community members can get more involved at school as volunteers
- Oversees volunteer recruitment, training and assignments

7. Six Vice President - Communications

- Manages and coordinates electronic communications: email account names and passwords, web hosting information, domain name information, social media usernames, logins and passwords, webmaster contact information
- Maintains calendar of events and contact on PCY PTA website and other online media
- Maintains the PCY PTA website in coordination with a Website chair and a list of names and contact information for local media contacts.
- Manages other print communications on behalf of the PTA

8. Seventh Vice President - Outreach

- Oversees outreach committee whose members are representative of the school and community
- Coordinates with school and community wide interest groups to provide an inclusive school environment

- Oversees World Fest Committee
- Coordinates with staff and community members on cultural celebrations on campus

9. Recording Secretary*

- Takes minutes at board and association meetings
- Co-signs formal papers with president: authorizations for payment, resolutions and formal letters
- Handles PTA correspondence as directed by the president
- Maintains and preserves PTA records and important documents to pass on at the end of the term

10. Financial Secretary

- Works closely with the treasurer and other financial officers in handling PTA funds
- Keeps a record of all PTA funds collected, deposited and disbursed
- Prepares monthly and annual financial reports

11. Treasurer*

- Maintains permanent records to track unit funds and financial transactions
- Chairs budget committee and prepares annual budget for adoption by the association
- Pays all PTA bills as authorized by board or association
- Prepares reports for every board and association meeting and an annual financial report

- Ensures taxes and reports required by PTA bylaws, insurance or federal and state governments are completed and submitted by the due dates

12. Financial Reviewer

- Reviews the books and financial records of a PTA to determine their accuracy
- Presents written reports on financial reviews to the board for review and the association for adoption
- Uploads copies of adopted financial reviews to the document retention system as indicated in unit bylaws
- CPA or accountant preferred but not required

13. Historian

- Captures, assembles and preserves record of activities and achievements of a PTA
- Collects volunteer hours for PTA meetings and events
- Completes and submits the PTA Unit-Annual Historian Report to council/district PTA
- Displays or presents brief overview of PTA year at meeting near the end of the school year
- Oversees Yearbook Committee

14. Parliamentarian

- Assists the president to manage meetings and advises on parliamentary procedure
- Chairs Bylaws committee to review unit Bylaws each year and revise bylaws every five years

- Arranges nominating committee's first meeting, providing information on nomination and election process
- Is entitled to all rights and privileges of membership, including the right to make motions, debate and vote

15. Sixth Grade Committee Chair

- Manages and oversees all Sixth Grade sub-committees such as Sixth Grade Fun Day, Sixth Grade Play, and Sixth Grade Promotion
- Manages and creates budget for all Sixth Grade activities
- Manages proceeds collected from Sixth Grade Families and provides monthly reporting at PTA meetings

*Key Executives (Required Officers) of the PTA