

IRVINGTON NY PTSA

PTSA Executive Committee 2022 Open Positions & Role Descriptions

Irvington Union Free School District is a wonderful community because of its volunteer support and the volunteer contributions of people just like you. Job descriptions for the executive committee roles are listed below.

Who is able to serve on the PTSA? Irvington NY PTSA has a 19 person leadership team called the Executive Committee (EC). PTSA EC positions are open to any parent or guardian who has a child in the IUFSD and does not require any previous PTSA experience. You must be a member of the PTSA to join the EC.

How do PTSA executive committee positions get filled? A nominating committee seeks out nominees for each position and posts a slate of candidates in April. Executive Committee elections are conducted at the June General Membership PTSA meeting.

Do I need prior experience? No! All that is required is a willingness to learn and a commitment to serving the students of IUFSD. We welcome everyone and offer sessions during the summer to meet and discuss the year ahead. Every new member of our leadership team is fully briefed on their roles and responsibilities. Guidance and mentorship are taken seriously and we welcome you to join us and learn.

What is the time commitment? Irvington NY PTSA values the contributions of all its volunteers and we have many opportunities to be involved, with varying time commitments. Volunteering to serve on the Executive Committee (EC) of the PTSA is our most time intensive commitment but within the EC there are different levels of commitment needed. We have indicated the level of time commitment required for each position. As with all our volunteer roles, the Irvington PTSA encourages you to join and we value any contribution to our work.



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How many PTSA meetings will I need to attend? All EC members are asked to attend a minimum of two monthly meetings including:

- PTSA EC meeting (alternating between 9:15am and 7pm weekdays, can be joined remotely)
- IUFSD Superintendent meeting with PTSA EC (weekdays and remote in the 2021-22 school year)
- School VP roles include the above meetings and also involves a monthly (weekday) parent advisory council (PAC) meeting with school administration

General Resources

[New York State PTA](#)

[The PTA board resource guide](#)

<https://www.irvingtonnyptsa.org/>



Irvington NY Parent Teacher Student Association

IRVINGTON NY PTSA

Irvington NY PTSA Executive Committee Open Roles 2022-24

Business/Operations

Co-Presidents (2 Positions)
Executive Vice President
Assistant Treasurer (1-year term)
Secretary

Community Building and Fundraising

Outreach Vice President

School Vice President Positions

Dows Lane Vice President
Main Street School Vice President
Irvington Middle School Vice President
Irvington High School Vice President

All positions are 2-year terms, except the Assistant Treasurer position, which is a 1-year term. All positions are unpaid, volunteer roles.



Irvington NY Parent Teacher Student Association

IRVINGTON NY PTSA

Co-Presidents (Time Commitment 5-10 hours/per week, varies)

Do you have strong opinions about how the PTSA can better reach and engage with our community? The Co-President position is an incredible way to make meaningful change in the largest volunteer organization in IUFSD. If you are passionate about community building this is the role for you.

You'll be most successful in this role if you have some or all of the following:

willingness to take a leadership role and the ability to communicate and listen effectively, and to encourage and support other members to work together. If you have an interest in state wide and PTA issues or partnering with the district wide on policy and procedure this is the role for you. The co-presidents should be dedicated to supporting all members of the IUFSD community regardless of race and ethnicity, gender identity, sexual orientation, ability and socioeconomic level.

The co-presidents are the official representatives of the association. They should encourage community involvement, inclusion, and diversity in the PTSA; welcome all members of the community; encourage those with differing skill sets and work obligations/schedules to become involved in the PTSA; represent the membership of the PTSA (parents, teachers and students), and present ideas and concerns of all members of the PTSA.

Suggested Skills: excellent communication skills, proficiency in cloud based computing such as google workspace, email marketing and e-commerce, and basic software skills, data entry, aware of security and privacy issues, and familiarity with social media.

Time commitment; 5-10 hours/per week, varies depending on events and meeting schedules (Including work in the summer). The role is time consuming but you have flexibility and a co-president to work with! Co-presidents can divide the work and attend meetings alone if required.

This is a two-year commitment, with a third year as president ex-officio. A general guide can be found [here](#). [A detailed list of duties can be found here](#)

If you have any questions about the role please reach out to the current co-presidents Dymrna Kenny and Delina Codey-Barrachin (dymrna@irvingtonnyptsa.org, delina@irvingtonnyptsa.org)



Irvington NY Parent Teacher Student Association

IRVINGTON NY PTSA

Executive Vice President (Time Commitment 2-5hours/week)

Do you love the art of communication and have strong opinions about how the PTSA can better reach and engage with our community? The Executive VP role might be for you!

Partner with the PTSA co-presidents to ensure our brand remains strong and trusted within the community. Maintain and leverage our brand standards for communications, tone and voice as well as guidelines for imagery and iconography. Evolve our standards as needed to keep them up to date and resonating with our audience.

- Create and maintain an editorial calendar for the year that includes all regular communications as well as event- or initiative-related campaigns.
- Plan and deliver all regular communications from the PTSA to the community including monthly newsletter, blog posts and social media posts.
- Partner with other EC members to plan and launch marketing and communications campaigns in support of events and initiatives. Work with EC members and volunteers to create event registration and fund collection pages as needed to support event logistics.
- Serve as primary administrator of the PTSA's Google Workspace account. Manage Google Groups for communication at the district, grade and class levels. Manage email address access for EC members. Organize and manage access to Google Drive files.
- Maintain PTSA website which includes keeping information current, making decisions about site architecture and planning for new content as needed.
- Maintain SpiritWear store content on Shopify which includes adding and removing product items, updating the main landing page and keeping information up to date.

This is a two-year commitment; most weeks you'll spend two hours or less a week drafting and sending communications. However at some busier times (back to school, graduation) you may spend up to five hours per week. This is an ideal position for volunteers who work during the day, as most duties can be completed asynchronously on your own time schedule.



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You'll be most successful in this role if you have some or all of the following:

- Excellent written communication skills
- Comfort with technology and a willingness to self-serve your own answers when you get stuck
- Prior experience in marketing, PR or communications
- Familiarity with Google Workspace, GMail, Google Drive, and Google Docs
- Prior experience working with other online tools including website CMS (Weebly, Shopify), email marketing (Constant Contact), graphic design (Canva) — or a willingness to learn
- Attention to detail
- Creative ideas for new and innovative ways to reach and engage our audience through communications and marketing

Executive Vice President meetings: Attend a monthly PTSA Executive Committee meeting, alternating between day and evening times include PTSA EC meeting (alternating between 9:15am and 7:30pm weekdays, can be joined remotely) and the IUFSD meeting with PTSA EC (daytime, weekdays and remote in the 2021-22 school year).

If you have any questions about the role please reach out to Melissa Jones, melissa@irvingtonnyptsa.org



Irvington NY Parent Teacher Student Association

IRVINGTON NY PTSA

Secretary (Time Commitment 2 hours/week)

You'll be most successful in this role if you have some or all of the following:

excellent communication, organization skills and basic software skills. This role is perfect for those with a desire for a moderate commitment to the PTSA. Roles and duties include keeping minutes from all PTA General membership and Board meetings. Maintain a copy of current bylaws, standing rules, and a current membership list. Writing thank-you notes on behalf of the PTSA. Assisting with the coordination of the High School Scholarship Program. Preparing and maintaining the PTSA calendar including the booking of all Executive Committee meetings for the year. Assisting program and event co-chairs with booking space on district calendar, distributing printed calendar each fall. This is a two-year commitment.

Secretary meetings include PTSA EC meeting (alternating between 9:15am and 7:30pm weekdays, can be joined remotely) and the IUFSD meeting with PTSA EC (daytime, weekdays and remote in the 2021-22 school year).

If you have any questions about the roles please reach out to Jen Kasoff,
jen@irvingtonnyptsa.org



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Assistant Treasurer (Time Commitment 3 hours/week)

You'll be most successful in this role if you have some or all of the following: comfort with technology and basic software skills. Prior experience working with data entry and financial background is helpful but not a prerequisite. The person in this position will ideally transition to Treasurer, although it is not required. General duties include collecting and managing all bank deposits, managing and distributing cash boxes for events, helping manage e-commerce, and working closely with the treasurer. The assistant treasurer is also responsible for posting all deposits to quickbooks. This is a **ONE**-year commitment.

Assistant treasurer meetings include PTSA EC meeting (alternating between 9:15am and 7:30pm weekdays, can be joined remotely) and the IUFSD meeting with PTSA EC (daytime, weekdays and remote in the 2021-22 school year).

*If you have any questions about the roles please reach out to Alice Villa,
alice@irvingtonnyptsa.org*



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Outreach Vice President (Time Commitment 3 hours/week)

You'll be most successful in this role if you have some or all of the following: a desire to engage with the community and a passion for helping others through The Bulldog Family Fund (the charitable arm of the PTSA). This role involves working closely with the district social worker to ensure that the Bulldog Family Fund is working in our community to provide support for those who need it most.

General roles and duties include encouraging community involvement, inclusion, and diversity in the PTSA; welcoming all members of the community; encouraging those with differing skill sets and work obligations/schedules to become involved in the PTSA. Oversee and be the liaison to the Executive Committee for the Chair of the Bulldog Family Fund and for the New Families Committee. Serve as liaison for HeadsUp Rivertowns and Rivertown Parents and attend their meetings.

Outreach meetings include PTSA EC meeting (alternating between 9:15am and 7:30pm weekdays, can be joined remotely) and the IUFSD meeting with PTSA EC (daytime, weekdays and remote in the 2021-22 school year). Rivertown Parents meetings are monthly on Wednesdays from 11:30-1pm. Possibly attend iASK/CAB meetings (this meeting responsibility can be given to an IHS VP or anyone else on the EC with a child in the high school).

If you have any questions about the roles please reach out to Sarah Harris Weiss, sarah@irvingtonnyptsa.org



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Dows Lane Vice President (Time Commitment 1-3 hours/week)

This position has a 2-year term and you must have at least one child attending Dows Lane during the entire period of your term. You will work with two other DL VPs at least one of whom will be serving the 2nd year of their term.

- Encourage community involvement, inclusion, and diversity at DL; welcome all members of the community; encourage those with differing skill sets and work obligations/schedules to become involved in the PTSA; present ideas and concerns of all parents.
- Manage and oversee approximately 8-10 PTSA events, fundraisers, activities, and school-sponsored events at DL.
- Work closely with the other DL VPs and Dows Lane administration.
- Coordinate thank you cards and tips for holiday and end-of-year for staff of DL.
- Support PTSA Grade Parents (K, 1st, 2nd and 3rd grade) and class parents.
- Serve as PTSA Parent Advisory Council (PAC) liaison between the DL parent community and the DL administration:
 - Attend and jointly lead PAC meetings with co-DL VPs
 - Develop agenda and minutes for monthly PAC meetings with DL Principal and Asst. Principal and Grade Parents
 - Provide updates/feedback to parents submitting PAC questions/concerns
- Attend a minimum of three monthly meetings with/on behalf of the PTSA Executive Committee (EC), including:
 - PTSA EC meeting (alternating between weekdays and weekday evenings; can be joined remotely)
 - IUFSD Superintendent meeting with PTSA EC (weekdays)
 - DL PAC Meeting with DL Principal and Asst. Principal (weekdays)
- Encourage community involvement, inclusion, and diversity; welcome all members of the community; encourage those with differing skill sets and work obligations/schedules to become involved in the PTSA; present ideas and concerns of all parents.

If you have any questions about the roles please reach out to Brittany Marcus, brittany@irvingtonnyptsa.org



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Main Street School Vice President (Time Commitment 1-3 hours/week)

This position has a 2-year term and you must have at least one child attending Main Street School during the entire period of your term.

- Encourage community involvement, inclusion, and diversity at MSS; welcome all members of the community; encourage those with differing skill sets and work obligations/schedules to become involved in the PTSA; present ideas and concerns of all parents.
- Manage and oversee approximately 10 PTSA events, fundraisers and activities, and school-sponsored events at MSS.
- Work closely with the other MSS VP and MSS Administration.
- Coordinate thank you cards and tips for holiday and end-of-year for staff of MSS.
- Support PTSA Grade Parents (4th and 5th grade) and class parents.
- Serve as PTSA Parent Advisory Council (PAC) liaison between the MSS parent community and the MSS administration:
 - Attend and jointly lead PAC meetings with co-MSS VP
 - Develop agenda and minutes for monthly PAC meetings with MSS Principal
 - Provide updates/feedback to parents submitting PAC questions/concerns
- Attend a minimum of three monthly meetings with/on behalf of the PTSA Executive Committee (EC), including:
 - PTSA EC meeting (alternating between weekdays and weekday evenings; can be joined remotely)
 - IUFSD Superintendent meeting with PTSA EC (weekdays)
 - MSS PAC Meeting with MSS Principal (weekdays)

*If you have any questions about the roles please reach out to Tracy Portnoy,
tracy@irvingtonnyptsa.org*



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Irvington Middle School Vice President (Time Commitment 1-3 hours/week)

This position has a 2-year term and you must have at least one child attending Irvington Middle School during the entire period of your term. You will work with a co-IMS VP who will be serving the 2nd year of their term.

- Encourage community involvement, inclusion, and diversity at IMS; welcome all members of the community; encourage those with differing skill sets and work obligations/schedules to become involved in the PTSA; present ideas and concerns of all parents.
- Manage and oversee approximately 7 PTSA events, fundraisers and activities, and school-sponsored events at IMS.
- Support PTSA Grade Parents (6th, 7th, and 8th grade).
- Work closely with the other IMS VP and IMS Administration.
- Write and submit promotional content supporting PTSA events/fundraisers to IMS newsletter, Bulldog's Bark.
- Serve as PTSA Parent Advisory Council (PAC) liaison between the IMS parent community and the IMS administration:
 - Attend and jointly lead PAC meetings with co-IMS VP
 - Develop agenda and minutes for monthly PAC meetings with IMS Principal and Asst. Principal
 - Provide updates/feedback to parents submitting PAC questions/concerns
- Attend a minimum of three monthly meetings with/on behalf of the PTSA Executive Committee (EC), including:
 - PTSA EC meeting (alternating between weekdays and weekday evenings; can be joined remotely).
 - IUFSD Superintendent meeting with PTSA EC (weekdays)
 - IMS PAC Meeting with IMS Principal and Asst. Principal (weekdays)

*If you have any questions about the roles please reach out to Mavis Edme,
mavis@irvingtonnyptsa.org*



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Irvington High School Vice President (Time Commitment 1-3 hours/week)

This position has a 2-year term and you must have at least one child attending Irvington High School during the entire period of your term. You will work with a co-IHS VP who will be serving the 2nd year of their term.

- Encourage community involvement, inclusion, and diversity at IHS; welcome all members of the community; encourage those with differing skill sets and work obligations/schedules to become involved in the PTSA; present ideas and concerns of all parents.
- Manage and oversee approximately 7 PTSA events, fundraisers and activities, and school-sponsored events at IHS.
- Support PTSA Grade Parents (9th, 10th, 11th and 12th grade).
- Work closely with the other IHS VP and IMS Administration.
- Write and submit promotional content supporting PTSA events/fundraisers to IHS newsletter.
- Serve as PTSA Parent Advisory Council (PAC) liaison between the IHS parent community and the IHS administration:
 - Attend and jointly lead PAC meetings with co-IHS VP
 - Develop agenda and minutes for monthly PAC meeting with IHS Principal and Asst. Principal
 - Provide updates/feedback to parents submitting PAC questions/concerns
- Attend a minimum of three monthly meetings with/on behalf of the PTSA Executive Committee (EC), including:
 - PTSA EC meeting (alternating between weekdays and weekday evenings; can be joined remotely)
 - IUFSD Superintendent meeting with PTSA EC (weekdays)
 - IHS PAC Meeting with IHS Principal and Asst. Principal (weekdays)

If you have any questions about the roles please reach out to Meredith Keltz, meredith@irvingtonnyptsa.org



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