STANDING RULES (a/o 02-25-26)

(This document is linked to the BYLAWS (Final and Adopted) 4.13.26 (PTA signed) 4.27.26.pdf)

Roles and Responsibilities of Non-Mandatory Officers

1. **Responsibilities are flexible:** As outlined below, and on the PTA Webpage, responsibilities of Non-Mandatory Officers shall be determined by each elected Executive Board and shall not be limited to what is in this Appendix I. The purpose of this appendix is solely to provide a guideline for understanding the current tasks of the Executive Board Members and how such tasks might be divided, not only for efficiency, but also as a means of apprenticeship leading to potential succession in certain roles. As such, this list is for informational purposes only and is not required to be strictly followed.
2. **Updates:** Due to the informational purpose of this list, updates to the roles and responsibilities below shall be made as necessary and shall only require approval by the current Executive Board. Approval from General Membership will not be required.

B. Preference for Adjacent Mandatory Officers:

1. **Vice and Deputy roles:** Since these bylaws call for two people who desire to share a role (Co-President, Co-Treasurer, Co-Secretary) to run together as a slate, understanding that this process can force unnecessary outcomes (specifically the resign and re-run situation, as well as the ineffective power-sharing situation) The Non-Mandatory main officer roles below (Vice president, Deputy Treasurer, Deputy Recording Secretary) are structured so as to introduce applicants to those tasks that could lead to a possible succession of the indicated Main Officer. While this Appendix I does not prohibit Co-Equal/Corresponding (Co) positions, for reasons stated above, for the Non-Mandatory Main Officer roles, it sets a preference for adjacent titles, ("Vice", "Deputy") and does not list the versions that would be co-equal ("Co"). It is understood that Corresponding roles would share responsibilities equally.

C. Roles and Responsibilities of Non-Mandatory Officers

1. **Non-Mandatory Officers List:**

   A. Vice-President
      1. Sets up and monitors Konstella volunteer pages
      2. Sets up and monitors Konstella donation/pledge pages
      3. Organizes volunteers on behalf of Events Chairs and as needed by school staff
      4. Knows how to access and organize the PTA Locker(s)
      5. Knows how to purchase food items for events
      6. Understands and executes post-event volunteer thank-you procedures

B. Deputy Treasurer

1. Understands how to receive Konstella payments (via Stripe)
2. Knows online Stripe account and works with Treasurer regarding transfers from Stripe Account to PTA Bank Account
3. Knows online Point-of-Sale account (Collect) and how to set up items for sale at event
4. Understands physical Stripe Point-of-Sale system and is responsible for set up, deployment (using a mobile phone/tablet interface) and post-event storage.

C. Deputy Recording Secretary

1. Shares the various duties of the Recording Secretary but is not a Co-Secretary
2. Keeps official minutes of PTA meetings; prepares sign-in sheets and materials.
3. Keeps the PTA's non-financial records.
4. Assists the Konstella+Facebook Communications Chair(s) as requested.

D. Fundraising Chair(s)

1. Assembles fundraising team (The Hive) as necessary from interested members including General Membership and/or Executive Board members
2. Leads in formulating annual goals and creating fundraising events
3. Devises messaging and strategies for meeting goals set forth
4. Participates in setup and execution of non-event (online) Fundraising efforts as necessary
5. Understands how corporate matching works and can designate as necessary a Hive member to lead Corporate matching efforts

E. Event Chair(s)

1. Plans and organizes PTA-approved events in alignment with the Association's goals.
2. Develops event concepts, décor, and overall design elements appropriate to the event theme and audience.
3. Collaborates with the Treasurer to develop and manage event budgets.
4. Coordinates vendors and ensures required contracts, permits, and insurance documents are secured.
5. Recruits and organizes volunteers as needed.
6. Works with school administration to ensure compliance with school and district policies.
7. Assists with event promotion through PTA communication channels.
8. Maintains oversight, organization, and upkeep of PTA event supplies and storage areas, including inventory management.
9. Provides a brief summary report to the Executive Board following major events.

F. Communications & Social Media Chair(s)

1. Knows how to use PTA Konstella account to setup messaging on behalf of other officers
2. Knows how to create parallel and non-parallel emails for school to send out
3. Can create informational and promotional messages for PTA events and programs
4. Works with Events and Fundraising and others to coordinate necessary communications
5. Works with Graphic designer as needed to ensure accurate flyer info
6. Responsible for Social media posting - pre-event, during event and post event

G. Elections Chair (advisory only)

1. Can help identify nominating committee members
2. Can inform nominating committee regarding election procedures including but not limited to sending out election-related messaging and holding actual elections
3. Can instruct nominating committee on filling out post-election certification forms
4. Can NOT actively participate in any duties of the nominating committee

H. New Parent Liaison(s)

1. Organizes new parent Konstella, Social Media and WhatsApp Sign-up QR info for PTA Welcome Breakfast and June Orientation (as necessary)
2. Responsible for new parent interest sign up sheet at Welcome Breakfast
3. Knows answers to the 6th Grade FAQ
4. Can bring new parent concerns to the PTA
5. Will support the 6th Grade WhatsApp chat as necessary

Roles and Responsibilities of Members-at-Large

I. Members at Large (4-6)

1. *Attends all Executive Board meetings* regularly to listen, discuss and vote on PTA initiatives
2. *Contributes to Board discussions* by actively voicing perspectives during planning and decision making and offering input on budgets, events, PTA initiatives and committee work.
3. *Supports Committees and events* by volunteering for Board Committees, event teams, and special projects (including self-starting ones) and by helping ensure PTA goals are met during the school year.
4. *Lends help whenever possible* by stepping in where needed to assist with PTA Operations — which might include outreach,. Volunteer support, fundraising efforts or family engagement activities.
5. *Serves as a representative voice* by being proxy for General Membership's interests on the Board and helping to ensure the PTA reflects the wider school community's views.
6. Of the 4-6 Members-at-Large, one 6th Grade reps (identified at Orientation) will also be responsible for creating summer gatherings and will be eligible to be elected as a Member-at-Large in the Fall Expedited Election along with two other incoming parent/caregiver MALs. (With the 6 Member-at-Large slots, this creates a total of 3 open MAL seats for Incoming families).