

Addison Mizner PTA Officer Position Descriptions

NOTE: Position descriptions are subject to change and modification. These descriptions are meant to provide a general understanding of the responsibilities and functions of PTA Officers.

President

The primary responsibility of the President is to manage the overall goals and strategies of The Addison Mizner School PTA and to lead the PTA Executive Committee and Committee Chairs in achieving those goals. This individual should possess strong leadership qualities and be able to effectively preside over all meetings.

The President is a two-year elected position with one vote and must be a PTA member in good standing.

Responsibilities include, but not limited to:

- Lead annual activity and budget planning
- Create agendas and facilitate all board, general membership and committee chair meetings
- Maintain regular communication with Executive Committee and Committee Chairs
- Hold bi-weekly meetings with Principal to communicate PTA business and report back to the board
- Appoint Member-at-Large to the Board and Committee Chairs
- Appoint ad hoc Nominating Chair
- Serve as an ex-officio member of all committees except Nominating Committee
- Support membership growth and retention; welcome diversity and inclusion of members
- Recruit, manage, motivate and retain volunteers
- Speak as the representative of PTA Board at various functions and events, as needed
- Research school enhancement or needs-based projects as directed by PTA board
- Oversee fiscal compliance including coordination of audit process, annual report and 990 filing and insurance coverage with Treasurer
- Annual review and necessary re-write of by-laws and standing rules
- Designated as an authorized signer for PTA checks, contracts and authorizations for payment
- Works closely with Vice President of Communications to provide communication to AMS families through email, social media and website
- Ensure all voices are heard through effective communication; Identify challenge and invite solutions
- Organize officer transitions and timeline for recruitment and election process
- Serves in an ex-officio capacity on the School Advisory Council (SAC) which meets monthly
- Represent AMS PTA in the community
- Volunteer at events as available
- Serve as liaison between parents, school administration, School District and Florida PTA
- Familiarize with Florida and National PTA resources
- Coordinate Florida PTA Award Nominations with VP of Communications

Past President

The primary responsibility of the Past President is to serve in an advisory capacity to transfer institutional knowledge and is expected to attend all Executive Committee and General Membership meetings to participate in discussion.

The Past President is a one-year term, following the President role and is a non-voting member who must be a PTA member in good standing.

Vice President, Communications

The primary responsibility of the Vice President of Communications is responsible for the oversight of AMS PTA's communications with parents, staff, students and community. This position requires a detail-oriented person with strong communication and computer skills. The person must be familiar with social media coordination and website content management.

The Vice President of Communications serves a two-year term on the Executive Committee and is an elected position who must be a PTA member in good standing.

Responsibilities include, but not limited to:

- Attend all Executive Committee and General Membership meetings to participate in discussion and decision making; if unable, provide detailed report to President
- Designated as an authorized signer for PTA checks, contracts and authorizations for payment
- Ensures that all AMS PTA branding is in compliance
- Oversees the design, production and distribution of the AMS PTA newsletter
- Manages the design, content and maintenance of the AMS PTA website including URL renewal
- Administers amspta.org email accounts
- Manages all AMS PTA social media accounts; assigns admin and moderator privileges
- Responsible, in coordination with the President, the approval of all AMS PTA digital and hard copy distribution- fliers, invitations, newsletters, etc. VP of Communications should proofread all such communications, produced by other PTA volunteers, to ensure all needed information is accurate and consistent with AMS PTA branding
- The VP of Communications may produce internal marketing materials for other committees and events at the request of those Officers or Chairs
- Oversees all public relations activities; writes articles and press releases announcing and highlighting appropriate AMS PTA events or news for the local media, in coordination with the President
- Advise all committees on communications policy and expectations regarding marketing
- Organize transition to next VP of Communications
- Volunteer at events as available

Vice President, Fundraising

The primary responsibility of the Vice President of Fundraising is to coordinate the AMS PTA Business Partnership program and to provide support and guidance to all fundraising committees. This position requires a detail-oriented “people-person” with strong communication and computer skills.

The Vice President of Fund Development serves a two-year term on the Executive Committee and is an elected position who must be a PTA member in good standing.

Responsibilities include, but not limited to:

- Attend all Executive Committee and General Membership meetings to participate in discussion and decision making; if unable, provide detailed report to President
- Serves in an ex-officio capacity on the School Advisory Council (SAC) which meets monthly
- Coordinate all aspects of the Business Partner Program- renew past partners, recruit new partners, and follow the process for invoicing, art submission, proofing and posting of banners and eBlasts.
- Communicate to business partners throughout the year opportunities for promotion to AMS community
- Maintain detailed database of business partners with contact information and commitments
- Coordinate needed facility arrangements
- Hold fundraising committee chair planning meeting with the President; present budgets
- Coordinate end of event/project fundraising reports with Treasurer and Committee Chairs
- Organize transition to next VP of Fundraising
- Volunteer at events as available

Communicate regularly with the fundraising committees:

- School Apparel (August/September Push, Ongoing)
- Penny Wars (September)
- Fall Fundraiser (October/November)
- Family Fun Day
- Holiday Shop (December)
- Spirit Events (Monthly)
- Auction (April/May)
- School Supplies (April/May)
- Marquee (Ongoing)

Vice President, Volunteers and Membership

The primary responsibility of the Vice President of Volunteers is to recruit and manage volunteers for various AMS PTA events and programs. This position requires a detail-oriented person with strong communication and computer skills. The person should be enthusiastic about engaging and motivating volunteers to support AMS PTA.

The Vice President of Volunteers and Membership serves a two-year term on the Executive Committee and is an elected position who must be a PTA member in good standing.

Responsibilities include, but not limited to:

- Attend all Executive Committee and General Membership meetings to participate in discussion and decision making; if unable, provide detailed report to President
- Knowledgeable of the volunteer guidelines set by the Palm Beach County School District
- Responsible for coordinating volunteer recruiting for various events and programs
- Assist event chairs with recruiting, scheduling and managing volunteers for seamless execution
- Assist in linking interested volunteers with PTA needs
- Supports Room Parent Coordinator
- Manages volunteer database and submits volunteer hour reports to Florida PTA
- Administers volunteer survey (August) to determine interests, skills and availability
- Host volunteer orientation meeting with the Administration
- Serves as school liaison for any volunteer efforts needed by AMS staff and teachers in coordination with the President
- Ensures all volunteers have Palm Beach County School District and AMS volunteer policies and are aware of the process for campus access
- Distribute volunteer opportunities through AMS PTA website
- Recognize volunteers for their contributions throughout the year
- Develop, implement and coordinate an annual membership initiative focused on recruitment and retention
- Maintain the website forms for membership in coordination with President & VP Communications
- Export membership database from website to import to Florida PTA
- Remit dues payments monthly with Florida PTA, in coordination with Treasurer
- Remit dues payment to Palm Beach County Council annually
- Submit all tentative dates for member events to President and VP of Event Management for administrative approval and inclusion on the calendar
- Organize transition to next VP of Volunteers and Membership
- Volunteer at events as available

Vice President, Student Programs

The primary responsibility of the Vice President of Student Programs is to support the programs that the AMS PTA sponsors to support the academic enrichment, character development, health and welfare of our students. This position requires a detail-oriented person with strong communication and computer skills. The person should be passionate about offering unique programs for the enrichment of our AMS students.

The Vice President of Student Programs serves a two-year term on the Executive Committee and is an elected position who must be a PTA member in good standing.

Responsibilities include, but not limited to:

- Attend all Executive Committee and General Membership meetings to participate in discussion and decision making; if unable, provide detailed report to President
- Most programs and events have a Committee Chair assigned; the VP of Student Programs will guide each committee chair and ensure timely execution of all activities
- All activities must adhere to allocated budgets for which the VP of Student Programs will oversee
- Submit all tentative dates to the board and administration for approval for addition to calendar
- Coordinate needed facility arrangements
- Coordinate with VP of Volunteers/Membership to enlist support for programs/events
- Coordinate with VP of Communications to effectively promote programs/events
- Organize transition to next VP of Student Programs
- Volunteer at events as available

Communicate regularly with the student program committees:

- Weekend Backpacks (Ongoing)
- Publishing (Ongoing)
- Green Team (Ongoing)
- Walker/Biker Safety (Ongoing)
- Book Fair (Fall & Spring)
- Reflections (September/October)
- Red Ribbon Week
- 100 Days of School Celebration
- VIP Ball
- Career Day
- FSA Spirit (April/May)

- Earth Day Celebration
- Dude's Date Night Event
- 5th Grade Luncheon (May)

Vice President, Middle School Affairs

The primary responsibility of the Vice President of Middle School Affairs is to serve as a liaison between AMS Administration, new middle school families and the PTA. With the addition of middle school curriculum, programs and activities, the PTA needs an active member to proactively address needs and concerns. This position requires a detail-oriented person with strong communication skills. The person should be engaged in building a first-class middle school program.

The Vice President of Middle School Affairs serves a two-year term on the Executive Committee and is an elected position who must be a PTA member in good standing.

Responsibilities include, but not limited to:

- Attend all Executive Committee and General Membership meetings to participate in discussion and decision making; if unable, provide detailed report to President
- Stay in constant communication with TOSA (Teacher on special assignment) & admin team
- Serve as an advocate for middle school programs/activities
- Coordinate needed facility arrangements
- Submit all tentative dates to the board and administration for approval for addition to calendar
- All activities must adhere to allocated budgets
- Coordinate with VP of Communications & VP of Volunteers to effectively promote programs/events/volunteers
- Coordinate with Classroom coordinator chair to verify if any communication should be eblast to middle school families (**middle school doesn't have classroom parents so this is important to make sure MS parents + students are in the know**)
- Organize and attend all Middle School events included but not limited to: Honor Roll (3 in total) Valentines Dance, 8th Grade dance, 8th grade yearbook signing event, auction GC wall donation social, etc.
- Organize "8th Grade Superlatives" page for yearbook (contact Ms Miko or current yearbook club teacher)
- Support Middle School teachers & clubs when necessary.
- Organize transition to next VP of Middle School Affairs

Treasurer

The primary responsibility of the Treasurer is to receive and accurately maintain all PTA funds in accordance with the PTA Membership approved annual budget. This position requires a strong financial background, including budget reporting and cash flow analysis. This individual must be computer savvy and be able to utilize QuickBooks for financial reporting.

The Treasurer serves a two-year term on the Executive Committee and is an elected position who must be a PTA member in good standing.

Responsibilities include, but not limited to:

- Attend all Executive Committee and General Membership meetings to participate in discussion and decision making; if unable, provide detailed report to President
- Designated as an authorized signer for PTA checks, contracts and authorizations for payment
- Assist with budget planning and keep record of the final approved budget
- Coordinate end of event/project fundraising reports with VP of Fund Development/Committee Chairs
- Keep accurate records and permanent books of all PTA finances
- Provide a statement of all accounts at every Executive Committee and General Membership Meeting
- Ensuring three authorized signatures are on file at the bank for financial transactions; these signatures are usually that of the current president and treasurer, and one other officer as an alternate
- Promptly deposit all money in the name of AMS PTA in a bank account approved by the board
- Pay PTA invoices and reimbursement requests as approved by the Executive Committee
- Obtaining two authorized signatures on every check
- In coordination with the President, prepare and compile any necessary documents for annual audit in accordance with the bylaws
- Submit financial reports and bank statements to paid CPA for tax prep and filing to IRS. Provide a fiscal year-end report summarizing spending by budget category to the incoming Treasurer and President
- Conducts annual tax returns on behalf of the AMS PTA and may be requested to seek an outside auditor when necessary
- Facilitate teacher mini-grant program with assistance from the President; advise teachers on receipt procedure and store according to policy
- Advise fundraising committees on financial policy regarding reimbursements and cash handling
- Assign designated Executive Committee member for accepting payments in absence
- Organize transition to next Treasurer
- Volunteer at events as available

Secretary

The primary responsibility of the Secretary is to keep an accurate record of the proceedings of AMS PTA meetings. These records are the permanent history of the PTA, so promptness and accuracy are key to this role.

The Secretary serves a two-year term on the Executive Committee and is an elected position who must be a PTA member in good standing.

Responsibilities include, but not limited to:

- Attend all Executive Committee and General Membership meetings to participate in discussion and decision making; if unable, provide detailed report to President
- Take minutes at Executive Committee and General Membership meetings, type them and distribute them to the other officers within five business days
- Photocopy the minutes from the last general meeting for distribution to seek approval at the upcoming General Membership meeting
- Prepare the sign-in sheet for General Membership meeting and maintain attendance record in meeting documents
- Confirm quorum at each meeting
- Maintain a complete file of all approved minutes, agendas, and materials distributed at any official PTA meeting
- Assign designated Executive Committee member to take minutes in absence
- Coordinate with Treasurer to send tax letters to members and business donors in January
- Maintain a copy of current bylaws, standing rules, and a current membership list
- Organize transition to next Secretary
- Volunteer at events as available

The secretary should have these items on hand at all meetings:

- Minutes of the previous meeting and pertinent attached reports
- List of unfinished business to be discussed
- Agenda
- Current bylaws and standing rules
- Current membership list
- List of committee chairs
- Materials for minute taking

Member-at-Large

The primary responsibility of the Member-at-Large is to serve as the voice of the membership on topics of interest to the AMS PTA.

The Member-at Large serves a one-year term on the Executive Committee and is appointed by the President and must be a PTA member in good standing.

Responsibilities include, but not limited to:

- Attend all Executive Committee and General Membership meetings to participate in discussion and decision making
- Review bylaws each spring with President for any needed updates
- Create and distribute annual membership surveys, fall and spring
- Volunteer at events as available