

BMP P
D
2020-2021



Officer Positions

Mandatory positions include President, Secretary, Treasurer and one Vice President

QPresident

Serves as the official contact, communicator and representative of a PTA

Time Commitment: 4-8 hours per week

- Serves as H official contact, communicator and representative of the PTA.
wCommitment: 4-8 hours per week
- Works with other PTA leaders to connect families, school and community to support student successes u
- Designated as an authorized signer for PTA checks, contracts and authorizations for payment
- Coordinates with Treasurer on reimbursements and payments of bills; ensuring proper documentation from teachers and administration
- Manages the overall objectives and strategies of PTA
- Acts as liaison between parents and principal / staff
- Manages the recruiting process for all PTA Committee Chairs/Coordinators
-  Creates the agenda and facilitates the monthly PTA and executive board meetings
-  Plan speakers and assist with childcare for general membership meetings
- Meet monthly (or as decided) with school administration
- Manages the process of creating the PTA calendar and budget. Works closely with the board members, especially the Principal and Treasurer
- Manages process of updating By-laws as necessary.
- May speak or represent the PTA at school events
- Ensures guidelines for state and national PTA are followed to remain in good standing.

VP—Community Enrichment

Time Commitment: 1-2 hours per week

- Work with Chair of After School programs to provide after school enrichment programs to students
- Act as a liaison for student programs where PTA support is needed (ex. Positivity Project; school assemblies)
- Receive and review requests with leadership for PTA funds from teachers and school staff for student use
- Plan parent and school community enrichment programs
- Work with Parent Liaison to best address parent and community needs
- Attend monthly executive board and general membership PTA meetings
- Work w/present and school staff to coordinates the PTA participation at BMP sponsored events such as Kindergarten Orientation, Open House and Back to School Night
- Assist in planning topics, speakers and childcare for General Membership meetings
- Work with coordinator for after school enrichment programs and disperse roster to all teachers and communication to staff

VP—Communications

Responsible for maintaining communication between PTA and school community.

Time Commitment: 4-8 hours per week

- Coordinate with proper POC for PTA News You Choose and Mustang Message
- Work with Marketing Coordinator to make sure PTA information is included in the BMP monthly newsletter, Thursday Folders and BMP outside marquis
- Ensure signage at school is up to date and accurate
- Attend monthly executive board and general membership PTA meetings
- Send weekly email (or as needed) to the BMP POC (currently Maria Guerra) in charge of birthdays so they may be added to the marquis out front.
- Work with Marketing Co. to coordinate with Restaurant Night, program and event POC's to assist with flyers and email promotion
- Obtain information from committee chairs and board members to bring the community up to date on current events and opportunities.

VP—Fundraising

Time Commitment: 1-2 hours per week

- Assist in planning and development of PTA calendar and budget
- Provide oversight on fundraising efforts. Lead volunteers (or work with volunteer coordinator) to plan, organize, budget, set-up, clean up, etc for each PTA event or fundraising campaign
- work with Communications and Marketing for flyers, social media and email announcements
- Attend monthly executive board and general membership PTA meetings

Treasurer

Time Commitment: 1-2 hours per week, including attending PTA meetings.

Tax return (done by hand) takes about 4 hours or secure auditor

- Prepare the financial files for audit
- Generate and maintain the PTA budget.
- Inform committees of budgeted funds.
- Pay bills and reimbursements as required.
- Collect cash deposits at school and events
- Deposit cash and checks into bank account
- Count money post-event and deposit
- Ensure needed petty cash for events
- Oversee ongoing PTA finances ensure adherence to approved PTA budget.
- Prepare and present budget report for each PTA meeting.
- Ensure proper storage of treasurer and financial documentation
- Ensure insurance premium is paid
- Ensure membership dues are paid to VA PTA
- Attend monthly executive board and general membership PTA meetings

Secretary

Time Commitment: 1-2 hours per week

- Take minutes at PTA meetings, then forward to president for review
- Submit minutes for inclusion on the website.
- Maintain complete records of members and leaders.
- Send communications on behalf of the board of directors.
- Attend monthly executive board and general membership PTA meetings
- Check mail at school office

Chair and Committee Positions

After School Enrichment

Time Commitment: varies depending on time of year; 1-2 hrs/week

- Work with VP of Community Enrichment
- Explore the possibilities of new and continued after school enrichment programs
- Follow FCPS processes and procedures
- Coordinate the planning of after school enrichment programs; including vendor contact and maintenance of online registration tool, marketing, communication with parents, coordination with school and entry into appropriate systems, coordination of onsite manager volunteer or paid person
- Create rosters for after school enrichment and work with staff to disperse to teachers
- attend monthly executive board meetings as needed and general membership PTA meetings

Assistant Treasurer

Time Commitment: 1-2 hours per week (varies depending on time of year)

Assist treasurer with needed duties. May include the following:

- Collect cash receipts from the school office as needed
- Prepare bank deposit paperwork and take to bank for deposit
- Withdraw (and later deposit) petty cash from bank for various PTA events
- Assist with PTA event duties involving cash collection and counting post-event
- Attend PTA executive board meetings and PTA member meetings

Box Top

Time Commitment: about 1- 2 hours a month

- Abide by the Box Tops for Education rules posted on the website for coordinators
- Organize a Box Tops competition
- Organize prizes for the Box Tops competition
- Maintain a list of classroom Box tops numbers for the competition

Liaison to Fairfax County Council of PTA's (FCCPTA)

Time Commitment: approx. 1-2 hrs per month

- Attend 4 FCCPTA meetings/year as representative of Bren Mar Park Elementary PTA
- Communicate information back to executive board and to general PTA membership

Lost and Found

Time Commitment: about 1- 2 hours a month

- Keep Lost and Found items on hangers.
- Work with Marketing Coordinator to make sure parents are aware of the Lost and Found
- 2-3 times a year, coordinate donation of Lost and Found items

Marketing

Time Commitment: 1-2 hours a week

- Publicize school events through BMP newsletter.
- Obtain information from committee chairs and board members to bring the community up to date on current events and opportunities.
- Publish special event and awareness communications as needed.
- Take pictures and/or work with volunteer to ensure pictures are taken at PTA events
- Ensure Facebook remains updated and edit PTA publications as needed.
- Assist in creation and maintenance of BMP PTA's web presence.
- Maintain PTA Facebook and Twitter account.
- Attend monthly executive committee meetings as needed and monthly PTA meetings.

Membership

Time Commitment: key times beginning of year and mid-way for membership drives

- Review and plan membership drives
- Generate a monthly report of new members
- Work with Treasurer to send PTA dues to Federal, State and Local PTA chapters
- Work with VA PTA to correctly utilize online membership system
- Attend monthly executive committee meetings as needed and monthly PTA meetings.

Restaurant Night

Time Commitment: about 1- 2 hours a month

- Schedule and plan monthly/bi-monthly restaurant nights.
- Work with Marketing Coordinator and Communications VP to publicize

School Supply Kits

Time Commitment: About 30 hours in total

Busiest Times of Year: February-May & August

- Work with the teachers and a school supply vendor to assemble a specific school supply packet for each grade level.
- Work with PTA Board to set prices for each grade level.
- Work with Marketing Coordinator to market SchoolKidz to all students (including incoming kindergarten students)
- Work with Treasurer to make sure all funds are deposited
- Coordinate orders and work with PTA and school office to deliver purchased supplies to the appropriate classrooms prior to the first day of school.
- Attend monthly executive committee meetings as needed and monthly PTA meetings.

Spiritwear

Time Commitment: Varies by activity

- Design and order BMP Elementary Spirit Wear items. Work with a vendor to create the design.
- Fill incoming orders and facilitate the delivery of items to students.
- Keep track of all orders filled.
- Support committee chairs for key fundraising events.
- Continue to monitor success of fundraisers and recommend changes to fundraising objectives and strategies at Carlisle.

Staff Liaison

Time commitment-3-4 hrs per month

- acts as liaison between PTA board and staff/teachers
- attend monthly executive board meetings as necessary
- attend monthly general membership meetings as necessary
- assist with planning of events and programs as relates to communication with teachers and staff

Volunteer Coordinator

Time Commitment: Varies by activity

The volunteer coordinator works with the principal, the teachers, PTA officers and the volunteers. This role includes:

- Create Sign Up Genius or email sign-ups for volunteers as needed.
- Help volunteers become familiar with the school policies, people, programs, and the building itself
- Correlating the needs of teachers with the interests and abilities of volunteers
- work with VP Fundraising and Events for needed volunteers
- Attend monthly executive committee meetings as needed and monthly PTA meetings.