GVJH PTA Job Descriptions

Why volunteer?

- ➔ Make a difference for the students, families and staff at GVJH
- ➔ Enjoy getting to know Principal Chiu and the other parents volunteering for the PTA
- ➔ Be even more informed and connected to the school
- ➔ Serving on a PTA Board at a Jr. High is a MUCH lighter commitment than in elementary.

PTA Board Positions (elected)

President: FILLED

- 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.

Executive Vice President: FILLED

- Works as the primary aide to the president
- Helps lead a PTA towards specific goals consistent with PTA purposes and policies
- Performs president's duties in his or her absence
- Carries out other duties outlined in unit bylaws and standing rules or as assigned

Vice President Ways and Means: OPEN

- Oversees fundraising
- Manages the Cheddar Up payment platform and
- Runs the Make a Difference campaign, which solicits financial donations from families to support the PTA's programs.
- Works with the treasurer to track overall income from membership/fundraising.
- Works with the VP of Family Engagement to support fundraising activities (restaurant fundraisers, etc.)
- Focuses on raising the amount of funds needed to meet the unit's budget
- Coordinates with the Financial Secretary/Treasurer in obtaining cash/checks in the PTA mailbox at the school and depositing at the bank.
- Works with the Chair of Communications to send ParentSquare updates/donation requests
- Sends thank you letters/receipts to those that make donations.
- Provides updates on fundraising income at board and association meetings for approval

Vice President Family Engagement: FILLED

- Plan and organize fundraising restaurant nights
- Focuses on raising the amount of funds needed to meet the budget goal
- Presents reports on proposed activities at board and association meetings for approval

Recording Secretary: FILLED

- 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

Treasurer: FILLED

- 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
- 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
- (Position tends to be busiest in September and May)

Financial Secretary: FILLED

- Assists the treasurer. Deposits cash/checks and writes checks.
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Historian: FILLED

- 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.

PTA chair/committee Positions - appointed

Financial Reviewer: FILLED

- Chairs a committee to conduct a review of the financial records of a PTA semi-annually to determine their accuracy and make recommendations.
- Presents written financial review reports to the board for review and the association for adoption.
- Forwards copies of adopted financial review reports to council/district PTA as indicated in unit bylaws.

Parliamentarian: FILLED

- 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
- Provides information on nomination and election process to the nominating committee

Committee Positions

Communications Chair: FILLED

- Work with board members to draft Parent Square posts and other communications.

Hospitality: FILLED

- Works with principal and other volunteers to coordinate staff appreciation events.
- Acts as official host of a PTA in creating a welcoming atmosphere at meetings and events
- Key events to organize are two staff luncheons, one in the fall and one in the spring
- Works with committee and other chairman to organize and set up any refreshments, food, decorations, registration, greeters for PTA meetings and events
- Presents hospitality budget for incorporation into the budget
- Reports on hospitality plans at board meetings for forthcoming PTA events.

Garden Work Days Committee: FILLED

- Work with staff (Mr. Moore) to organize 2 garden work days with parent/student volunteers.

Membership: VACANT - low priority - easily covered by Team

- Encourage parents to join the PTA and manage the PTA's Totem membership site.
- Help represent the PTA at school events with parents.

Promotion Party: FILLED

- Works with committee to organize and set up refreshments, food, decorations, registration, and activities for the 8th grade Promotion Party
- PTA Liaison for 8th grade promotion ceremony.
- Open to parents in both grades.

Soiree: FILLED

- Works with committee to organize and set up refreshments, food, decorations, registration, greeters and entertainment for the 8th grade year-end social event.
- Works with Principal to secure venue for Soiree (usually DPHS).
- Open to parents in both grades.

Nominating Committee: Filled in Nov/Dec

- The Nominating Committee Chair directs the work of the three member Nominating Committee in the selection of nominees for local officers, directors, and succeeding Committee chairpersons
- The Committee reports to the Board
- The Chair and two members are nominated by the current Nominating Committee. They are not directors.
- Any unfilled memberships are appointed by the Board at its first regular meeting of the year.
- Works with Communications chair to reach interested 7th grade families and feeder elementary schools in March.
- Presents a slate of directors to the board in April and the Association in April or May.
- Usually includes the parliamentarian.

~~**Reflections: VACANT**~~

- ~~Coordinate the CAPTA's Reflections art contest at GVJH~~
- ~~The program only runs if there is sufficient family interest – unlikely.~~

~~**Honorary Service Awards:**~~

- ~~Coordinate recognition of our dedicated parent volunteers and staff.~~

For more information on role responsibilities, visit: toolkit.capta.org

Questions?: president@gvjhpta.org