This Google Doc contains the following information:

- PTA Leadership Roles
- Executive PTA Board Job Descriptions
- Nomination Timeline & Process

PTA LEADERSHIP ROLES

This section lists Executive PTA Board and PTA Program & Committee leadership roles. See below for job descriptions. To learn more PTA leadership roles, as described by CAPTA, click here.

There are LOTS of ways for YOU to lend a paw at Maya Lin. If you are interested in joining any of these efforts, let us know by sending an email to mayalinpta@gmail.com.

EXECUTIVE PTA BOARD, 2024-25

TITLE	NAME
President	Rebeca Nesicolaci
Executive Vice President	Inome Callahan
Secretary	Marjin Kruisselbrink
Historian	Taryn Propersi
Treasurer	Michael Mamaril
Financial Secretary	Jennifer Zimmerman
Auditor	Kellen Gauthier
Parliamentarian	Alex Spehr
VP of Communications	Jamie Martinez
VP of Funding	Cheryl Wu
VP of Events	Michelle Balog

COMMITTEE & PROGRAM LEADS

These are volunteers who help to steer PTA-led programs & events. These are not elected positions, and there is no time limit on years of service. Send an email to mayalinpta@gmail.com if you would like to take on a leadership role

COMMITTEE or PROGRAM	NAME (Title)

Arts Advocacy Committee	Diana Reed (Lead), Susie Lundy (Support)
Affinity Groups	***See table below for coordinators***
Communications Team	PTA President - Rebeca Nesicolaci Secretary - Jamie Martinez
Garden Committee	Collective Team - Inome Callahan (Point Person)
Go Green Team	Co-Leads: Pauli Ojea, Cheryl Wu
I <3 Coffee Crew	Taryn Propersi
Kinder Ambassadors	
Jog-A-Thon	Cheryl Wu, Michelle Balog,
Lost & Found Crew	**Lead Needed? Is this still a PTA-led effort? Winter L&F Donation was handled by school staff**
Lunch Volunteers	Through School-Site - Principal Ringewald
Room Parent Coordinator	Tiffany Aguon (Lead), Pricilla Henneman (Support)
Safe Routes to School	Pauli Ojea & Eugenia Amador
Safety Team	Jesse Martinez
Science Camp (5th Grade Outdoor Ed)	**2025 Science Camp - Susan O (Lead)**
Social Justice & Equity Committee	Rana Rines Evans

AFFINITY GROUP COORDINATORS

GROUP	NAME
AAPI/MidEast Families	Fei Ouyang
Black Families	**Coordinator Needed**
IEP & 504 Families	Miki Terasawa, Inome Callahan
Jewish Families	Hannah Green, Cynthia Minster
Latinx Families	Rebeca Nesicolaci
Rainbow Wolves	Lori Billela, Laura, Alex Spehr

JOB DESCRIPTIONS

To learn more PTA leadership roles, as described by CAPTA, click here.

PRESIDENT

- 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

- 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
- Works with President on communications

SECRETARY

- 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
- Works with President and Executive Vice President on communications

HISTORIAN

- 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
- Works with President and Executive Vice President on communications

TREASURER

- 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 as authorized by board or association
- 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

FINANCIAL SECRETARY

- Works closely with the treasurer and other financial officers in handling PTA funds
- Keeps a record of all PTA funds collected, deposited and disbursed

- Prepares monthly and annual financial reports

AUDITOR

- Audits the books and financial records of a PTA to determine their accuracy
- Presents written reports on audits to the board and the association for adoption
- Forwards copies of adopted audits to council/district PTA as indicated in unit bylaws

PARLIAMENTARIAN

- Assists the president to manage meetings and advises on parliamentary procedure
- Chairs Bylaws committee to review unit Bylaws each year and revise Bylaws every three years
- Arranges nominating committee's first meeting, providing information on nomination and election process

VP OF OUTREACH & ENGAGEMENT

- Invite and encourage everyone to be a part, and assure everyone may play a role, because your community is your greatest asset.
- Invite involvement through one-on-one relationships focused on what can be achieved for children.
- Build a volunteer base that is representative of the diversity of the community, encompassing all languages and customs.
- Empower others with information, support, and resources focused on students' needs.
- See the uniqueness of each individual.
- Work to build representative leadership and voice – support the democratic process. Is the PTA reflective of the greater community?
- Plans and organizes family engagement outreach, programs and activities for the school year
- Publicizes family engagement activities and events using newsletters, website, social media and backpack express
- Works with committee and other chairmen

VP OF FUNDING

- Works with a committee, appointed by the president, to plan and organize fundraising activities
- Focuses on raising the amount of funds needed to meet the unit's budget
- Presents reports on proposed fundraising activities at board and association meetings for approval

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NOMINATION TIMELINE & PROCESS

https://toolkit.capta.org/running-your-pta/nominations-and-elections/

A robust nominating process helps to ensure that PTA leadership is reflective of our diverse school community. More info on PTA Leadership roles can be found here

TIMELINE:

- **FEBRUARY** - Nomination process announced and described at PTA Meeting
- **MARCH** - Nominations presented at PTA Meeting
- **APRIL** - Elections held at PTA Meeting

PROCESS:

- Starting by February, the process is overseen by the current Parliamentarian and a Nominating Committee
- All Executive PTA Board Positions are open during the annual nominating process
- Executive PTA Board members can not serve in the same role for longer than two years
- This process is a good time to identify PTA Committee Leads for the following school year
- CAPTA Schedule and Check list
- CAPTA Tips

The **Officers of this Association shall be a president, executive vice president, two (2) vice president(s), recording secretary, treasurer, financial secretary, auditor, historian and parliamentarian.** These Officers shall be elected annually with the exception of the corresponding secretary and the parliamentarian, who shall be appointed by the president subject to the ratification of the executive board.

a. Nominations for office shall be made by a nominating committee which shall be elected by the Association.
b. The nominating committee shall be elected at least two months prior to the annual election meeting. The committee shall serve until the annual election meeting.
c. The nominating committee shall be composed of three (3) member(s), with two (2) alternate(s).
d. Members of the nominating committee shall be members of this Association. The principal of the school, or a faculty representative appointed by the principal, if not an elected member of the committee, shall serve in an advisory capacity. The president shall not serve ex officio or be elected to the nominating committee. The committee shall elect its own chairperson.
e. The report of the nominating committee shall be submitted to the membership at least **twenty-eight (28) days prior to the annual election meeting.** At the annual election meeting, additional nominations must be called for from the floor.

Election shall be held by ballot at the **annual election meeting in April**. If there is but one nominee for any office, the ballot for that office may be dispensed with and the election held by voice vote.

- a. The privilege of holding office shall be limited to members of this Association whose dues are paid and who have been members of the Association for at least thirty (30) days previous to nomination.

- b. Individuals who are current members in any PTA or PTSA school in good standing must pay dues to this Association upon nomination to office in order to qualify as members at the time of election.

- a. Only those persons who are eligible and who have signified their consent to serve if elected shall be nominated for or elected to office.
- b. Nominees for the offices of president, treasurer, financial secretary, auditor, or any elected officer authorized to sign checks (i.e. executive vice president and historian) shall not be related by blood or marriage or reside in the same household.