TLPC Board Responsibilities

President	Vice President	Treasurer	Secretary	Leads
 Liaison between TLPC and school Responsible for TLPC budget Bi-Monthly mtg with TL principal PBIS parent rep Create agenda for meetings – collaborate with board/leads to identify what needs to be included Contact for subcommittee leads Staff Appreciation Fam/Student Engagement 	 Provide support to President for mtg management Manage parent directory Monitor TLPC email account (direct to appropriate person) Contact for subcommittee leads Fundraising Community Outreach 	 Manage TLPC financials/bank account Monthly Financial roll-up Annual 501c3 renewal File TLPC taxes Own the reimbursement process 	 Mtg Notes and distribution Mtg invites for board/leads Website management and analytics Gather newsletter & social media content from board/leads Newsletter: Review content to ensure it is streamlined and ready for publication. Work with school to embed Social Media: upload social media blurbs to TLPC social site(s) 	 Point of contact for initiatives assigned to sub-committee Set up meetings with subcommittee Provide status update at monthly TLPC meetings Provide annual budget needs for subcommittee Attend TLPC Board meetings when available View Subcommittee descriptions

ALL:

- Recruit and encourage TL families to get involved
- Attend/help at events that subcommittees organize (as available)
- Look into employer support for board/volunteer opportunities (if applicable)
- Keep perspective we have come so far!
- HAVE FUN!