

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