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The Emerson Parent Teacher Association is a volunteer organization made up of parents/guardians, teachers/staff and friends of Emerson. Our mission is to encourage and support a positive school experience for all children at Emerson. Emerson's PTA strives for Community, Inclusivity, and Accessibility in every policy, program, and event that we sponsor and fund.

As part of the National Parent Teacher Association, we hold these common values:
Collaboration, Commitment, Diversity, Respect, and Accountability

It is time to elect Emerson's PTA Board for the upcoming school year! The Emerson PTA Board meets monthly, while the full Association is invited to meet three times a year, to make collective decisions. The PTA Board discusses and votes on programs, activities, and expenditures all designed to support Emerson kids. Once elected, the new board is responsible for leading and running PTA events in line with the organization's mission and values. 2022-23 Emerson PTA Board members will meet during July for a "training day" to foster collaboration, continuity, and team building between Board transitions.

The Emerson Parent/Teacher Association is looking for diverse people to help support our students and staff in 2022-23. **Many of our PTA Board members share a role with another parent or a staff member so if you have someone you would like to work with, let us know!** We need to fill the following roles to come back stronger than ever next year. Please consider joining us to make that happen!

Emerson PTA Board Member Commitments

- Be a *paying* member of the Emerson PTA Association
 - Join [HERE](#) if you haven't already :)
- Serve in your role for at least one year (up to 2 in the same role).
- Summer Expectations
 - You will assume your Emerson PTA Board duties on July 1, 2023!
 - Emerson PTA Board Member Retreat (time and date TBD)
 - Depending on your role, it is very helpful to get a head start over summer to prepare for the beginning of the year activities. This would mean planning and meeting a few times over summer.
- School Year Expectations
 - Attend Monthly Meetings on the First Tuesday of each month from 7pm-8pm
 - Attend 3 Association Meetings (times and dates TBD)
 - Join and contribute to committees
 - Including (but not limited to): Budget Committee, Equity Team, Event Planning Committees, etc.
 - Be available to attend in-person events when applicable
 - It is HIGHLY recommended that PTA Board members go through Equity Circle with our beloved Ms. Pam (more info [HERE](#)).
- Helpful Resources
 - [Emerson PTA Bylaws](#)
 - [FAQ's Answered by PTA Board Members](#)

Which Emerson PTA Board position best fits you?

Executive President:

The key responsibilities for this role include:

- Works with other Emerson PTA leaders to connect families, school and community to support student success.
- Oversees and coordinates the work of an executive board to run the PTA effectively.
- Serves as the official contact, communicator and representative of Emerson PTA.
- Works with co-Treasurers to oversee budget and is an authorized signer for PTA checks, contracts and authorizations for payment.
- Serves as ex-officio member of all committees-except the nominating committee.
- Arranges a board orientation for the new incoming board to meet and select what PTA activities to focus on, update signature cards for any PTA account, update usernames and passwords for access to Emerson PTA website and any other communication platforms.
- CAPTA President Training: [Here](#), [Here](#), [Here](#), and [Here](#)
- CAPTA Job Description [HERE](#)

Executive Vice President:

- Monitoring the PTA email box and responding as appropriate and updating the Emerson Google calendar with all school events.
- Supporting the PTA President with her/his/their responsibilities to make sure that there are no gaps in the day to day running of the PTA.
- Attends meetings as requested by the president including council, district and state PTA meetings
- Informs the board of new and updated PTA materials, information, and resources
- Helps facilitate a smooth transition between incoming and outgoing officers and committee chairpeople.
- Monday Meetings with the PTA President 1-2 times per month.
- Lead Grade Level Parent.

Treasurer:

- At the beginning of the school year working with Wells Fargo to change the principal officers and check signers on file with the bank to match with the current year's Board.
- You receive payment/reimbursement requests from parents and teachers. You validate that the request is in alignment with the budget and that there are sufficient funds available for the listed item. You prepare the check, secure co-signature from the PTA President or Executive VP, and mail or distribute the check. During COVID the payments have been via Venmo and PayPal with email approvals.
- Monitor the Treasurer mailslot and lockboxes for incoming checks. The big event chairs (Walkathon & Readathon) and Heart of Emerson leads are responsible for depositing checks and providing you with the deposit receipt.
- Preparing a monthly report to the PTA Board updating the board on how the PTA is performing against its budget and any concerns.
- Preparing the initial budget for the upcoming school year in May as well as amending the current school year budget at each of the PTA Association meetings to meet evolving situations.
- Working with our accountant to prepare our annual tax filings, California non-profit registration, raffle registration (as needed), remits to the Berkeley PTA Council for insurance and membership dues, and football parking Berkeley business license.
- Working with the PTA auditor on the twice annual audit of the PTA records against bank records.

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 term and presents a brief overview of PTA year at end of school year.

VP of Equity:

- Facilitates the followthrough of the Desired Racial Equity Outcome Plan (Equity Plan).

- Collaborates with teacher equity liaisons and Emerson OFEE Specialist as the Equity Team.
- Recruit parents/guardian volunteers to support the Equity Plan
- Assists volunteers who run these events (may vary by year):
 - Racial Equity Study Circles
 - Black History Month assembly
 - Asian, Arab, or other cultural celebrations
- Identify and break down barriers that impede children from learning, or families from their full involvement in their child's education.
- Create an outreach plan to include a representation of all stakeholders including families from the multitude of ethnic, cultural, religious, economic, and social backgrounds in the Emerson community.

VP of Advocacy:

- Write articles for PTA Newsletter (Bear Facts), maintain current contact information for all elected officials, establish a method for sharing PTA legislative alerts, and take action on legislative alerts.
- Keeps abreast of city, state and national issues in education and local/state PTA initiatives and gives a "state of education" report to the PTA board at the October, January, and April board meetings or when needed
- Organizes groups of parents to support CA PTA initiatives or local issues, letter writing campaigns, getting a group together to going to a school board where items that impact Emerson are on the agenda, etc. as needed

VP of Community Building:

- Collaborates with PTA board members, Emerson principal, families, and students to plan and organize community building school events at Emerson. Also oversees volunteers to coordinate and run Emerson events.
- Publicizes approved Emerson events using newsletters, PTA Website, Remind, and other communication platforms and methods. Works with the VP of Equity to ensure all Emerson community members have access to event invites and that our events are inclusive and culturally relevant.
- Handles the general oversight, budgets, obtains facilities permit for the event (a simple form submitted to the office), and helps with administrative tasks like the Signup Genius (online) or finding catering.
- Some events that have been planned before are:
 - Coffee on the Yard
 - PTA Association Meetings (food, set-up, break-down)
 - Inventory and refilling of the PTA Supplies Closet
- Oversees the recruitment and training for parent/guardian volunteers as "Room Parents" for each classroom or grade level.

VP of Community Outreach:

- When filled by two people, this role is easily divisible. It is a great way to get to become involved in the Board!
 - The bulk of the responsibilities are in the first half of the year (summer before school through maybe January). This role really benefits from partnering with a VP of Equity on an ongoing basis. A recent Kindergarten caregiver (so rising 1st grader) in the co-chair role would be an added benefit--these folks are closest to the Kindergarten outreach related experience.
 - Runs the membership campaign for the Emerson PTA. Members need to renew/signup every year, or we would not have a PTA! We send membership forms in look folders and/or via online form and encourage online signups.
 - Coordinating and running Kindergarten outreach events including:
 - Staffing Emerson table at BUSD Kinder fair one Saturday morning
 - Organizing Kinder tours for families looking to choose schools
 - Helping school staff present Emerson on Kindergarten night
 - Organizing summer get-togethers for families set to arrive at Emerson in the fall.
- **Oversees volunteers to coordinate and run these Kinder events.

VP of Communications:

- Collaborates with other Board Members and Event Chairs to facilitate dissemination of relevant information to the Emerson community. Works with a team of 4-5 people.
- Specific responsibilities for the team include:
 - maintaining and updating the Emerson Website
 - maintaining the online directory and creating the printed school directory (AKA "Where's Waldo") each year
 - creating Emerson Family Handbook each Fall
 - sending out the weekly newsletter (AKA BearFacts)
 - sending out school-wide Reminds

VP of Fundraising:

- Manages Heart of Emerson Direct Giving Campaign (the MAIN source of funding for the PTA):
 - planning, setting the HOE schedule, communications, Giving Tuesday, corporate/company matching and tax receipts, progress review, Thank You plan, post-HOE documentation. Donor information is confidential, so this position requires discretion. “People person” optional, this is a project-driven position. Be comfortable leading, delegating, and decision-making.
- Oversees the committee leads for the additional fundraising activities. Provides updates to the board pre and post event.
 - Readathon
 - Move-a-Thon
 - Emerson merchandise
 - Football Parking (pending)
- Ensures that all revenue-generating positions are on track and on budget. Where budgets have not been created for an event, works with the lead to create one and records this in the job description for the event.
- Provides input during annual Budget Review process for allocating funds and financial forecast for the following school year