

DOES PTA Board and Committee Job Descriptions

Officers

President

Time Commitment: Varies month to month and continues through the summer

- Manage overall objectives and strategies of PTA (including fundraising objectives, community building events, educational events, etc.).
- Work closely with the Principal/AP of School.
- Recruit PTA Committee Chairs.
- Create agenda and facilitate monthly PTA board meetings and three General Assembly PTA meetings.
- Collaborate with Principal to create annual school calendar.
- Collaborate with Treasurer to create annual PTA budget.
- Attend Pasco County Council PTA meetings or send a board member to report back.
- Represent PTA in the community and at special events.
- Attend Executive Committee meetings, participate in discussions and decision-making.

Vice President

Time Commitment: Similar to President

- Preside at meetings in the absence of the President or upon the President's inability to serve.
- Assume duties of the president in the event of a vacancy until the position is filled in accordance with the bylaws.
- Act as aide to the President and assume responsibilities for duties assigned by the President as needed.
- Perform any other specific duties that may be provided for in the bylaws or designated by the board.
- Attend Executive Committee meetings, participate in discussions and decision-making.

Recording Secretary

Time Commitment: 4-6 hours per month, busiest following each PTA meeting

- Take minutes at PTA general meetings, type minutes, and distribute them in a timely fashion.
- Make copies of minutes from the last general meeting for distribution (and approval) for general meetings.
- Attend Executive Committee meetings, participate in discussions and decision-making, take minutes for preparation and distribution to the other officers.
- Maintain a complete file of all approved minutes, agendas, and materials distributed at any official PTA meeting.

Treasurer

Time Commitment: 12-15 hours per month, varies during fundraising times

Busiest Times of Year: Ongoing, some summer work preparing budget for Fall

- Collaborate with the PTA President to generate the annual PTA budget. Work with CPA to prepare the annual audit and tax return.
- Pay bills and reimbursements as required.
- Oversee ongoing PTA finances, and ensure adherence to approved PTA budget.
- Prepare and present budget report for each PTA general meeting.
- Assist with money collection at PTA events.
- Attend Executive Committee meetings, participate in discussions and decision-making

Corresponding Secretary

Time Commitment: 6-8 hours per month,

- Send and distributes correspondence that is sent out from the PTA, including fliers for upcoming events.
- Keep an electronic and paper file of all correspondence created.
- Make copies, count and distribute information to families and staff of Denham Oaks.
- Attend Executive Committee meetings, participate in discussions and decision-making.

Committee Chairs

ABC Program Chair: Work with school ABC Program Coordinator to ensure families in need receive assistance. Pack a Sack food program, holiday assistance.

Box Tops/Labels/Shopping Incentives: Help distribute information to Denham Oaks families about how these programs are run and benefit the school. Run contest and celebrate with winning classrooms.

Business Membership Liaison: Coordinate business partnership/membership drive: keep record of business partners, banners, work with board members who manage the website, newsletter and Facebook to advertise our business partners. Work with membership and treasurer positions. Put signs up on the fence and take them down as necessary. Work with the President to attend community events to represent the PTA to local businesses.

Fall Festival Chair: Chair Fall Festival Committee, one of our largest evening events. Work with Volunteer Coordinator to insure we have enough volunteers. Manage all aspects of the event including games, food, pumpkin auction, pumpkin patch, entertainment, etc.

Family Fun Nights: Work with local businesses in the community to set up monthly Family fun nights. Create fliers, and work with Corresponding Secretary and Administration to make sure the flier is approved and copied for distribution in the Tuesday folder. Recruit PTA board members to help at each family night. Work with the Spirit Stick Chair to make sure sticks are purchased for Family Fun Nights as needed to match the theme of the night.

Fundraising: Research and present ideas to the PTA board that will help fundraise for items needed at Denham Oaks. Responsible for the implementation of the fundraising event(s)/activit(ies).

Historian: Keep record of events put on by the PTA, pictures, photo album, video(s). Help with the annual Denham Oaks volunteer video in the spring.

Holiday Shop: Research and decide on a Holiday Shop vendor to use. Find volunteers to commit to being at school during the week Holiday shop runs. Promote the Holiday Shop to Denham Oaks teachers and families.

Hospitality/Student of the Month: Keep record of staff birthdays and celebrate. Celebrate retirements, send condolences, etc. Prepare refreshments for Student of the Month, a PTA-sponsored monthly event that celebrates students who demonstrate academic and success skills. Monthly time commitment. Responsibilities: shop and deliver supplies, set up, help serve and clean up monthly breakfast. Help take pictures and print for student certificates if needed.

Individual Membership: Coordinate individual membership drive: record memberships in database, work with the treasurer to pay dues monthly, apply for membership awards, manage membership drive incentives, coordinate membership marketing at PTA and other events, and distribute PTA cards.

Newsletter/Website: Manage the content development and distribution of the monthly parent e-newsletter, the Braggin' Dragon. Communicate with the PTA board members and DOES staff about contributions. Manage the content development and continuously update the web site with PTA information and events. Yearlong commitment, approximately 4 – 5 hours per month.

Programs: Manage education activities that benefit the school. Examples: Science, Math, Reading nights, Arts education, Maker space, etc. Research what different programs are available, and work with our school theme and needs for the year and help implement these programs.

Teacher Liaison: A teacher or staff member is typically in this position. Attend PTA board meetings and share how we can help staff and students.

Spirit Sticks: PTA provides spirit rings to all new students, as well as ongoing spirit sticks as an incentive for involvement and achievement. Manage spirit stick inventory for sales and free stick distribution at events, in classrooms, etc. Manage monthly birthday spirit stick program, distributing sticks as needed.

Staff Appreciation: This is an all year commitment, which includes activities to support and show appreciation to staff including: Back to school staff luncheon in the Fall, holiday celebrations, and Staff Appreciation Week in May.

Volunteer Coordinator: Work with school Volunteer Coordinator to email and contact approved volunteers when they are needed for school or PTA events. Attend events to ensure that volunteers know where and what they will be helping with. Assist committee chairs with soliciting volunteers for events as needed.

WATCH Dogs/Dads Club: Manage this school-based father involvement program that works to support education and safety on campus. WATCH Dogs are fathers, grandfathers, step-fathers, uncles and other father figures who volunteer. Dads' club chairs also plan and help implement other activities during the school year, including the Dad & Me Dance, Kickball Game, Movie Night, etc.