

Lincroft PTA

Open Executive Board Member Position Descriptions

The following open positions are available:

President
Vice President
Treasurer
Events & Programs Coordinator

President

- Leads the PTA towards specific goals for the year helps set a vision for PTA
- Presides over all PTA meetings (i.e. General member, Executive Board, Board of Directors)
- Coordinates the work of all Officers & Committee Chairs of the PTA
- Communicates with the PTA on all events and needs for the school (teachers & students)
- Attend monthly Board of Ed meetings
- Attend PTA Executive and Board of Director meetings
- Attend Public Member meetings
- Coordinates annual welcome packets & introductions
- Meets with Treasurer & Principal to establish budget goals for the following fiscal year
- Assist in Monitor PTA Facebook group
- Recruit Chairs and member volunteers for Committees

Vice President

- Maintains overall responsibility for Fundraising activities which includes oversight of the Fundraising Committee Chair(s)
- Communicates with the PTA President on all events and needs related to fundraising
- Meet regularly with fundraising chair and committee members to discuss and implement all fundraising opportunities
- Attend monthly Board of Ed meetings
- Attend PTA Executive and Board of Director meetings
- Attend Public Member meetings
- Coordinates annual welcome packets & introductions
- Meets with Treasurer to establish Fundraising goals
- Assist in monitoring PTA Facebook group

Treasurer

- Establish budget committee to develop budget goals for the upcoming fiscal year
- Work with PTA President and other board members to establish and monitor overall PTA budget and individual committee budgets
- Prepare and update monthly budget to actual reports
- Attend PTA Executive and Board of Director meetings
- Attend Public Member meetings
- Prepare and present Treasurer's Update Report at PTA public meetings
- Coordinate with tax preparer to ensure timely and accurate preparation of the PTA annual tax returns (Forms 990).
- Ensure timely payment of state registration fees (annual report, CRI-300 fee, NJ PTA membership fee)
- Oversee all financial aspects of the PTA membership drive in Memberhub, including payment of NJ PTA dues
- Make bank deposits
- Pay bills and expense reimbursements
- Monitor bank activity
- Maintain books and records, ensuring proper documentation is received for all disbursements.
- Prepare monthly bank reconciliation
- Coordinate and oversee annual audit of PTA books

Events & Programs Coordinator

- Oversee all non-fundraising PTA programs and special events. These include but are not limited to: Assemblies, Family Fun events, STEM/BrickFest, After-School Clubs, Fun Day, Talent Show, etc.
- Recruits and forms all committees associated with Events and Programs, available to assist as needed. Recruit member volunteers, as needed, to ensure all committees are fully-staffed.
- Attend PTA Board of Director meetings
- Attend Public member PTA meetings
- Hold meetings with the event coordinators and subcommittees as necessary. Ensure committees & events are staying within budget.
- Work with PTA executive team to establish PTA calendar of events
- Work closely with the Secretary to get a PTA events calendar published and distributed to all students and households in a timely fashion and also to coordinate any outreach activities that may be required as part of getting the word out on PTA events
- Work with PTA Treasurer to establish financial budget of all events & programs
- Set event goals for the PTA prior to the school year