



## MAGNOLIA ELEMENTARY SCHOOL PTA

### BOARD MEMBER JOB DESCRIPTIONS

This guidance is created for anyone considering joining the Magnolia Elementary PTA board. Below is a summary job description for each role.

If you have any questions about these roles, you may contact any member of the nominating committee, or email [info@magnoliaschoolpta.org](mailto:info@magnoliaschoolpta.org)

#### All Magnolia PTA Board Members:

- Attend monthly Board meetings (including during the summer months).
- Attend all General PTA meetings (at least 2 per year).
- Become a registered member of the Magnolia PTA.
- Attend the required state training courses (typically one, three-hour virtual session).
- Willing and available to respond quickly to necessary board-related emails.
- A team player, open-minded and receptive to new ideas, able to see the vision for all children at Magnolia Elementary School
- All positions can be held for up to two consecutive years, max. The PTA year is considered between July 1 to June 30.

## PTA Board Position Descriptions

#### President(s):

- Facilitates monthly Board and General PTA meetings and creates agendas for both with the PTA secretary.
- Attends Leadership meetings (biweekly or monthly)
- Attends recurring meetings with MES Principal (biweekly) and Building Leadership Team (monthly)
- With approval of the executive committee, the president makes one-year appointments to positions and committees as specified in the local PTA or council standing rules
- Attends monthly District PTA meetings/School Board meetings, as necessary.
- Serves as a spokesperson for the Magnolia PTA within the Magnolia community.
- Holds overall responsibility for overseeing the PTA budget with support from the PTA Treasurer.
- Ensures State PTA bylaws are being followed.



### **Vice-President(s):**

- Fulfills the duties of the President when he or she is not able (in practice, often shares the duties for attending meetings with the school).
- Works alongside the PTA President and assumes the position of the President if needed.
- Helps to create, maintain, and ensure the Magnolia PTA keeps in line with the Magnolia PTA Mission Statement, Standing Rules, and Job Descriptions.
- Recruits for and oversees the nominating committee.

### **Treasurer:**

- Reconciles PTA bank accounts every month.
- Maintains financial records in QuickBooks.
- Provides financial receipts to donors.
- Sends 'Thank you' letters/donor receipts to corporate donors.
- Reports on the financial status of the PTA at each monthly Board and General PTA meeting.
- Responsible for payment of all PTA bills in a timely matter.
- Helps create the year-end budget for the following school year.
- Files necessary taxes and legal forms on behalf of the PTA.
- Files the appropriate membership fees to the State PTA, as necessary.

### **Assistant Treasurer:** (a 'non-voting' board position)

- Helps the Treasurer (see above) for the year with the intention to step up as Treasurer for a 1-2-years term, the following years.

### **Secretary:**

- Takes minutes at monthly Board and General PTA meetings.
- Presents minutes for approval at monthly Board and General PTA meetings.
- Creates PTA meeting agendas with the President.
- Notifies the President of any unfinished business that needs attending, for example tracking completion of action items or undelivered commitments.
- Responsible for any PTA correspondence, overall record keeping and the updating of files for future reference.



# PTA Chair Position Descriptions

## Communications:

- Manages, coordinates and/or oversees communications activities including School Circular, PTA biweekly Newsletters, Magnolia PTA website, social media and general public relations.
- Oversees or manages the online directory.
- Works closely with the Magnolia office and administration to communicate important and necessary information to parents in a timely manner/is available to respond quickly to communication requests.

## Enrichment: (a non-voting board position)

- Coordinate with potential enrichment vendors to determine the enrichment schedules for after-school program.
- Coordinate with enrichment vendors to confirm they have entered all of their necessary data into 6crickets (our online enrichment tool) and ensure they have completed all necessary paperwork and obtained necessary approvals.
- Market and communicate the enrichment options for the fall, winter, and spring sessions to Magnolia families.
- Coordinate with enrichment staff liaison to confirm all classroom locations for enrichment classes
- Answer email questions as needed from Magnolia families or vendors
- Ensure efficient, effective, and safe process is in place for getting students from classrooms to enrichment and releasing students to their parents.

## Events & Outreach

- Coordinates and oversees non-fundraising Magnolia Family Night events such as: Cultural Night, Literacy Night, and Parent Connections.
- Responsible for finding a chair for each event and helping to assist and oversee the events.
- Works closely with the volunteer coordinator to arrange for the appropriate parent volunteers.

## Facilities:

- Coordinates and oversees committees responsible for the regular upkeep and maintenance of the Magnolia grounds, including, but not limited to the playground, courtyard, bulletin boards, display cases and other areas on both the interior and exterior of the building.
- Spearheads projects for the PTA regarding school building safety issues, building improvements and other related items Often requires working through the district to obtain approval for specific projects.

## Fundraising:

- Formulates a fundraising plan for the school year to effectively raise the money needed by the PTA.



- Coordinates teams and committees who are responsible for overall PTA funding, including, but not limited to: The Annual Giving Campaign, Gala/Auction, Move-a-Thon, and BoxTops Labels for Education.
- Any other fundraisers that fall under the umbrella of PTA funding.
- Coordinates any new fundraising events, per approval of the PTA board and in coordination with MES principal and BLT.

## **Membership**

- Responsible for maintaining the PTA membership records / database
- Takes attendance at Board and General PTA meetings

## **Legislative:**

- Responsible for communicating with the local and state PTAs, as well as other related organizations.
- Effectively informs the Magnolia community regarding upcoming legislation.
- Works closely with representatives at all levels of the PTA – the state, district, school board and other local school.

## **Volunteer Coordinator:**

- Helps to Coordinate Committee Chairs for numerous PTA and school activities throughout the school year (may delegate to or partner with Events & Outreach).
- Helps Fundraising board member to coordinate Volunteer Committees fundraising events.
- Coordinates the assembly of 'Back to School' packets.
- Posts Volunteer needs on various channels of communication (posters, email, social media)
- Sends out a volunteer survey at the beginning of each school year to find parents who are interested in volunteering and manages those results.
- Coordinates with Communication Chair to plan and execute volunteer-specific communications
- Ensures volunteers meet SPS and school requirements that apply to the specific volunteer function (e.g., background check, positive discipline training)

## **Room Parent Liaison:** *(may be combined with Volunteer or Communication positions)*

- Coordinates all Room Parents with respect to broader school activities.
- Plans schoolwide Teacher Appreciation events at year-end and coordinates with room parents on execution.
- Plans ad hoc staff appreciation events such as delivering occasional baked goods, stocking the teacher's lounge, and other support activities.

## **Staff Representative:**

- Teacher, Administrator serving on the board as a collaborative voice for Magnolia Elementary School



# Events & Activities

Much of the visible work of the PTA occurs in committees and centers around the activities and events listed below. These are a snapshot of typical events at MES, and are not intended to limit new and creative ideas for future PTA activities.

## **Before School Start**

- Incoming Kindergartener meet & greet event - usually held before Kindergarten JumpStart, or split into two events before and after
- Initiate parent communications and PTA Membership drive.
- Coordinate Fall Enrichment schedule.  
Meet the building leadership team.
- Provide snacks for one or more teacher planning days

## **First weeks of school**

- Popsicles in the Park event for all families in the community (typically two events scheduled)
- General Member meeting is typically held in October to review the approved budget, discuss school and PTA plans and priorities, and gather any feedback from the community
- Publicize fall enrichment offerings and open registration
- Welcome room parents and volunteers
- Stock the teacher's lounge with drinks and snacks (leverage community Sign-Ups)
- Parent connection event / PTA Q&A
- Discuss assembly and field trip plan with Building Leadership Team and identify support needs

## **Fall**

- Harvest Festival community event celebrating the fall season. Typically includes fall-themed crafts, games, and dance party.
- Gift Card drive for families in need over the fall & winter holiday breaks
- May hold Fundraising Direct Drive
- Coordinate & publicize winter enrichment offerings and open registration

## **Winter**

- Parent connection event / PTA Q&A
- Movie night
- Coordinate & publicize Spring enrichment offerings and open registration
- Gift Card drive for families in need over the mid-winter and spring breaks

## **Spring**

- Potential second fundraising drive (or continuation)
- Game night, book swap, and other community events
- Develop next year's school budget with building leadership team
- General Member Meeting and Budget Vote