



# Lincroft PTA

OPEN BOARD POSITIONS 2021-2022



## GET INVOLVED. JOIN THE PTA BOARD!

Interested in joining the PTA Board?

The Lincroft PTA has three open board positions for the upcoming 2021-2022 school year. Descriptions for each position are listed below.

We are seeking interested candidates from our PTA community to fill these positions.

To apply, please **submit a Letter of Intent via email to [lincroftpta@gmail.com](mailto:lincroftpta@gmail.com) by Friday, March 26, 2021**. Your letter should include the position you are interested in and a brief statement to introduce yourself and why you are interested in the position.

Note: Interested in sharing a role? The VP & Programs positions could each be shared positions, with 2 Co-Vice Presidents or 2 Co-Coordiators, for example.

### Vice President, Marketing & Communication

- Directs building communication within school & community about ongoing events and news impacting the school (PTA meeting, special events, assemblies)
- Works with school principal and staff to better reach our community via website, weekly e-blast updates and calendar
- Manage PTA website. Ensure all information and events are current. Update/edit site as needed.
- Attend PTA executive board meetings
- Serve as the go-to person for any outreach and communication effort
- Create weekly e-blast to PTA email list with updates and announcements
- Monitor PTA Facebook group and PTA email inbox daily, responding promptly to posts and inquiries.
- Add posts, pictures, and information to PTA Facebook group
- Work closely with Fundraising & Programming Coordinators to establish the specific communication needs for PTA events
- Work towards establishing and maintaining ways to keep everyone informed about PTA related activities and events
- Work with Recording Secretary to manage contact information of the PTA membership

### Programs Coordinator

- Oversees 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, Theater Week, Talent Show, etc.
- Recruits and forms all committees associated with events and programs, and be available to assist as needed. Recruit committee chairs & volunteers to ensure all committees are fully-staffed.
- Attend PTA executive board meetings
- Hold meetings with the event chairs and subcommittees as necessary. Ensure committees & events are staying within budget.
- Work with PTA executive team to establish PTA calendar of events

*Description continued on next page.*



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### *Programs Coordinator, Continued:*

- Work closely with VP of Marketing & Communications to get a PTA events calendar published and distributed to all students and households in a timely fashion. Work with VP 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

### **Recording Secretary**

- Take notes and keep a record of the minutes of all PTA meetings
- Attend PTA executive board meetings
- Gather items for the agenda before the meeting (both board & general meetings); Share agenda prior to meeting
- For virtual meetings: Manage the PTA Zoom account; Schedule Zoom meetings & share links; publish links of recorded meetings
- For in-person meetings: Confirm room space, AV equipment, tables & chairs, etc.
- Prepare & publish meeting notes on PTA website
- Notify board members by email of upcoming meeting
- When appropriate/needed, take attendance at meetings and/or provide attendance sheet for sign-in at in-person meetings
- Assist President(s) with PTA paperwork needs (by-laws, state forms, etc.)
- Work with board & committee members to create process documents that record what we do and how we do it.
- Manage PTA membership and annual fall membership drive via MemberHub (PTA membership software). Work with PTA Treasurer to ensure dues are paid and received.

Questions? Email to [lincroftpta@gmail.com](mailto:lincroftpta@gmail.com).

Once Letters of Intent have been received and reviewed, the PTA Board will contact all interested parties to confirm if an election is needed (if we have multiple applicants for the same position). If needed, an election will be held in April 2021.

**Thank you for supporting the Lincroft PTA!**