



# Verona Area Core Knowledge® Charter School

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## Parent Round Table (PRT) Board Position Descriptions

### **President (Board of Directors)**

- Two-year term
- Attends and leads monthly board meetings
- Prepares agenda for monthly board meetings
- Oversees treasurer's PRT business administration
- Attends annual meeting with GC, PASS and Director to establish school goals
- Co-own PRT communications with Secretary (such as Remind, Facebook and email)
- Organizes yearly elections for Governing Council and PASS
- Coordinates Event Calendar with CKCS Director/Office Assistant
- Manages CKCS email account
- Serves as back-up to Treasurer
- Monitors spending of funds allocated to the school

### **Vice President of Community Building (Board of Directors)**

- Two-year term
- Attends monthly board meetings
- Coordinates with Community Building Event coordinators (includes inviting coordinators to attend monthly meetings, getting updates on event planning, help coordinators with advertising/flyers, etc if needed)
- Includes, but not limited to,
  - Room Parent Coordinator
  - Volunteer Appreciation Coordinator
  - Staff Appreciation Coordinator
  - Family Night Coordinator
  - Book Swap Coordinator
  - Adult Social Events Coordinator
  - Mileage Club Coordinator
  - Field Day Coordinator
  - Incoming Student Coordinator

### **Vice President of Fundraising (Board of Directors)**

- Two-year term
- Attends monthly board meetings
- Coordinates with Fundraising Event coordinators (includes inviting coordinators to attend monthly meetings, getting updates on event planning, help coordinators with advertising/flyers, etc if needed)
- Includes, but not limited to,
  - Spring Fundraiser Coordinator
  - Scholastic Book Fair Coordinator
  - Color Run Coordinator
  - Trivia Night Coordinator
  - Merchandise Coordinator
  - Box Tops Coordinator
  - School Supplies Coordinator
  - Direct donation fundraisers (ie. Giving Tuesday)

### **Secretary (Board of Directors)**

- Two-year term
- Attends monthly board meetings
- Writes up minutes from monthly board meetings
- Co-own PRT communications with President (such as Remind, Facebook and email)
- Website updates for <https://vackcs.com/prt>

### **Treasurer (Board of Directors)**

- Two-year term
- Attends monthly board meetings
- Keeps track of all income and expenses for PRT events
- Provides cash box for events
- Manages annual budget
- Manages PRT business administration (includes: filing yearly taxes and renewing various licences, sending donation letters for tax purposes, etc...)

### **Parent Representatives (2+) (Officers)**

- Non-voting member
- Encouraged to attend monthly board meetings
- Learns about PRT and how PRT fits within CKCS and the other governing boards
- Joins discussions and provides parent perspective and insight on topics

### **Shared Responsibilities of the Board**

- Organize and run the PRT portion of the K-5 Back to School Night
- Attend the middle school Back to School Night
- Attend Orientation sessions to define/advertise PRT
- Organize and run events that do not have event coordinators