

LEESVILLE ELEMENTARY SCHOOL PTA

BOARD DESCRIPTIONS

Any member of the LES PTA is eligible to hold a position on the Board of Directors. Interested individuals should have a desire to help the students, faculty and staff at LES, to serve the PTA, and have a positive attitude. Each July 1st, the new PTA Board of Directors will begin their positions for the school year. Programs, fundraisers, events, and the budget for the year will be determined each July by the new PTA board.

Current positions on the LES PTA Board of Directors:

- President
- Vice President
- Secretary
- Treasurer
- Advocacy
- Bookkeeper
- Communications
- Corporate Sponsorship Chair
- Family Fun Chair
- Fundraising Chair
- Health & Wellness Chair
- Hospitality Chair
- Membership Chair
- Student Outreach Coordinator
- Programs Chair
- Staff Liaison
- Volunteer Coordinator

BASIC BOARD RESPONSIBILITIES

1. Know PTA's mission and purpose and use them to guide my behavior and decisions.
2. Possess a copy of and have read my unit's bylaws and standing rules.
3. Disclose conflicts of interest.
4. Keep confidential PTA's sensitive information and internal discussions.
5. Prepare for meetings by reading all pertinent documents prior to attending.
6. Attend and actively participate in all PTA and board meetings.
7. Prepare and submit required reports in a timely manner.
8. Listen respectfully and consider all sides of an issue.
9. Help set and then monitor PTA's goals.
10. Play an active role in growing membership.
11. Read and understand financial reports, and ensure my PTA stays within budget.
12. Advocate on behalf of and contribute toward a positive public image of PTA.
13. Mentor and orient new board members and actively participate in recruiting new board members.
14. Ensure my unit limits risk and is properly insured.
15. Ensure my unit complies with state PTA rules and files appropriate state PTA reports, including reporting of PTA membership and officer contact information.
16. Ensure my unit files appropriate IRS forms and state tax exempt and corporate forms.

PRESIDENT

The President manages the overall mission, objectives and strategies of the LES PTA.

- Oversees and provide direction and guidance to the board of directors and committees
- Collaborates with the new board of directors each summer to plan and set priorities and goals; determine programs, events and fundraisers for the school year, and set the calendar and budget for the year
- Leads the PTA toward specific goals determined by the board of directors and voted on by the general membership
- Collaborates with the school principal on objectives for the year, and the schedule of events (coordinate school and PTA events)
- Schedules, creates the agenda for, and facilitates monthly PTA board meetings, and at least 3 PTA General Meetings during the school year, according to Robert's Rules of Order
- Supports the recruitment, management and retention of volunteers
- Welcomes a diverse and inclusive group of members, volunteers and leaders
- Supports membership growth and retention
- Supports efforts to manage money and raise funds
- Supports effective and successful execution of PTA programs
- Advocates on behalf of students
- Any other duties as outlined by the state and national PTA

VICE PRESIDENT

The Executive Vice President is second in command to the President and assists in managing the overall mission and objectives of the LES PTA.

- Attends monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Confers with and assist the President in carrying out their duties
- Represents the President in his/her absence or upon request
- Helps board members and committee chairs as needed
- Oversees the Nominating Committee each year, to solicit volunteers to fill the board of director roles*
- Oversees the Mini-Grant Program: Create a mini-grant committee; review and approve mini-grant requests as needed and within the budget
- Oversees the Staff Member of the Month program

SECRETARY

The Secretary is responsible for keeping an accurate record of the proceedings of the PTA meetings.

- Attends monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Sends meeting announcements prior to the meetings; send out the agenda and any pertinent documents necessary prior to the meeting
- Requests reports from board members prior to board meetings
- Records the minutes, including any business transacted, of the general membership meetings and board of director meetings, and distribute them in a timely manner
- Takes accurate attendance, ensure a quorum is met, and take minutes at board and general meetings
- Makes copies (if needed) of minutes from last meeting for distribution and approval at next meeting
- Maintains the records retention policy
- Maintains the adopted ethics/conflict of interest policy as signed by the current board members
- Maintains a current copy of the bylaws and LES PTA Standing Rules
- Maintains any other documents related to the PTA as outlined by the NC PTA and the Wake Council PTA
- Any other duties as outlined by the state and national PTA

TREASURER

The Treasurer is responsible for managing the financial records of the LES PTA.

- Attends monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Ensures that the PTA's financial records are reviewed according to the bylaws before assuming his/her duties
- Ensures only current authorized signatures are on file at the bank for financial transactions
- Collaborates with the PTA board of directors to generate the annual PTA budget
- Oversees ongoing PTA finances, and ensure adherence to the approved PTA budget
- Keeps accurate books of accounts and records in accordance with the records retention policy
- Reviews and approve bills and reimbursement requests, sign checks (obtain 2 authorized signatures on every check), and distribute as needed
- Records checks and deposits on the Excel ledger
- Prepares and present budget report at the monthly board meetings and the PTA general meetings throughout the year
- Ensures an audit, financial review or compilation is done in accordance with the bylaws, state PTA requirements, and the PTA's business practice, and state nonprofit corporate laws.
- Prepares or coordinate the preparation of the annual audit and tax return

ADVOCACY CHAIR

To advocate on behalf of the PTA and the school's student population.

- Attends monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Improves communications and relationships between school staff and families
- Works to ensure equity and accessibility for all students
- Educates families and caregivers on important issues related to the health and educational success of their children
- Informs members of legislative issues and other child/youth concerns
- Invites PTA members to school board and county commission meetings when school issues are on the agenda
- Invites elected public officials to PTA meetings where they can discuss their educational positions

BOOKKEEPER

The Bookkeeper assists with managing the financial records of the PTA.

- Attends monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Supports the Treasurer by reviewing the budget, creating Excel charts, and other ad-hoc requests
- Meets with the Treasurer on a weekly basis to review and approve check requests, sign checks, and count deposits
- Deposits cash and checks in a timely manner (bring deposits to the bank)
- Attends audit committee meetings
- Manages the PTA's card readers and online payment account
- Maintains the PTA financial forms (Check Request Form, Deposit Forms, etc.); review each year, and check inventory in appropriate areas and replenish as needed

COMMUNICATIONS CHAIR

The Communications Chair oversees PTA communications to parents, faculty and staff via MemberHub emails, social media and the LES PTA web site.

- Attends monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Provides timely and accurate distribution of information via various communication channels (MemberHub, web site, social media)
- Oversees the design and execution of the PTA packet given to families in August
- Designs and executes MemberHub weekly emails and other emails as needed
- Requests content from board members and chairs throughout the year
- Manages the LES PTA web site and social media accounts (Facebook & Twitter)
- Manages overall administration of MemberHub
- Works with staff liaisons and the Principal on PTA items to include in teacher newsletters sent home with all students, and on items to send directly to faculty/staff
- Works with all board members and committee chairs on PTA activities to ensure effective communication – through email, social media, flyers, or whatever is needed
- Oversees and ensures consistency of logo use and branding of the PTA

CORPORATE SPONSORSHIP CHAIR

The Corporate Sponsorship Chair oversees PTA Corporate Sponsors.

- Attends monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Coordinates, organizes and executes corporate sponsorship guidelines, incentives, etc
- Works with Communications Chair to add sponsor logos and website information to PTA website
- Tracks and evaluates fundraiser success and assist in making decisions and changes for future corporate sponsorship opportunities
- Provides administrative support when needed to verify Matching Gift and In-Kind donations
- Utilizes MemberHub in June/July to secure rights to ad spots in newsletters
- Adds corporate sponsors to the plaque located in the office
- Has a corporate sponsorship banner made to hang during PTA-sponsored events
- Begins contacting corporate sponsors from previous year in July

FAMILY FUN CHAIR

The Family Fun Chair oversees PTA-sponsored family fun events throughout the year.

- Attends monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Coordinates, organizes and executes PTA-sponsored family fun events throughout the year, as determined in the summer planning session prior to the start of the school year
- Determines chairs/coordinators for various areas under Family Fun as needed (i.e., LES Spirit Nights, concessions, etc.); oversee activities under these areas
- Sets up committees as needed for larger events during the year (i.e., Family Picnic, Carnival, etc.)
- Works with Communications Chair on promotion of family fun events
- Tracks and evaluates event success and assist in making decisions and changes for future events

FUNDRAISING CHAIR

The Fundraising Chair oversees PTA fundraisers throughout the year.

- Attends monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Coordinates, organizes and executes PTA-sponsored fundraisers throughout the year, as determined in the summer planning session prior to the start of the school year
- Determines chairs/coordinators for various areas under Fundraising – Box Tops, Spirit Wear, etc.; oversee activities under these areas
- Sets up committees as needed for larger fundraisers during the year (i.e., Giving Campaign, Silent Auction, etc.)
- Works with Communications Chair on promotion of fundraisers
- Tracks and evaluates fundraiser success and assist in making decisions and changes for future fundraisers
- Provides administrative support when needed to verify Matching Gift and In-Kind donations

HEALTH & WELLNESS COORDINATOR

The Health & Wellness Chair oversees PTA-sponsored health and wellness related events for students and staff throughout the year.

- Attends monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Collaborates with the PTA President and other board members to plan PTA-sponsored health and wellness events/activities/programs and set dates for the school year as needed
- Coordinates, organizes and executes PTA health and wellness events/activities/programs throughout the year, as determined in the summer planning session prior to the start of the school year
- Determines chairs/coordinators for various areas under Health & Wellness as needed (i.e., Healthy Kids Running Series, Friday Family Fitness, etc.); Oversee activities under these areas
- Sets up committees as needed for larger events/activities/programs during the year
- Seeks opportunities to engage families around healthy schools (i.e., provide cooking demos and taste tests, use nutrition and physical activity examples in reading and math sessions for parents, etc.)
- Works with Communications Chair on promotion of Health & Wellness events/activities/programs as needed, through email newsletters, flyers, website and social media

HOSPITALITY CHAIR

The Hospitality Chair oversees the PTA-sponsored hospitality events at LES.

- Attends monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Coordinates “Welcome Back” breakfast for faculty & staff at the beginning of the school year
- Coordinates end of year staff breakfast (if needed)
- Coordinates staff lunches or treats monthly
- Plans and executes Staff Appreciation Week activities, including a luncheon, and activities for room parents and their classrooms
- Coordinates staff birthday cards and other treats (including custodians, cafeteria staff and bus drivers) throughout the year, such as holiday desserts, coffee cart, etc.
- Creates signups for hospitality events as needed, or request help from the Volunteer Coordinator
- Assists the Assistant Principal with bus driver appreciation week
- Engages sub-committee chairs to execute hospitality events throughout the school year

MEMBERSHIP CHAIR

The Membership Chair is responsible for recruiting families to join the LES PTA.

- Attends monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Designs and implements the membership drive for the LES PTA
- Creates, prints, and distributes flyers/forms to parents and faculty/staff to recruit families and faculty/staff to join the LES PTA
- Coordinates with the Communications Chair to publicize and promote the membership drive
- Sells PTA memberships at Meet the Teacher, Open House, and all PTA-sponsored activities/events
- Ensures there is an accurate record of names, addresses, telephone numbers, and other information as needed within MemberHub
- Provides membership information to the President, Treasurer and other board members as needed
- Coordinates with the Treasurer to send the state and national portion of the membership dues to the state office by November 15th and March 15th
- Ensures all relevant Membership duties are completed for the NCPTA

PROGRAMS CHAIR

The Programs Chair oversees PTA-sponsored programs throughout the year.

- Attends monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Collaborates with the PTA President and other board members to plan PTA-sponsored programs and set program dates for the school year
- Coordinates, organizes and executes PTA programs throughout the year, as determined in the summer planning session prior to the start of the school year
- Determines chairs/coordinators for various areas under Programs as needed (i.e., Cultural Arts, Ready to Roar, etc.); Oversee activities under these areas
- Sets up committees as needed for larger programs during the year (i.e., Book Fair, Field Day, etc.)
- Works with Communications Chair on promotion of programs as needed, through email newsletters, flyers, website and social media
- Tracks and evaluates program success and assist in making decisions and changes for future programs

STAFF LIAISON

The Staff Liaison will serve as liaison between the faculty and staff of LES to the PTA board of directors.

- Attends monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Promotes and informs faculty and staff of PTA and provide feedback from the faculty and staff to the PTA board events as needed
- Assists the PTA board in determining classroom needs not covered by the school budget

STUDENT OUTREACH COORDINATOR

The Student Outreach Coordinator oversees the outreach programs for LES, including the Pride Pack Program and Cubs Closet.

- Attends monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Works closely and confidentially with the school Guidance Counselor, Social Worker and Psychologist on identifying students that are eligible for the Pride Pack Program and other support
- Acts as a resource and guide for assisting the children identified by administration, with food, clothing and supply needs
- Coordinates weekly buying of food and/or supplies as needed
- Facilitates weekly distribution of food to students in the Pride Pack program
- Helps identify a Cubs Closet chair and assist with closet needs throughout the year
- Organizes and work with LES administration on food drives as needed throughout the year
- Serves as liaison for outside companies (backpack buddies, churches, local businesses) and raise funds to support these outreach programs; work within this budget (restricted funds) each year
- Creates a student outreach committee and/or coordinate regular volunteers to assist with administering the outreach programs

VOLUNTEER COORDINATOR

The Volunteer Coordinator oversees the activities of the room parents and school volunteers and represents them on the PTA executive board.

- Attends monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Creates volunteer sign-ups for events and activities as needed
- Engages sub-committee chairs
- Ensures all volunteers are welcomed at events when they arrive, and provide instructions to volunteers as needed (or work with the event chair/coordinator to ensure this happens)
- Helps the nominating committee to promote open chair/board positions and network with volunteers to fill these roles
- Works with the Communications Chair to make sure volunteer opportunities are current and published on the PTA website, emails, and social media as needed
- Promotes the value of volunteer programs to increase parental and community volunteer hours within the school community
- Helps plan a recognition for volunteers at the end of the school year
- Determines and communicates room parent responsibilities to teachers, and inform teachers of how to request room parent(s) for their class
- Keeps a master spreadsheet with room parent names and contact information; send to board members and committee/event chairs as needed
- Creates and maintains a spreadsheet listing of volunteers from the Volunteer Interest Forms and share with board members as needed
- Provides an orientation at the beginning of the year for room parents with instructions and details for the year
- Requests room parents to register with MemberHub and encourage their class parents to sign up
- Supports room parents by providing information, assistance with MemberHub ideas and suggestions on how to support their teacher, the classroom, and the PTA throughout the year

*4 main roles – President, VP, Secretary, Treasurer – will be slated and voted on at the last general meeting of the year, for the following school year