



LEESVILLE

ELEMENTARY SCHOOL PTA

Leesville Elementary School PTA

Board Position Descriptions (2024)

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.

Executive Board Positions:

- **President**
- **Vice President**
- **Secretary**
- **Treasurer**

Appointed Positions

- Fundraising Chair
- Corporate Sponsorship
- Family Fun Chair
- Cultural Arts and School Programs Chair
- Communications Chair
- Hospitality Chair
- Membership Chair
- Bookkeeper
- Volunteer Coordinator

Basic Board Responsibilities Checklist

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.
5. Prepare for meetings by reading all pertinent documents prior to attending.
6. Attend PTA and board meetings.
7. Prepare and submit required reports in a timely manner.
9. Listen respectfully and consider all sides of an issue.
10. Help set and then monitor PTA's goals.
12. Read and understand financial reports, and ensure my PTA stays within budget.
13. Advocate on behalf of and contribute toward a positive public image of PTA.
14. Mentor and orient new board members and actively participate in recruiting new board members.

Executive Board Responsibilities

Executive Board elections are to be held during the final meeting of the school year before new officers assume positions. Positions begin July 1st of each calendar year.

President

Purpose:

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

Duties:

- Oversee and provide direction and guidance to the board of directors and committees
- Collaborate 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
- Lead the PTA toward specific goals determined by the board of directors and voted on by the general membership
- Collaborate with the school principal on objectives for the year, and the schedule of events (coordinate school and PTA events)
- Schedule, create the agenda for, and facilitate monthly PTA board meetings, and at least 3 PTA General Meetings during the school year, according to Robert's Rules of Order
- Support the recruitment, management and retention of volunteers
- Welcome a diverse and inclusive group of members, volunteers and leaders
- Support membership growth and retention
- Support efforts to manage money and raise funds
- Support effective and successful execution of PTA programs
- Advocate on behalf of students
- Any other duties as outlined by the state and national PTA

Vice President

Purpose:

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

Duties:

- Attend monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Confer with and assist the President in carrying out his/her duties
- Represent the President in his/her absence or upon request
- Help board members and committee chairs as needed
- Oversee the Nominating Committee each year, to solicit volunteers to fill the board of director roles (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)
- Oversee the Mini-Grant Program: Create a mini-grant committee; review and approve mini-grant requests as needed and within the budget

Secretary

Purpose:

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

Duties:

- Attend monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Send meeting announcements prior to the meetings; send out the agenda, virtual meeting link, and any pertinent documents necessary prior to the meeting
- Request reports from board members prior to board meetings
- Record the minutes, including any business transacted, of the general membership meetings and board of director meetings, and distribute them in a timely manner
- Take accurate attendance, ensure a quorum is met, and take minutes at board and general meetings
- Make copies (if needed) of minutes from last meeting for distribution and approval at next meeting
- Maintain the records retention policy
- Maintain the adopted ethics/conflict of interest policy as signed by the current board members
- Maintain a current copy of the bylaws and LES PTA Standing Rules
- Maintain 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

Purpose:

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

Duties:

- Attend monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Ensure that the PTA's financial records are reviewed according to the bylaws before assuming his/her duties
- Ensure only current authorized signatures are on file at the bank for financial transactions
- Collaborate with the PTA board of directors to generate the annual PTA budget
- Oversee ongoing PTA finances, and ensure adherence to the approved PTA budget
- Keep accurate books of accounts and records in accordance with the records retention policy
- Review and approve bills and reimbursement requests, sign checks (obtain 2 authorized signatures on every check), and distribute as needed
- Record checks and deposits on the Excel ledger
- Prepare and present budget report at the monthly board meetings and the PTA general meetings throughout the year
- Ensure 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.
- Prepare or coordinate the preparation of the annual audit and tax return

Fundraising Chair

Purpose: The Fundraising Chair oversees PTA fundraisers throughout the year.

Duties:

- Attend monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Coordinate, organize and execute PTA-sponsored fundraisers throughout the year, as determined in the summer planning session prior to the start of the school year
- Determine chairs/coordinators for various areas under Fundraising – Box Tops, Spirit Wear, etc.; oversee activities under these areas
- Set up committees as needed for larger fundraisers during the year (i.e., Giving Campaign, Silent Auction, etc.)
- Work with Communications Chair on promotion of fundraisers
- Track and evaluate fundraiser success and assist in making decisions and changes for future fundraisers
- Provide administrative support when needed to verify Matching Gift and In Kind donations

Corporate Sponsorship

This position can be split between two persons: July and January

Purpose: The Corporate Sponsorship Chair oversees PTA Corporate Sponsors.

Duties:

- Attend monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Coordinate, organize and execute corporate sponsorship guidelines, incentives, etc
- Work with Communications Chair to add sponsor logos and website information to PTA website
- Track and evaluate fundraiser success and assist in making decisions and changes for future corporate sponsorship opportunities
- Provide administrative support when needed to verify Matching Gift and In Kind donations
- Utilize MemberHub in June/July to secure rights to ad spots in newsletters
- Begin contacting corporate sponsors from previous year in July and January

Family Fun Chair

This position can be split between two persons: Fall Fling and Spring Fling

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

Duties:

- Attend monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Coordinate, organize and execute PTA-sponsored family fun events throughout the year, as determined in the summer planning session prior to the start of the school year
- Determine chairs/coordinators for various areas under Family Fun as needed (i.e., LES Spirit Nights, concessions, etc.); oversee activities under these areas
- Set up committees as needed for larger events during the year (i.e., Family Picnic, Carnival, etc.)
- Work with Communications Chair on promotion of family fun events
- Track and evaluate event success and assist in making decisions and changes for future events

Cultural Arts and School Programs Chair

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

Duties:

- Attend Summer Expo hosted by United Arts Council usually held in July or August
- Attend monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Collaborate with the PTA President and other board members to plan PTA-sponsored programs and set program dates for the school year
- Coordinate, organize and execute PTA programs throughout the year, as determined in the summer planning session prior to the start of the school year
- Determine chairs/coordinators for various areas under Programs as needed (i.e., Cultural Arts, Ready to Roar, etc.); Oversee activities under these areas
- Work with Communications Chair on promotion of programs as needed, through email newsletters, flyers, website and social media
- Track and evaluate program success and assist in making decisions and changes for future programs

Communications Chair

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

Duties:

- Attend monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Provide timely and accurate distribution of information via various communication channels (MemberHub, web site, social media)
- Oversee the design and execution of the PTA packet or QR Codes given to families in August
- Design and execute MemberHub weekly emails and other emails as needed
- Manage the LES PTA website and social media accounts (Facebook & Twitter)
- Manage overall administration of MemberHub
- Work with all board members and committee chairs on PTA activities to ensure effective communication – through email, social media, flyers, or whatever is needed
- Oversee and ensure consistency of logo use and branding of the PTA

Hospitality Chair

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

Duties:

- Attend monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Coordinate “Welcome Back” breakfast for faculty & staff at the beginning of the school year
- Coordinate end of year staff breakfast (if needed)
- Plan and execute Staff Appreciation Week activities, including a luncheon, and activities for room parents and their classrooms
- Coordinate staff birthday cards and other treats (including custodians, cafeteria staff and bus drivers) throughout the year, such as holiday desserts, coffee cart, etc.
- Assist the Assistant Principal with bus driver appreciation week
- Engage sub-committee chairs to execute hospitality events throughout the school year

Membership Chair

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

Duties:

- Attend monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Design and implement the membership drive for the LES PTA
- Create, print, and distribute flyers/forms to parents and faculty/staff to recruit families and faculty/staff to join the LES PTA
- Coordinate with the Communications Chair to publicize and promote the membership drive
- Sell PTA memberships at Meet the Teacher, Open House, and all PTA-sponsored activities/events
- Ensure there is an accurate record of names, addresses, telephone numbers, and other information as needed within MemberHub
- Provide membership information to the President, Treasurer and other board members as needed
- Coordinate with the Treasurer to send the state and national portion of the membership dues to the state office by November 15th and March 15th
- Ensure all relevant Membership duties are completed for the NCPTA

Bookkeeper

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

Duties:

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

Pride Pack

(This role is currently under review as a separate program from LESPTA)

Cubs Closet

Purpose: This chairperson oversees the Cubs Closet Program.

Duties:

- Attend monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Help identify a Cubs Closet chair and assist with closet needs throughout the year
- Serve as liaison for outside companies (backpack buddies, churches, local businesses) and raise funds to support these outreach programs; work within budget each year

Wellness Chair

Purpose:

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

Duties:

- Attend monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Coordinate, organize and execute 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
- Seek opportunities to engage families around healthy school
- Work with Communications Chair on promotion of Health & Wellness events/activities/programs as needed, through email newsletters, flyers, website and social media

Volunteer Coordinator

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

Duties:

- Attend monthly PTA board meetings, PTA general meetings, and other meetings as needed
- Create volunteer sign-ups for events and activities as needed
- Engage sub-committee chairs
- Ensure 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)
- Help the nominating committee to promote open chair/board positions and network with volunteers to fill these roles
- Work with the Communications Chair to make sure volunteer opportunities are current and published on the PTA website, emails, and social media as needed
- Help plan a recognition for volunteers at the end of the school year
- Each year, determine and communicate room parent responsibilities to teachers, and inform teachers of how to request room parent(s) for their class
- Keep a master spreadsheet with room parent names and contact information; send to board members and committee/event chairs as needed
- Create and maintain a spreadsheet listing of volunteers from the Volunteer Interest Forms and share with board members as needed
- After room parents are selected for each classroom at the beginning of the year, provide an orientation for room parents with instructions and details for the year
- Request room parents to register with MemberHub and encourage their class parents to sign up
- Support 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