MAGNOLIA ELEMENTARY SCHOOL PTA

BOARD MEMBER JOB DESCRIPTIONS

These board member descriptions are intended to outline Magnolia Elementary School PTA Board Member positions and responsibilities.  Each position is subject to change, as necessary and as needed by the PTA Board. This is not, by any means, a limited list of the exclusive duties that each board member performs during their time on the board.

**All Magnolia PTA Board Members:**

* Attend monthly Board meetings (including during the summer months).
* Attend all monthly General PTA meetings.
* A registered member of the Magnolia PTA.
* Attend the required state training courses (typically one, three-hour evening session in the Seattle area).
* 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.

**President**:

* Facilitates monthly Board and General PTA meetings and creates agendas for both.
* Attends weekly Leadership meetings.
* Attends weekly meetings with the Principal.
* Attends monthly District PTA meetings/School Board meetings, as necessary.
* Attends all other meetings where his or her presence is requested.
* Serves as a spokesperson for the Magnolia PTA within the Magnolia community.
* Holds the overall responsibility of overseeing the PTA budget and ensures that the PTA finances are in-line, along with the PTA Treasurer.
* Ensures State PTA bylaws are being followed.

**Vice-President**:

* Fulfills the duties of the President when he or she is not able.
* Works alongside the PTA President to ensure that they are able to fully assume the position of the President, if need be helps to create, maintain and make sure the Magnolia PTA keeps in line with the Magnolia PTA Mission Statement.
* Helps to create, maintain and make sure the Magnolia PTA keeps in line with the Magnolia PTA Standing Rules.
* Helps to create, maintain and make sure the Magnolia PTA keeps in line with the Magnolia PTA Board 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.
* Posts monthly financial reports on the PTA bulletin boards at school and the PTA website, or facilitates them being posted.
* 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 forms on behalf of the PTA.
* Files any necessary legal forms for the PTA.
* Serves as chair of the Budget Committee.
* 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.
* Notifies the President of any unfinished business that needs attending to.
* Presents minutes for approval at monthly Board and General PTA meetings.
* Responsible for posting, or facilitating the posting of, meeting minutes on the PTA bulletin boards at school and the PTA website.
* Responsible for any PTA correspondence, overall record keeping and the updating of files for future reference.
* Responsible for maintaining the PTA membership records, creating a database of members and taking attendance at Board and General PTA meetings.
* Works well as a co-position to ensure that a secretary is always available to attend 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.

**Outreach (school community):**

* Coordinates and oversees non-fundraising Magnolia events such as: New family welcomes and Kindergarten tours, Staff appreciation week and events, Sunshine Committee, Holiday Helping Hands, and various other community building events during the school year and summer.
* Works closely with the volunteer coordinator to arrange for the appropriate parent volunteers.

**Outreach (family nights):**

* Coordinates and oversees non-fundraising Magnolia Family Night events such as: Cultural Night, Literacy Night, Math/Science Night.  Responsible for finding a chair for each night 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.
* Posts dates for PTA general meetings.

**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.

**Volunteer Resources:**

* Helps to Coordinate Committee Chairs for numerous PTA and school activities throughout the school year.
* Helps Fundraising board member to coordinate Volunteer Committees for 5th grade fundraising.
* Coordinates the assembly of ‘Back to School’ packets.
* Coordinates volunteers for Picture Day.
* Coordinates all Room Parents.
* Posts Volunteer needs on PTA board in school hallway.
* Coordinates a Volunteer Fair, or Volunteer tables at functions such as PTA general meeting, Spaghetti Dinner, etc.
* Sends out a volunteer survey at the beginning of each school year to find parents who are interested in volunteering and manages those results.

**Communications:**

* Manages, coordinates and/or oversees communications activities including School Circular, Magnolia emails, 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)

* Market and communicate the enrichment options for the fall and winter sessions to Magnolia families
* Coordinate with potential enrichment vendors to determine the fall and winter enrichment schedules
* 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
* Coordinate with enrichment staff liaison to confirm all classroom locations for enrichment classes
* Answer email questions as needed from Magnolia families or vendors

**Auction Chair:**

* Works closely with fundraising chair to create a compelling annual auction event

**Staff Representative:**

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