

Garden City PTA Executive Committee Position Descriptions

President-Elect

Works closely with the president to assist when needed and provide adequate on the job training to be properly prepared to succeed the President after a one-year term. The president-elect's oversees the work of PTA Standing Committees and maintain the PTA Procedural Manual.

Executive Vice President

The Executive Vice President oversees the work of the PTA's Nominating and Interview Committees. The Executive Vice President is also responsible for carrying out the PTA's procedures for the selection of parent members to the district's site-base committees. The Executive Vice President is the Chair of the Bylaws Committee if convened during their term (every three years).

Vice President Legislation

The Vice President of Legislation is the Chair of the PTA Legislation Committee. This position oversees a committee responsible for providing information to members about proposed legislation, regulatory issues, and local decision-making affects the health, welfare, safety and education of children. This includes providing members information on how the school district's budget impacts school curricular and extracurricular programs. The Legislation Committee works closely with the PTA's Health & Safety and Curriculum Committees and district administration.

Vice President Curriculum

The Vice President of Curriculum is the Chair of the PTA Curriculum Committee. This committee has representatives from each of the seven schools. This committee is responsible for keeping abreast of issues related to curriculum including but not limited to textbooks, grading, student placement, funding for the instructional program and other student related activities. The Curriculum Committee works closely with the school and district administration. The committee provides PTA members with current information on education, offers programs to inform the membership about education issues, and solicits input from PTA members to respond to their interests and their needs.

Vice President Communication

The Vice President of Communications is the Chair of the PTA Communications Committee. This committee is responsible for all internal and external communications projects and functions including newsletters, website, social media, print media, and other communication tools.

Treasurer

The treasurer, as authorized custodian of the funds of the association, receives and disburses all money authorized by action of the PTA. The treasurer will be responsible for all forms of financial reporting including overseeing the filing of the PTA's tax return. It is highly recommended the treasurer have accounting or bookkeeping experience.

Secretary

The secretary is responsible for keeping accurate records of the proceedings of the PTA, including the minutes of all meetings of the Executive Committee and the official PTA calendar.

School Directors

Work closely with building administration to oversee the work of the PTA in each of our seven schools. The director is also responsible to facilitate the work of school-based committees under the direction of building administration.

- Locust
- Hemlock
- Homestead
- Stewart
- Stratford
- Middle School
- High School