

## **Arvida PTSA Board Member – Job Descriptions**

### ***President***

- Plan and lead monthly Board of Directors and Membership meetings.
- Maintain the President notebook and pass it on to the incoming President.
- Lead the PTSA toward the specific goals approved by the membership.
- Understand the objectives of the PTSA, Florida State PTA Bylaws, and local unit standing rules.
- Be aware of and utilize resources from Florida State PTA, and National PTA.
- Sign all binding agreements on behalf of the PTSA.
- Attend and vote as a delegate at monthly Arvida PTSA Council meetings or send a delegate in his/her place.
- Attend PTSA/Principal meetings as needed.
- Be aware of key dates, deadlines, and priorities for the school and PTSA.
- Work with the VP of Memberships to ensure that the works, priorities, activities, successes, and needs of the PTSA are communicated to the membership.
- Work with the VP of Volunteers to ensure that all committees have a Chair or co-Chairs and understand their responsibilities.
- Work with the Treasurer to ensure that the PTSA money is accounted for properly.
- Work with the Budget Committee to establish the budget for the year.
- Make appointments to positions and committees as designated in the Standing Rules with approval of the Executive Committee.
- Disseminate and communicate all information received pertinent to PTSA programs.
- Serve as an ex-officio member of all committees except nominating committee.

## ***Treasurer***

- Attend monthly Board of Directors and Membership meetings.
- Maintain the Treasurer notebook and pass it on to the incoming Treasurer.
- Receive and issue receipts for all PTSA funds.
- Make bank deposits promptly.
- Manage accounts payable from July 1st to June 30th according to the approved budget.
- Renew and pay for insurance.
- Keep a current, accurate and detailed account of all funds and input data into accounting software as designated by the PTSA.
- Supply copy of monthly reports to secretary by the 5th of each month.
- Prepare and present written monthly financial reports at the PTSA Board and General Membership meetings.
- Should be present at all other fundraisers or arrange in advance for proper accounting of funds.
- Serves as chairperson of the budget committee; lead new budget process in spring for the following year.
- Oversee financial review processes in February and early July.
- Submit materials to accountant for Federal Tax Return for year served.
- Maintain one copy of the PTSA Legal Documents notebook (Secretary has the other one).
- Pay all state corporation fees (i.e, Charitable Solicitations and Incorporation Annual Report).

The Treasurer oversees the following committees:

- Budget committee

- Financial Review committee

## ***Secretary***

- Attend monthly Board of Directors and Membership meetings.
- Maintain the Secretary notebook and pass it on to the incoming Secretary.
- Keep accurate minutes of all meetings.
- If unable to attend a meeting, ask someone to act as Secretary to present minutes from previous meeting and take minutes of current meeting.
- Provide the minutes (both draft and approved) to be posted on the PTSA website.
- Record attendance and determine existence of quorum at all PTSA meetings.
- Responsible for correspondence as designated by President.
- Maintain second copy of the Legal Documents notebook (Treasurer has the other one)
- By June 30 of the current school year, ensure that both copies of the Legal Documents notebooks are in order and ready to transfer to the new officers.

## ***Hospitality***

- Attend monthly Board of Directors and Membership meetings.
- Maintain the Events notebook and pass it on to the incoming VP of Events.
- Implement, manage, and improve all PTSA events.
- Work with the Executive Committee to establish a well-balanced PTSA events calendar prior to the start of the school year.
- Work closely with the President and Treasurer to establish financial goals for all events. Present significant financial changes to the Board and/or the general membership for review and approval as required by the Bylaws.

- Recruit Chairs for event committees or chair committees when there is a vacancy. Notify the Board of a Chair vacancy well in advance.
- Work closely with the VP of Volunteers to get volunteers for events as needed.
- Secure sponsorships from local businesses or other entities as needed with approval from the Executive Committee. Ensure that supporting business partners are recognized appropriately.
- Oversee the event Chairs and sub-committees. Work with each event Chair to set goals and objectives for the event.
- Hold meetings with the event committee Chairs and sub-committees as necessary.
- Report to the Board on the status, progress, and changes of the events/Chairs/committees.
- Work with event committee Chairs to create a detailed communication plan at the beginning of each event. Ensure Chairs are aware of the Communications schedule and associated deadlines.
- Work closely with the VP of Volunteers to get event information published and disseminated in a timely manner.
- Ensure that the PTSA website and event pages are updated as information becomes available.
- After each event is held, evaluate the event with the Chair, noting successes and areas for future improvement.
- Present a brief recap of recent events and provide information regarding upcoming events at Board and Membership meetings.

The VP of Hospitality oversees the following committees:

- Beginning of the Year Staff Breakfast
- Holiday Lunch for Staff
- Teacher Appreciation Week
- 8th Grade End of the Year

## ***VP of Membership/ Communication***

- Attend Board of Directors and Membership meetings or provide a written report to the President.
- Maintain the Membership notebook and pass it on to the incoming VP of Communication.
- Create and execute membership campaign designed to accomplish membership goals.
- Enter all members into the MemberHub database.
- Work with the treasurer to ensure dues collected match the number of members recorded.
- Ensure that fees are remitted to the PTSA Council.
- Provide membership roster at all General Membership meetings.
- Update and maintain the online Student Directory
- Work with other Board members to ensure that committee Chairs for all programs and events have a communication plan.
- Solicit/create/compile articles for weekly e-News and MemberHub.
- Maintain website; work with Webmaster to ensure information for the website is relevant, accurate, and updated on an ongoing basis.

The VP of Membership/Communications oversees the following positions and committees:

- Webmaster
- eNewsletter Editor
- Facebook and Instagram page manager

## ***VP of Volunteers***

- Attend monthly Board of Directors and Membership meetings or provide a written report to the President.
- Maintain the Volunteers notebook and pass it on to the incoming VP of Volunteers.
- Disseminate lists of volunteers to committee Chairs and Board.
- Keep complete roster of all standing and special committee Chairs filled by the Board.
- Create, update, and maintain Chair checklist.
- Determine volunteer appreciation plan with Board approval and implement.
- Send requests for volunteers as necessary, utilizing e-news, MemberHub, and email.

## ***VP of Fundraising***

- Attend monthly Board of Directors and Membership meetings or provide a written report to the President.
- Maintain the Fundraising notebook and pass it on to the incoming VP of Fundraising.
- Disseminate lists of fundraisers to committee Chairs and Board.
- Assist with recruitment of and provide support to committee chairs for key fundraising events.
- Coordinate and execute fundraisers.
- Collect monies and prepare deposits for Treasurer as well as collect invoices and turn in check requests to Treasurer.
- Coordinate with VP of Membership/Communications to advertise ongoing fundraising campaigns through flyers, emails and social media.
- Monitor results of fundraiser.

## ***VP of School Store***

- Attend monthly Board of Directors and Membership meetings or provide a written report to the President.
- Maintain the School Store notebook and pass it on to the incoming VP of School Store.
- Maintain sufficient inventory of products
- Submit to the Board for approval of funds when products need to be reordered.
- Place and pick up orders.
- Keep all products organized and labeled in the school store.
- Set up schedule for school store sales throughout the year.
- Coordinate with the Principal and Board for special sale dates
- Promote sales in the school store.