



# MARSHALL LANE ELEMENTARY

## JOIN THE PTA BOARD!



### BOARD POSITION JOB DESCRIPTIONS

#### **PRESIDENT**

- Preside at PTA meetings, coordinate officers and committees, prepare agendas for meetings and work closely with Principal.
- Prepare the annual association report.
- Facilitate all Back to School events.
- Perform other duties as they arise, and anticipate potential needs and problems.

#### **EXECUTIVE VP**

- Serve as primary aide to the President.
- Perform duties of the President in his/her absence.
- Coordinate hospitality components during the Back to School period.

#### **SECRETARY**

- Keep an accurate record of the proceedings at all meetings of the board and the association.
- Be prepared to refer to/read minutes from previous meetings.

#### **TREASURER**

- Keep permanent records of all receipts and disbursements for the association.
- Prepare and present monthly Treasurer's report.
- Validate and process all check requests.
- Prepare and present annual budget with board input for approval by the association.
- Remit all district, state, and national portions of per capita dues in timely manner.
- Prepare annual finance report.

#### **VP OF MLEF**

- Maintain record of all family, corporate, and sponsorship donations to the Marshall Lane Education Fund.
- Prepare deposits of cash and check donations.
- Periodically create marketing materials related to class standings.
- Prepare and deliver donation acknowledgement letters.

#### **VP OF FUNDRAISING**

- Oversee all fundraising events and activities.
- Help source and interface with event coordinators.
- Maintain current and develop new relationships with local businesses.
- Assists with the recruitment of volunteers for various events and initiatives.

#### **VP OF PROGRAMS**

- Manage the overall PTA programming calendar.
- Help source and liaise with the program chairs to set adequate budgets and to ensure the programs have enough volunteers, marketing, and patronage.

#### **VP OF COMMUNICATIONS**

- Manage weekly and special Shout Outs using Konstella.
- Maintain an electronic file of all flyers and communications distributed.
- Supports the President in promoting PTA activities and programs on the website.

#### **VP OF FAMILY ENGAGEMENT**

- Works with other VPs to plans and organize engagement outreach, programs and activities for the school year
- Works with other VPs to publicize activities and events using newsletters, website, and communication through room parents
- Manages and supports PTA Memberships

#### **PARLIAMENTARIAN**

- Provide advice in parliamentary procedure as requested during association and executive board meetings.
- Review bylaws and standing rules annually.
- Facilitate any proposed changes to the bylaws through the proper channels and authorities.

# MARSHALL LANE ELEMENTARY

## JOIN THE PTA BOARD!

### APPOINTED NON- BOARD POSITION JOB DESCRIPTIONS

These positions support the Board and do not require Board meeting attendance.

#### AUDITOR

- Financially review the books and financial records of the association.
- Ensure the completed financial review is presented to a financial review committee
- Work with the treasurer to understand the record-keeping system.
- Prepare and present two audits - mid year and year end.

#### FINANCIAL REVIEW COMMITTEE

- Committee of 2 people.
- **Second Auditor:** conducts a second review of the books and financial records after the Auditor has completed their review.
- **Bank Statement Reviewer:** conducts a review of the monthly bank statement to ensure accuracy of the books and financial records.
- Review, reconcile, and/or sign monthly bank statements as a non-signer.

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These school staff positions also serve on the Board.

#### PRINCIPAL / VICE PRINCIPAL

- Work closely with President.
- Support assessment of PTA programs and activities of the previous year. Help PTA to identify strengths and weaknesses to develop a plan for the upcoming year.
- Assist PTA in setting goals and objectives for the upcoming year, aligning all programs and activities to support the school plan.
- Work with PTA leaders to establish the criteria for programs, events and/or fundraising activities.
- Help ensure activities support increased student enrichment and align with PTA goals and objectives as well as the school plan.

#### TEACHER REPRESENTATIVE

- Liaison between PTA and the teachers/staff.
- Provides updates to teachers on PTA meetings and activities.
- Organizes and communicates teacher/staff feedback and needs.
- Organizes teacher volunteers.



For questions or inquiries, contact [info@marshalllanepta.org](mailto:info@marshalllanepta.org)