

Sulphur Springs PTA Executive Board Position Descriptions

brief job descriptions for all SSPTA leadership roles (adapted from capta.org – California PTA)

The first six (6) positions are elected positions, voted on by the membership at our March meeting. These positions, along with the role of Parliamentarian (who is appointed by the President), are considered the Officers of the Board. Other appointed Board positions (not Officers) are the Chairpersons of Hospitality, Communications, Membership, and Ways & Means/Fundraising – and the Teacher Relationship Coordinator – if those positions are filled.

President

- Oversees and coordinates the work of our school's PTA board.
- Leads PTA board and association meetings as a neutral facilitator, creates the agendas.
- Serves as the official contact, communicator, and representative of our PTA .
 - Answers questions, reviews flyers/posters/social media/etc.
 - Participates on the SSUSD Parent Advisory Council.
 - Attends SSCS Site Council meetings.
- Is an authorized signer for PTA checks, contracts, and authorizations for payment.
- Appoints chairpersons for all committees except the nominating committee.
- Serves as an ex-officio member of all committees except the nominating committee. (This means you or someone you choose attends meetings to stay on top of what's going on and provides guidance and input. Not an official voting member of the committee.)
- Works with other PTA leaders to connect our families, school, and community resources to one another in order to support student success; this includes working with PTAs at the next level up (the Santa Clarita Valley PTA Council) as well as two levels up (the 34th District PTA, which also includes Antelope Valley), attending their meetings, etc.
- Acts as a liaison to the school site; meets weekly with the Principal or their designee, ensures teachers and office staff are kept up-to-date on PTA activities.

Vice President, Programs

- Works as the primary aide to the president; performs president's duties in their absence.
- Oversees all Committees that run events; trains all Chairpersons; provides guidance and assists with paperwork that needs to be filed at the school and district levels (Facility Request Forms, Consultant Agreements, etc.) and collects PTA-required forms (Hold Harmless, Insurance, etc.); compiles volunteer interest form information and shares event-specific and general volunteers with each Chairperson as their event nears; ensures event reports are completed on time and all documents are saved to the Google Drive.
- Works with our Inclusion Advisor to make events and activities as welcoming as possible for all students, including those in our Special Day Classes and Autism Program.
- Coordinates with our flyer designer, as needed, for promotional materials.
- Is an authorized signer for PTA checks, contracts, and authorizations for payment.
- Mentors/Guides Room Parents; ensures they are educated on upcoming events.
- Helps lead PTA towards specific goals consistent with PTA purposes and policies.
- Carries out other duties as outlined in unit bylaws and standing rules or as assigned.

Secretary

- Takes minutes at board and association meetings.
- Co-signs formal papers with the president: authorizations for payment, resolutions, and formal letters, etc.
- Handles PTA correspondence as directed by the president.
- Keeps the PTA Google calendar up to date.
- Maintains and preserves PTA records and important documents to pass on at the end of the term, as required by PTA guidelines.
- Ensures all necessary reports are uploaded to and kept up-to-date on MyPTEZ, including a current board roster, the financial reviews, and similar.

Treasurer

- Maintains permanent records to track unit funds and financial transactions.
- Chairs budget committee and prepares annual budget for adoption by the association.
- Pays all PTA bills as authorized by board or association.
- Prepares reports for every board and association meeting and an annual financial report.
- Ensures taxes and reports required by PTA bylaws, insurance, or federal and state governments are completed and submitted by the due dates (ex: CA Charitable Trust, raffle report and application, and Worker's Compensation Form).

Financial Reviewer

- Opens PTA bank statements each month; reviews the transactions and initials and dates each page; gives these to the Treasurer to file for the Financial Review (see below).
- Performs monthly "5-minute reviews", checking bank statements with transactions on the Treasurer's ledgers; brings up any discrepancies for review.
- With the Financial Review Committee (at least one other PTA member who is not an SSPTA-check-signer), closely looks over the books and financial records of our PTA twice yearly (January and July/August) to determine their accuracy; notes areas of concern; makes recommendations that could improve our secure financial procedures.
- Presents written reports on those reviews to the board and the association for adoption.
- Forwards copies of adopted reviews to council/district PTA as indicated in unit bylaws (or asks the Secretary to do so).

Historian (and Volunteer Appreciator)

- Captures, assembles, and preserves a record of activities and achievements of our PTA.
- Collects volunteer hours for PTA meetings and events.
- Works to ensure our volunteers feel appreciated throughout the year.
- Completes and submits our Annual Historian Report to council/district PTA.
- Fills out the Historian Summary Report and files copies as Historian records.
- Copies minutes, procedure book and, if applicable, president's memory book.
- Spearheads Founder's Day Awards and Volunteer Appreciation Awards.
- Displays or presents brief overview of PTA year at meeting near the end of the school year; ensures our graphic designer makes a one-page document of events/successes that can be printed and shared with families.

The following positions are not elected, but we are seeking interest for these. Please let us know if you would like to be considered for the role of:

Parliamentarian (not an elected position, appointed)

- Assists the president to manage meetings and advises on parliamentary procedure.
- Chairs bylaws committee to review unit bylaws each year and to revise bylaws every three years (next year for revising is 2024-2025).
- Arranges nominating committee's first meeting, providing information on nomination and election processes; supports this group as needed.

Standing Committee Chairperson, Hospitality (might also do Membership)

- Plans and organizes activities that make the PTA feel warm and welcoming.
- Makes suggestions and ensures newcomers are included.

Standing Committee Chairperson, Communications (optional position)

- Works with the President and other Board members to ensure events are being communicated to all members of our school community.
- Writes content for the newsletter, website, blog, and social media posts; shares this information with the President and Principal for review.
- Oversees the posting of all website, blog, and social media posts.
- May also update the website, blog, and social media sites (at least annually).

Committee Chairperson, Membership (optional position)

- Works with the membership committee to plan the annual membership campaign (a theme, incentives, communication and outreach around these)
- Is responsible for creating and implementing a membership plan, promoting membership throughout the year, collecting dues, and distributing membership cards.

Committee Chairperson, Teacher Relationship Coordinator (optional position)

- Works to build and strengthen the relationship between teachers/staff and the PTA. Example activities: provide welcome (back) cards to all teachers at the beginning of the school year; get to know the new teachers and help them figure out how they want to be involved; make sure teachers/staff know they are invited to all events, and we would love it if they want to volunteer or even lead!; consider celebrating their birthdays, providing small trinkets/appreciation cards, etc. throughout the year (Thankful for you at Thanksgiving, Warm welcome back after winter break – maybe with hot cocoa, something sweet for Valentine's Day, a flower in Spring, etc.).
- Coordinates Teacher Appreciation Week.
- Other possible duties: informing teachers about mini-grants and how to apply; acting as the liaison for teachers who have questions about activities or the PTA; working with the librarian and teachers to use any Scholastic Dollars we might have on balance.

Committee Chairperson, Ways & Means (Fundraising; optional position)

- Plans and organizes fundraising activities under the oversight of the Board.
- Focuses on raising the amount of funds needed to meet the unit's budget.
- Presents reports on proposed fundraising activities at board and association meetings.

Other Chairperson Roles – these are temporary positions around one activity

- Does not regularly attend Board meetings but may be invited from time to time to share pertinent information about an upcoming event or activity.
- Plans and organizes the activity under the oversight of the Board, working closely with the VP of Programs to ensure information is thoroughly conveyed.
- Works with a committee to carry out the needs of the event/activity.
- Recommends vendors to the board for the successful completion of the activity/event.
- Promotes the activity to all members of our school community, coordinating heavily with the Communications Chairperson (and their flyer designer).
- Ensures all paperwork and reports are completed on time as needed. This includes requests for reimbursement with receipts and an end-of-event report within two weeks of the end of the event/activity.
- Examples: Yearbook, Spirit Wear, Roundup Fundraiser, Spring Carnival, Book Fair, Red Ribbon Week, Trunk or Treat, STEAM Night, Family Events (Bowling, Dance, Ice Skating, Tea, Laser Tag, Paint Night, etc.), Reflections Art Show, Talent Show, etc.
The specific events/activities may change each year.