

Board Member Responsibilities

President

- Prepares agenda and conducts meetings for the Executive Board and General Membership
- Oversees all other officers and activities
- Liaison between parents and administration
- Attends PTA conferences, meetings

VP Membership

- Coordinate Membership Drive
- Recruit Members
- Process forms
- Send in payment of dues to National and Florida PTA
- Maintain a running list of members with contact information
- Fill out and deliver membership cards and benefits

VP Fundraising

- Coordinate fundraisers
- Monthly "spirit nights" (Kona Ice, Papa Johns, Restaurants, Bowling, Miami Heat, McDonalds, Menchies, etc)
- Process banner advertisements

VP Volunteers

- Recruit/Train Volunteers
- Volunteer ID's
- Handle Remind Account for volunteering opportunities
- Volunteer Appreciation/Awards

Secretary

- Take minutes at the meetings
- Handle PTSA facebook page
- Monitor emails
- Communicate with members (members report)
- Create printables (forms, announcements, etc)

Treasurer

- Organize receipts, reimbursements
- Pay bills
- Place orders
- Reconcile bank statements
- Annual tax return
- Create/ensure adherence to budget

Committee Member Responsibilities

Box Tops (monthly, can be done anytime)

- Promotes contest
- Monthly collection and report of box top tally
- Submits box tops to organization for processing

Honor Roll (three times a year, in the mornings)

- Sort honor roll pins according to the school list of recipients
- Deliver to teachers,
- Help organize students during the morning honor roll presentations

Dances (Harvest, Valentines, End of Year, in the afternoons)

- Help set theme
- Decorate for dances
- Help sell concessions during the dance
- Help with take down afterwards

Copy/Distribution (as needed throughout the year, during the school day)

- Make photocopies and prepare distributions of various flyers, forms, etc

Community Relations (can be done anytime)

- Research and apply for grants for school improvement
- Obtain donations for events, activities, student incentives (food items like popcorn, water, sweet treats, coupons for free ice cream, meals, Flannigan's kids meals, Carvel, etc)

i-Ready (quarterly, during school hours)

- Work with assistant principal to determine i-Ready winners
- Plan and coordinate the prizes (pizza party, ice cream party, etc)

Bookfair (twice a year usually Fall and Spring, lasting one entire week during school hours)

- Help with setup and takedown
- Act as cashier while open
- Organize the merchandise as needed
- Monitor students and book fair property for loss prevention

Pictures (Holiday-November, Spring/Personality-March, and Kindergarten Graduation-April, mornings)

- Help with collection of picture forms and payment
- Help organize students in the media center the day the pictures are being taken

Perfect Attendance (monthly during school hours)

- Work with the assistant principal to determine the homeroom classes with perfect attendance
- Coordinate prizes (popcorn party, cookie/snack treats, etc)
- Deliver prizes to the classrooms