

Endhaven PTA Executive Board Job Description

President

This position will oversee all daily operations of the PTA Executive Board as defined by NCPTA.

Job Description:

- Preside over all PTA meetings of both Executive Board and General Membership.
- Coordinate and oversee the work of Executive Board members and offer assistance whenever needed.
- Sign all contracts that have been approved by Executive Board.
- Work with treasurer in budget management and oversight items and sign all PTA related checks.
- Serve as the administrative liaison to school leadership and administration.
- Serve as the teacher liaison for PTA related activities (i.e. Cougar Grants)
- Work with staff, leadership and PTA members to develop and support programs that support Student Enrichment (i.e. Character Education, Book Clubs, Student Government, School Clubs, Health and Wellness)
- Work with staff, leadership and PTA members to develop and support programs that support Campus Enrichment (i.e. Beautification, Technology, Media Center, Safety)
- Work with staff, leadership and PTA members to develop and support programs that support Parent Enrichment (i.e. Parent University, Speaker Series, Town Hall meetings)

Endhaven PTA Executive Board Job Description

Vice-President At Large

This position will oversee all functions of the PTA that are related to program management. Additionally, this position will fulfill the duties of President if president is unavailable.

Job Responsibilities:

- Serve as Committee Chairperson over the Programs Committee. This includes oversight of committee chairs for the following areas: Junior Achievement, PTA Reflections, School Mates, Fifth Grade Steering, General Volunteerism and our Class Parent Network (see organizational chart). Oversight includes:
 - Maintaining contact with Committee Chairpersons
 - Maintaining/updating job descriptions for these positions
 - Assisting Committee Chairperson as needed
 - Monitoring budget expenditures related to these positions
 - Serving as liaison between these positions and PTA Exec Board to include submitting committee reports at Exec Board meetings.
- Evaluation of current special programs offered by PTA.
- Implementation of other Special Programs that benefit students, staff or parents of Endhaven Elementary including special speakers, Parent University workshops, Town Hall meetings, etc.
- Attend all Executive Board and General PTA meetings.
- Maintain binder that includes:
 - By-Laws
 - Budget
 - Job Descriptions for Committee Chairs
 - Expense Forms
 - Correspondence and records

This binder must be updated and returned to the Parent Center before year's end.

Endhaven PTA Executive Board Job Description

Vice President of Fundraising

This position will oversee all functions of the PTA that are related to fundraising.

Job Responsibilities:

- Management and coordination of our primary fall fundraiser (currently Annual Fund Drive) with goal set by Executive Board. This includes brochure/theme development, education, communication, promotion, payment processing and monitoring of fundraiser.
- Management and coordination of our primary spring fundraiser (currently Boosterthon Fun Run) with goal set by Executive Board. This includes working with event management company, school leadership and staff, etc. to ensure contracted deliverables are being met.
- In the event that our fundraising goals are not met, the VP of fundraising will be responsible for finding/securing an alternative program with input and approval of Exec Board.
- Serve as Committee Chairperson over the Fundraising Committee. This includes oversight of committee chairs for the following areas: Corporate Sponsorship, Art By Me, Spirit Wear, Business Advocacy (VIC Cards, Box Tops, Donations, etc.), Endhaven Eats Out/Chick-Fil-A Night, Fall and Spring Book Fairs (see organizational chart).
Oversight includes:
 - Maintaining contact with Committee Chairpersons
 - Maintaining/updating job descriptions for these positions
 - Assisting Committee Chairperson as needed
 - Monitoring budget expenditures related to these positions
 - Serving as liaison between these positions and PTA Exec Board to include submitting committee reports at Exec Board meetings
- Communicate other fundraising opportunities to Exec Board as they develop.
- Work with treasurer to ensure all incomes expected are delivered.
- Attend all Executive Board and General PTA meetings.
- Maintain binder that includes:
 - By-Laws
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Endhaven PTA Executive Board Job Description

Vice President of Communications

This position will oversee all functions of the PTA that involve Communications.

Job Responsibilities:

- Management of weekly PTA newsletter, “The Cougar Print” – including soliciting information from PTA Committee Chairs, staff, and administration; newsletter lay-out and distribution via our Endhaven list-serve.
- Management of PTA website – including soliciting information from PTA Committee Chairs and keeping the web site current with relevant and informative information.
- Management of outside marquee with timely and relevant information.
- Management of Parent Center PTA bulletin board.
- Management of school publicity/public relations with various media outlets to promote happenings at our school.
- Serve as Committee Chairperson over the Communications Committee. This includes oversight of committee chairs for the following areas: School Tours, Sunshine Committee, Yearbook, and School Directory (see organizational chart). Oversight includes:
 - Maintaining contact with Committee Chairpersons
 - Maintaining/updating job descriptions for these positions
 - Assisting Committee Chairperson as needed
 - Monitoring budget expenditures related to these positions
 - Serving as liaison between these positions and PTA Exec Board to include submitting committee reports at Exec Board meetings.
- Attend all Executive Board and General PTA meetings.
- Maintain binder that includes:
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Endhaven PTA Executive Board Job Description

Vice President of Special Events

This position will oversee all functions of the PTA that involve special events and community building activities.

Job Description:

- Coordination of at least one family activity in first semester and second semester.
- Assist in recruitment of Committee Chairs related to Special Events.
- Serve as Committee Chairperson over the Special Events Committee. This includes oversight of committee chairs in the following areas: Multi-Cultural Fair, Fall Family Event (Pizza Bingo), CougarFest (formerly Cougar Carnival) or Spring Family Event, Kindergarten Beginner's Day, Family Fitness Night and Hospitality/Staff Appreciation (see organizational chart). Oversight includes:
 - Maintaining contact with Committee Chairpersons
 - Maintaining/updating job descriptions for these positions
 - Assisting Committee Chairperson as needed
 - Monitoring budget expenditures related to these positions
 - Serving as liaison between these positions and PTA Exec Board to include submitting committee reports at Exec Board meetings.
- Determine if any additional events should be considered and present options to Exec Board.
- Work with treasurer to make sure all events fall within budget and that all incomes expected are delivered in a timely manner.
- Attend all Executive Board and General PTA meetings.
- Maintain binder that includes:
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Endhaven PTA Executive Board Job Description

Secretary

This position will oversee all functions of the PTA that involve record keeping and historian activities as defined by NCPTA.

Job Description:

- Record the minutes of all meetings of both Executive Board and General Membership and distribute minutes to Executive Board members via email asking for any changes, then distribute a copy of the minutes at next meeting. Keep copies of all agendas and minutes in notebook.
- Display the most current copy of minutes in the Parent Center.
- Maintain current roster and contact information for all PTA Executive Board and Committee Chair members.
- Maintain current copies of By-Laws and Job Descriptions. Distribute as needed.
- Oversee and coordinate nomination committee for following year's slate of officers.
- Serve as Committee Chairperson over the Administration Committee. This includes PTA Membership, Office/Health Room Volunteers, and Media Center Volunteers (see organizational chart). Oversight includes:
 - Maintaining contact with Committee Chairpersons
 - Maintaining/updating job descriptions for these positions
 - Assisting Committee Chairperson as needed
 - Monitoring budget expenditures related to these positions
- Serving as liaison between these positions and PTA Exec Board to include submitting committee reports at Exec Board meetings. Maintain binder that includes:
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Endhaven PTA Executive Board Job Description

Treasurer/Assistant Treasurer

This position will oversee all functions of the PTA as they relate to budget and finance.

Job Description – Treasurer:

- Collect, deposit and maintain all funds of this PTA in approved depositories.
- Disburse funds in accordance with annual budget adopted by this PTA and maintain records identifying the purpose and payee of all disbursements.
- Maintain a current record of income, expenditures, assets and liabilities of this PTA and make all financial records available for inspection and review by the audit committee.
- Present a financial report of income and expenses at each meeting of the Executive Board and of general membership.
- Remit dues to NCPTA.
- Prepare year-end financial report by June 30 showing the total income and expenditures for the fiscal year, comparing those figures with the budget approved at the beginning of fiscal year. Submit that report to incoming President, Treasurer and Audit Committee.
- File all required tax forms and reports in a timely manner, including but not limited to tax returns for the previous year and submit all filings to the secretary of this local PTA.
- At end of term, transfer all financial records to audit committee by July 1 and provide assistance to the audit committee upon request.
- Attend all Executive Board and General Board meetings.

Job Description – Assistant Treasurer:

- Shadow and assist Treasurer in daily activities of budget maintenance related to PTA deposits.
- Serve as head of standing audit committee which will conduct monthly financial reviews of bank statements and shall sign an acknowledgement on the bank statements that the expenditures are consistent with the approved budget.
- Conduct annual financial review in conjunction with our appointed CPA (See section 11.3 of PTA By-Laws).
- Attend all Executive Board and General Board meetings.