



Roles & Responsibilities of Coconut Grove Elementary School's PTA Executive Board

PRESIDENT - Leads the PTA towards specific goals chosen by the members; helps sets the vision for the PTA; works closely with the principal; creates agendas for and presides at Executive Board and General meetings; works with the treasurer and executive board on developing and implementing budget; attends monthly Council meeting, serves as ex-officio member of all committees; trouble-shoots in all areas of PTA/school involvement. This position requires effort beginning in the summer and lasting throughout the term. Workload is heavy throughout the year.

- Oversees and manages the PTA organization at Coconut Grove Elementary.
- Be the primary voice for the PTA, including speaking at PTA and school events and responding to inquiries from the school administration, school district, community, and media, as needed.
- Plan and direct monthly Board meetings and General Session meetings three times per year according to by-laws or as determined necessary.
- Sign contracts and checks on behalf of the PTA, as needed.
- assist with creating committees to support PTA events and fundraisers; Identify committee chairpersons and PTA representatives to support above-mentioned.
- Submit applications to the M-DCPS for special events and permits.
- Signs off on Attendance Boundary Committee Reports.
- Meet with the school Principal monthly.
- Work alongside the Treasurer on an ongoing basis to oversee reports, PTA bank account and merchant processing account. All outgoing expenses and payments require two (2) authorizations: the President and Treasurer approvals.
- Plan and execute the old board/new board (In/Out) to facilitate transfer of duties from outgoing to incoming executive board.

VP of FUNDRAISING - Responsible for raising the amount needed to meet the proposed budget and fees for approved projects.

- Works with a committee, appointed by the President, to plan and organize fundraising activities.
- There is a broad range of options for PTA fundraisers. They include organizing product sales, providing services, promoting 'Give Back' programs, soliciting pledges, and applying for grants.
- Oversee and execute contracts with vendors.
- Presents reports on proposed fundraising activities at board meetings for approval.
- Fundraising efforts must support the goals of PTA and be related to educational, charitable, and philanthropic purposes as a tax-exempt, nonprofit organization. This means that a PTA cannot promote or endorse products, services, or businesses.

VP of MEMBERSHIP - Responsible for coordinating activities that focus on increasing PTA membership and parent involvement in PTA activities.

- Maintain updated information at Membership Hub.
- Assist with updating the constant contact database.
- Maintain current lists of members for purposes of voting on agenda items.

VP PROGRAMS - Responsible for the programs that PTA sponsor and support the academic enrichment, character development or health and welfare of our students. Activities will be determined depending upon the needs and goals set for by the administration. Current Programs may include, but not limited to:

- After-school enrichment Programs
- Family Nights
- Values Committee
- Spirit Week
- Field Day
- Earth Day (Week)

TREASURER – Primarily responsible for keeping the PTA's financial records and books in order money in accordance with the PTA Membership approved annual budget.

- Is the main signatory to issue all checks for payment of bills.
- Receives all cash, payments, and any other income
- makes bank deposits.
- Remits PTA membership dues and other fees to the PTA council.
- Reconcile bank statements once a month.
- Prepares a monthly financial overview for monthly board meetings.
- Keeps the membership informed of items relating to the PTA finances.
- Works closely with the President and other event chairs to adhere to budget limitations.
- Prepares books for semi-annual audit.
- All outgoing expenses and payments require two (2) authorizations: the President and Treasurer approvals.
- During the summer, ensure the Treasure, President, VP of Fundraising have signature cards on file Coconut Grove Bank.
- Attend and present written financial/budget report at all at every Board and General PTA meetings, explaining variances; and participate in discussions and decision making, especially regarding financials.
- At September Board meeting and first General meeting, present written Financial Review report (prepared by former Treasurer over the previous summer) to Board and General membership.
- Responsible for the management of all PTA insurance matters, including paying annual liability insurance.
- Work with VP Membership to ensure all three PTA Membership Service fees are paid on time.
- Close the financial books and records by June, submitted for approval in July handover.
- Preserve all vouchers, receipts, bank statements, canceled checks, and other records for 7 years.
- Check the PTA box in the CGE office at school weekly or bi-weekly.

RECORDING SECRETARY - Attends and takes notes at all Board and General PTA meetings, which shall include updates, motions and results and any ownership/action items from the meeting.

- At Board meetings, present the meeting minutes from the previous month to the Board for amendment and final approval.
- At General Membership meetings, present the meeting minutes from the previous month to the General Membership for amendment and final approval.
- All approved meeting minutes are uploaded on the PTA general server for record keeping.
- Responsible for understanding the definition of a quorum for a given Board or General meeting and for determining if each meeting has a quorum for all votes taken.

CORRESPONDING SECRETARY - Assists the President with the PTA's communications to parents, staff, students, and the community at large.

- Responsible for the design, production, and distribution of the PTA newsletter and/or e-news updates.

- Responsible for the design, content and maintenance of the PTA website and social media accounts.
- Preparation of any general-purpose PTA flyers.
- Proofread all flyers produced by other PTA board members to ensure all information needed is included, accuracy, consistency and that appropriate practices are executed.

TEACHER REPRESENTATIVE - Responsible for representing the teaching staff in discussions at PTA Board Meetings. Usually makes a report at each meeting.

OPTIONAL BOARD POSITIONS

The following positions are by discretion of the President:

PARLIAMENTARIAN - Responsible for ensuring Bylaws are up to date, assists the President with conducting meetings and calls the first meeting of the Nominating Committee.

HISTORIAN - Captures, assembles, and preserves records of activities and achievements.

- Collects volunteer hours for PTA meetings and events.
- Completes and submits the PTA Unit-Annual Historian Report to council/district PTA.
- Displays or presents brief overview of PTA year at meeting near the end of the school year.

ADVOCACY CHAIR - For the purposes of PTA, advocacy is supporting and speaking up for children—in schools, in communities, and before government bodies and other organizations that make decisions affecting children.

- Working in partnership with other PTA leaders, the PTA Advocacy Chair informs your membership about education issues and PTA legislative goals.
- Encourages and helps PTA members to become effective advocates. No legislative experience is needed, just a desire to get involved and help organize.
- Raise questions for discussion at school or community meetings.
- Provide updates on the status of pending issues.

At the discretion of the President and Principal, additional Committees that support programs can be filled once the elected Board is in place, these could include but are not limited to:

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| ● Garden Program | ● Book Fair |
| ● Room Parent Network | ● Square One Art |
| ● Teacher Appreciation Week | ● Yearbook |
| ● Values Program | ● Parking Fundraiser |
| ● Family Nights | ● Ice Cream Socials |