

LAWTON ELEMENTARY SCHOOL PTA JOB DESCRIPTIONS

PRESIDENT

The PTA President(s) is responsible for providing leadership and direction to the organization. There are **2 Co-Presidents** sharing the following responsibilities:

- Preside over PTA Board and General Membership meetings.
- Work with PTA Board and Principal to set school event calendar.
- Set the agendas for all PTA Board and General Meetings.
- Coordinate processing of the first day packets. Work with Board, school Secretary and Principal to annually revise and update inserts to first day packets.
- Ensure that pertinent PTA information is distributed to membership.
- Work with the Building Leadership Team to establish school district budget priorities.
- Determine appropriate methods (to be determined each year) on collecting funding priorities and investment interests of the PTA general membership.
- Coordinate the PTA budget process, working with the Treasurer, PTA Board, BLT, and Principal
- Work with treasurer to oversee appropriate allocation of funds per established annual budget
- Oversee and work with PTA Vice Presidents to recruit chairs for all committees and fundraising events.
- Attend "PTA and the Law" training session.
- Contribute to the PTA Newsletter when necessary.
- Participate in as many PTA functions each school year as schedule allows. Work with PTA Board members to help ensure PTA Board representation at PTA events.
- Coordinate attendance of PTA representative(s) to welcome families to Lawton at kindergarten open house and/or new family tours/events.
- Be an approved PTA check signer and available to treasurer as needed to co-sign PTA checks.
- Be a member in good standing of the Lawton PTA. Membership is renewed and dues paid annually.

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VICE PRESIDENT

The PTA Vice President(s) are responsible for supporting the President(s) and helping to provide leadership and direction to the organization. There are **2 Co-Vice Presidents** sharing the following responsibilities:

- Recruit chairpersons for all PTA committees.
- Monitor the progress of each committee and provide consultation regarding Board policies and procedures. Ensure familiarity with all accounting and reimbursement procedures.
- Confirm all building use paperwork is completed prior to each event.
- Collect all documentation pertaining to each event and compile for PTA files.
- Review Committee Chair list each year and make changes as needed.
- Collect and prepare volunteer sign-up sheets for yearly committees and distribute to the committee chairs.
- Mail volunteer lists, budget, report forms and other pertinent information to each chairperson.
- Distribute returned first day packet information into correct boxes and files.
- Coordinate refreshments for PTA General Meetings, First Day Teas, and other parent meetings.
- Preside over PTA Board and General Membership meetings in the absence of the President(s).
- Recruit a nominating committee for open Board positions in the spring.
- In conjunction with the Corresponding Secretary, write thank you notes to committee chairs after their events.
- In conjunction with all other board members, gather information, copy, prepare and distribute the first day packets.
- Participate in at least 5 PTA functions each school year.
- Be a member in good standing of the Lawton PTA. Membership is renewed and dues paid annually.

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FUNDRAISING OFFICER

- The PTA Fundraising Officer is responsible for overseeing all fundraisers. This will include:
- Research available fundraisers and make recommendations to board.
- Communicate with Vice Presidents to recruit committee chairs for all fundraisers.
- Communicate with Committee Chairs and monitor progress of all fundraising activities. Provide consultation regarding Board policies and procedures as needed. Ensure familiarity with accounting policies and reimbursement procedures.
- Research and publicize passive fundraising opportunities (i.e. iGive, Thriftway receipts, Boxtops, and other give back programs).
- Communicate with Committee Chairs of existing fundraising events to ensure continued viability of fundraising via that method prior to spring budgeting process.
- In conjunction with all other board members, gather information, copy, prepare and distribute the first day packets.
- Participate in at least 5 PTA functions each school year.
- Be a member in good standing of the Lawton PTA. Membership is renewed and dues paid annually.

TREASURER

The PTA Treasurer is responsible for overseeing the finances of the organization. This will include:

- Write checks in payment of authorized expenses.
- Record all checks and deposits in the proper categories.
- Balance the checkbook each month when the bank statement is received.
- Keep accurate records of all expenditures, including funds request forms, receipts and other supporting documents.
- Work with Cashier to ensure timely deposit of all monies.
- Provide access to the financial records whenever requested by the PTA board or General Membership. This will include providing necessary documentation for annual audit.
- Prepare a detailed report each month showing all income and expenses for Board and/or General Membership review.
- Prepare and complete all required filings by IRS and Washington state agencies
- Attend appropriate trainings and seminars.
- Process check requests.
- Chair Budget Committee in the spring.
- Perform all PTA banking functions except depositing monies.
- In conjunction with all other board members, gather information, copy, prepare and distribute the first day packets.
- Participate in at least 5 PTA functions each school year.
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CASHIER

The PTA Cashier is responsible for assisting the treasurer in the collection and deposit of all monies. This will include:

- Collect all monies for deposit daily or as needed.
- Prepare all deposits with proper documentation and deposit monies in the bank in a timely fashion.
- Record all deposits with Treasurer.
- Audit monthly bank statements and cancelled checks for required signatures.
- In conjunction with all other board members, gather information, copy, prepare and distribute the first day packets.
- Participate in at least 5 PTA functions each school year.
- Be a member in good standing of the Lawton PTA. Membership is renewed and dues paid annually.

RECORDING SECRETARY

The PTA Recording Secretary is responsible for maintaining the non-financial records of the organization. Responsibilities include:

- Record minutes for all Board and General Membership meetings.
- Post a copy of the minutes from all meetings on the school Bulletin board and email minutes to the website administrator for posting on the website within 10 days of the meetings.
- Maintain and keep up to date the following notebooks: Bank Statements, Legal, PTA Notes, PTA Minutes and Lawton School Historical.
- Write thank you notes for donations of time or money made to the Lawton PTA.
- In conjunction with all other board members, gather information, copy, prepare and distribute the first day packets.
- Participate in at least 5 PTA functions each school year.
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COMMUNICATIONSOFFICER NEWSLETTER

The Communications Officer – Newsletter is responsible for all PTA written correspondence with parents, staff, and outside organizations and will serve as a liaison with the community outside of Lawton to publicize and promote school events. Responsibilities include:

- Support the President(s) and help to provide leadership and direction to the organization.
- Working with the Communications Officer – Website, coordinate and solicit news items to publish and distribute weekly PTA newsletter.
- Maintain knowledge of events at Lawton and determine which positively reflect the Lawton Community or are otherwise newsworthy.
- In coordination with Communications Officer – Website, write press releases publicizing those events or other items of interest at Lawton which are suggested by the PTA Board and distribute these press releases to local news organizations.
- Manage PTA email distribution list.
- Format and publish electronic communication from the Principal to the PTA distribution list.
- Record minutes for all Board and General Membership meetings in the absence of the Recording Secretary.
- In conjunction with all other board members, gather information, copy, prepare and distribute the first day packets.
- Participate in at least 5 PTA functions each school year.
- Be a member in good standing of the Lawton PTA. Membership is renewed and dues paid annually.

COMMUNICATIONSOFFICER WEBSITE

The Communications Officer - Website is responsible for all online based correspondence with parents, staff, and outside organizations and will serve as a liaison with the community outside of Lawton to publicize and promote school events. Responsibilities include:

- Support the President(s) and help to provide leadership and direction to the organization.
- Working with Communications Officer – Newsletter, coordinate and solicit news items to publish and distribute via online sources including but not limited to school website, Facebook, etc.
- Maintain knowledge of events at Lawton and determine which positively reflect the Lawton Community or are otherwise newsworthy.
- In coordination with the Communications Officer – Newsletter, write press releases publicizing those events or other items of interest at Lawton which are suggested by the PTA Board and distribute these press releases to local news organizations.
- Schedule childcare for PTA general meetings and PTA sponsored meetings as needed.
- In conjunction with all other board members, gather information, copy, prepare and distribute the first day packets.
- Participate in at least 5 PTA functions each school year.
- Be a member in good standing of the Lawton PTA. Membership is renewed and dues paid annually.