

President (elected)

Time commitment: 8+ hours per week, and monthly meetings. Busiest time of year: beginning of the year and during school events. Sets the direction for LCH PTA and ensures that PTA programs serve all kids. The president manages all board activities, runs monthly board meetings, bi-monthly general meetings, is ultimately responsible for PTA programs, events, fundraising, budget management, and communicating with the association. The president interacts regularly with the school Principal and office staff and is also responsible for attending various district and NCC PTA meetings.

Executive VP (elected)

Time commitment: 6+ hours per month and monthly meetings--board, general (every other month), event planning (shared with President), etc. Busiest time of year: beginning of the year and during school events. Serves as the primary aide to the president and performs the duties of the president in his/her absence.

Treasurer (elected)

Time commitment: 3+ hours per week, monthly meetings, and general meetings (every other month). Busiest time of year: on going, some late spring/summer work preparing budget for fall. Works with the president and budget committee (Ways/Means, Programs, Past President) to create and manage the annual LCH PTA budget, maintain all financial records, and pay bills and reimbursements.

Recording Secretary (elected)

Time commitment: 1-2 hours per month, monthly meetings, and general meetings (every other month). Busiest time of year: at meetings. Keeps accurate and concise minutes at each executive board and general meeting.

Corresponding Secretary (appointed by the incoming President and Exec. Board)

Time commitment: 3 hours per month, monthly meetings, and general meetings (every other month). Busiest time of year: before and during events. Acts as the communication liaison between PTA and parents via classroom room parents.

Financial Secretary (elected)

Time commitment: 30 minutes per week, more during fundraising events, monthly meetings, and general meetings (every other month). Busiest time of year: during fundraising events. Counts money weekly (always with one/two other persons) and makes weekly deposits at the bank when needed.

VP Programs- Co-Chair (2) (elected)

Time commitment: 5+ hours per month, monthly meetings, and general meetings (every other month). Busiest time of year: on going. Works with committee and other chairs to plan and organize programs for the school year. Collaborates with principal, PTA president, other committee chairs and campus student groups to coordinate, plan and implement programs/events. Helps develop with President and VP annual program calendar and presents it at the PTA general meeting for adoption. Programs *have* included Abilities Awareness (work with school), Arts Education, Art Show, Birthday Books, Book Fair, Dads Club, Family Event(s), Garden Science, Geo Club, Kindness Week, Math 24, Mileage Club, and Red Ribbon Week. Works with communication team to publicize approved programs/events using newsletters, website, social networks and other school communications opportunities that may arise. Oversees and delegates volunteer recruitment for implementing and running programs/events.

Ways and Means (elected)

Time commitment: 2 hours per week, more during fundraisers, monthly meetings, and general meetings (every other month). Busiest time of year: during fundraisers. Responsible for implementing and managing all LCH fundraisers, including Fund Drive, Jogathon (w/Health & Wellness, parents' night out, sponsorships, and all "soft" fundraisers. Job duties are shared with the Standing Chair of Ways and Means and committee members.

VP Communications—2-3(elected & appointed)

Time commitment: 1-3 hours per week, monthly meetings, and general meetings (every other month). Busiest time of year: on going.

Responsible for managing lchpta.org, putting out our weekly email newsletter, and managing LCH social media. Historically, this job has been split with appointed VP communications co-chair(s)--manages the website and social media.

VP Legislation (elected)

Time commitment: 1+ hour per month, monthly meetings, and general meetings (every other month). Busiest time of year: on going. Follows national, state, and local PTA and education news and presents at general meetings.

VP Health & Wellness--2 (elected & appointed)

Time commitment: 1+ hour per month, monthly meetings, and general meetings (every other month). Busiest time of year: on going. Plans and organizes Jogathon (w/ Ways and Means), Walk, Ride, Roll to School Wednesdays and Wellness Week.

Auditor (elected)

Time commitment: 4-6 hours every six months, monthly meetings, and general meetings (every other month). Busiest time of year: Aug/Sept and Jan/Feb. Performs a twice-yearly audit of all LCH PTA financial books and records.

Historian (elected)

Time commitment: 1-2 hours per week, monthly meetings, and general meetings (every other month). Busiest time of year: on going, especially when yearbook is due. Preserves record of activities and is in charge of creating the yearbook-- orders for yearbook and historically has worked with parent and student volunteers to create yearbook pages.

Completes and submits the PTA Unit-Annual Historian Report. (collects volunteer hours and calculates them at the end of the year), captures assemblies and achievements of LCH PTA.

SPED/TIDE Liaison (appointed by the incoming President and Exec. Board)

Time commitment: 2 hours per month, more during Abilities Awareness month (works with school), monthly meetings, and general meetings (every other month). Busiest time of year: on going and Abilities Awareness Month. Attends monthly SPED meetings, and acts as liaison between the SPED/TIDE Program and LCH/LCH PTA. Helps plans and organize Abilities Awareness month with LCH.

Liaison to the Encinitas Educational Foundation--EEF (appointed by the incoming President and Exec. Board)

Time commitment: Attends monthly meetings, general meetings (every other month and EEF, Encinitas Educational Foundation meetings (every other month at the district office) and acts as liaison between the EEF board and LCH/LCH PTA to ensure that funds raised through EEF are spent appropriately. Busiest time of year: on going

Recognitions/Hospitality Co-Chairs (appointed by the incoming President and Exec. Board)

Time commitment: Estimated 1-4 hours per month. Attend monthly board meetings, and general meetings every other month. Busiest time of year: on going. Acts as official host of our General PTA meetings and events in creating a welcoming atmosphere. Maintains hospitality supplies and equipment and an updated inventory for them. This position is shared. Ensures that all LCH volunteers are warmly welcomed and thanked for their work, and that LCH staff is honored for their work throughout the year. Works with committees and other chairman to organize staff appreciation week, staff snack breaks (potlucks—typically every 2-3 months) and other events. Manages lawn signs and other methods of thanks.

Parliamentarian (appointed by the incoming President and Exec. Board)

Time commitment: monthly meetings, more during nominations and bylaw reviews. Busiest time of year: meetings and Nominating Committee in Spring. Assists the president to manage meetings and advises on parliamentary procedure. Chairs bylaws committee to review unit bylaws each year and revise bylaws every three years. Arranges nominating committee's first meeting, providing information on nomination and election process.