

# PTA Board Position Descriptions

## **President**

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, is ultimately responsible for PTA programs, events, fundraising, budget management, and communicating with the association. The president is also responsible for attending various district meetings.

## **Executive Vice President**

Time commitment: 8+ hours per month and monthly meetings

Busiest time of year: beginning of the year and during school events.

Serve as the primary aide to the president, and performs the duties of the president in his/her absence.

## **Treasurer**

Time commitment: 3 hours per week and monthly meetings

Busiest time of year: on going

Busiest time of year: Some summer work preparing budget for fall.

Works with the president to create and manage the annual LCH PTA budget, maintain all financial records, and pay bills and reimbursements.

## **VP of Ways and Means\***

Time commitment: 2 hours per week, more during fundraisers, and monthly meetings

Busiest time of year: during fundraisers

Responsible for implementing and managing all LCH fundraisers, including Fund Drive, Jog-A-Thon, parents' night out, and all "soft" fundraisers. Ideally, job duties can be shared with the Standing Chair of Ways and Means and committee members.

## **Standing Chair of Ways and Means\***

Time commitment: 2 hours per week, more during fundraisers, and monthly meetings

Busiest time of year: during fundraisers

Serves as primary aide to the VP of Ways and Means. Job duties can be shared with the VP of Ways and Means and committee members.

## **VP of Communications**

Time commitment: 1-3 hours per week and monthly meetings

Busiest time of year: on going

Responsible for managing [lchpta.org](http://lchpta.org), putting out our weekly email newsletter, and managing LCH social media. Historically, this job has been split with the Standing Chair of Communications — one manages the website and social media, and one manages production of the weekly newsletter.

## **Standing Chair of Communications**

Time commitment: 1-3 hours per week and monthly meetings

Busiest time of year: on going

Serves as primary aide to the VP of Communications. Historically, takes on part of the Communications responsibilities shared by VP and Standing Chair — one manages the website and social media, and one manages production of the weekly newsletter.

### **VP of Programs\***

Time commitment: 2+ hours per month and monthly meetings

Busiest time of year: on going

Works with committee and other chairmen to plan and organize programs for the school year. Collaborates with principal, PTA president, other committee chairmen and campus student groups to coordinate, plan and implement programs. Develops annual program calendar and presents it at PTA association meeting for adoption. Publicizes approved program calendar using newsletters, website, social networks and school handbook. Oversees and delegates volunteer recruitment for implementing and running programs. Ideally, job duties can be shared with the Standing Chair of Programs and committee members.

### **Standing Chair of Programs\***

Time commitment: 2+ hours per month and monthly meetings

Busiest time of year: on going

Serves as primary aide to the VP of Programs. Job duties can be shared with the VP of Programs and committee members.

### **VP of Membership**

Time commitment: a few hours early in the year and monthly meetings

Busiest time of year: Sept.-Oct.

Sets a membership goal, creates a year-long calendar of membership events, develops a plan to attract new members and retain existing members.

### **VP of Legislation**

Time commitment: 1+ hour per month and monthly meetings

Busiest time of year: on going

Follows national, state and local PTA and education news and presents to the association at general meetings.

### **Hospitality**

Time commitment: 1+ hour per month and monthly meetings

Busiest time of year: on going

Acts as official host of a PTA in creating welcoming atmosphere at meetings and events, including PTA general meetings. Maintains hospitality supplies and equipment and an updated inventory for them.

### **Recognitions\***

Time commitment: several hours per month and monthly meetings

Busiest time of year: on going

This is a great position for several people! 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 committee and other chairman to organize staff appreciation, monthly staff snack breaks and other events. Maintains hospitality supplies and equipment and an updated inventory for them. Writes the weekly Three Cheers column and manages Jay Z, lawn signs and other methods of thanks.

**Financial Secretary**

Time commitment: 30 minutes per week, more during fundraising events, and monthly meetings  
Busiest time of year: during fundraising events  
Counts money weekly (always with one other person), and makes weekly deposits at the bank.

**Recording Secretary**

Time commitment: 1-2 hours per month and monthly meetings  
Busiest time of year: meetings  
Keeps accurate and concise minutes at each executive board and association meeting.

**Corresponding Secretary**

Time commitment: 3 hours per month and monthly meetings  
Busiest time of year: before events  
Acts as the communication liaison between PTA and parents via classroom room parents, manages the student directory, and writes thank you letters as necessary.

**Auditor**

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

**Liaison to the Encinitas Educational Foundation**

Time commitment: 2 hours per month and monthly meetings  
Busiest time of year: on going  
Attends monthly Encinitas Educational Foundation meetings, and acts as liaison between the EEF board and LCH/LCH PTA to ensure that funds raised through EEF are spent appropriately.

**Historian**

Time commitment: 1 hour per month and monthly meetings  
Busiest time of year: end of year  
Captures, assembles and preserves record of activities and achievements of LCH PTA, collects volunteer hours, and completes and submits the PTA Unit-Annual Historian Report.

**Parliamentarian**

Time commitment: monthly meetings  
Busiest time of year: just meetings  
Charged with ensuring that the LCH PTA board follows our bylaws and Robert's Rules of Order.

**\*There are lots of ways this position can be shared.**