

# PTA Board Positions

All Board representatives are expected to attend monthly Board meetings and the four annual General Membership meetings. The monthly Board meetings are usually the 3<sup>rd</sup> Thursday of each month.

## ***Duties of the Board Representatives:***

### **President**

- Attend monthly LWSD PTA Council meetings (usually the 1<sup>st</sup> Thursday morning of the month)
- File WSPTA Standards of Affiliation contract
- Make sure Insurance is up to date
- Be sure all online subscriptions are paid
- Meet with Principal once or twice a month to keep each other informed
- File Building Use forms for events
- Prepare and run monthly Board meetings and 4 GM meetings
- Plan annual calendar with principal
- Plan annual budget with Budget committee
- Speak at Kindergarten orientation, Curriculum night, Kindergarten registration
- Attend special events
- Oversee all PTA programs & events

### **Secretary**

- Take minutes at Board meetings and General Membership meetings
- File minutes in binder, and send a copy to President & Treasurer
- File Board representatives training certificates
- Prepare & file motions at Board meetings and GM meetings

### **Treasurer**

- Keep all financial reports up to date
- Deposit all checks
- Write checks for all payments and grants
- Complete grant paperwork
- File taxes
- Oversee Budget Committee and Financial Review Committee
- Present Financial Overview at each Board meeting and GM meeting
- File CPOA agreements
- Complete Reimbursements

**VP of Communications**

-Help find and work with chair people for Membership, Student Directory, Weekly Update, Volunteer Coordinator, front Bulletin Board (shared with School Support), outside Reader Board, Legislative Assembly, Watch Dogs, PTA Website and Facebook

**VP of Education**

-Help find and work with chair people for Art Docent program, Math Challenges, Reflections program, STEM Symposium, Clubs like Spelling, Math, etc, Art Enrichment, FACE Chair, Parent Education and In-house Learning

**VP After-School Enrichment**

-Work with vendors to set-up all After-school programs  
-Set up Sign-up Genius for parent chaperones for after-school programs

**VP of Fundraising**

-Organize committee to plan and run main school fundraiser  
-Oversee BoxTops for Education  
-Promote Amazon link

**VP of Health & Wellness**

-Find and work with chair people for Emergency Preparedness, Field Day, Gardening project, Health Room Volunteers, Health Screening day, Running club, Walk-to-School/Safety week, Popcorn Fridays and Sustainability Chair

**VP of Special Events**

-Find and work with chair people for Welcome Tea, Fall Family Night, International Night, Pancake Breakfast, Dance Week, Game Night, Movie Night and School Dance

**VP of School Support**

-Find and work with chair people for Yearbooks, School Pictures, Room Parents, Online School Supply ordering, Spirit Wear, Kindergarten Liaison, Cultural Liaison, Learning Center Chair, Scholastic Book Orders and Staff Appreciation

