
Co-Presidents (2 positions)

Responsibilities include (but not limited to):

- Preside at all PTA meetings
- Keep the executive board fully informed about PTA affairs at monthly board meeting and otherwise
- Appoint committee chairpersons with the approval of the executive board
- Encourage meaningful participation in all parent and school activities
- Provide opportunities for members' leadership development
- Attend all regular meeting of the District 13 presidents' council, or confer with and send a duly appointed designee
- Be a core member of the MS 915 School Leadership Team, or confer with and send a duly appointed designee
- Plan the agenda for the general membership meetings, together with the executive board
- Have the power to sign and execute PTA contracts authorized either generally or specifically by the executive board
- Sign PTA checks

Treasurer + Assistant Treasurer

Responsibilities include (but not limited to):

- Count, secure, deposit, and maintain custody of all PTA funds
- Record all income and expenses
- Maintain accurate and up-to-date financial records
- Prepare and give summary reports of financial transactions at monthly meetings
- File the annual PTA IRS tax return
- Compliance and assestation to corporate matching companies
- Ensure the PTA follows established policies and procedures
- Provide financial reports to the Executive Board, General Membership, and DOE as required
- Provide financial procedures and guidance to event chairs
- Be available to put cash and checks in the school safe or bank after all PTA events

- Develop a proposed budget for the next fiscal year
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Co-Secretaries (two positions)

Responsibilities include (but not limited to):

Minutes+Records

- Maintaining an accurate record of all General Membership meetings
- With Parent Coordinator, prepare notices, agendas, sign-in sheets, and materials for distribution at Executive Board and General Membership meetings
- Prepare and distribute previous minutes for approval at General Membership meetings
- Maintain custody of the PTA's records on school property
- Incorporate all amendments into the bylaws and ensure that signed copies of the bylaws with the latest amendments are on file in the principal's office
- Assist with the June transfer of records to the incoming Executive Board
- Performing other secretarial duties as necessary (e.g., correspondence, inviting local politicians to appropriate events at PS8, filing event permits)

Communications

- Lead communication efforts in conjunction with the Co-Presidents
 - Oversee communications for all events in conjunction with Co-Presidents
 - With Parent Coordinator + MS 915 staff, create and oversee content for the PTA website and social media platforms
 - Supervise content/copy for different events that need to be promoted (website, email, flyers, etc.)
 - Coordinate with designers creating designs for events
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Vice President - Fundraising + 6th Grade Representative - Fundraising

Responsibilities include (but not limited to):

- Ensure all fundraising efforts are in line with the mission/vision of the school
 - Oversee fundraising events throughout the year and provide guidance/best practices to event chairs
 - Secure sponsors for PTA events and activities
 - Lead fundraising events and activities (e.g., direct appeal, matching challenge, and revenue-sharing opportunities)
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Vice President - Community Events + 6th Grade Representative - Community Events

Responsibilities include (but not limited to):

- Develop the PTA event calendar in conjunction with the Co-Presidents
- Recruit parents to chair all PTA events

- Provide best practices to event chairs
 - Help event chairs recruit volunteers
 - Keep an event chair “roadmap” for all PTA events
 - Thank event chairs and volunteers
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School Leadership Team (SLT)

Parent SLT members are expected to attend one SLT meeting and one school sub-committee meeting each month in order to align committee activity with the mission of the school. The SLT must consist of equal parts parent and staff membership, along with the school’s principal.

Parent Representative

Responsibilities include (but not limited to):

- Participate in the review and development of the Comprehensive Education Plan (CEP)
- Assist in the evaluation and assessment of the school education plan and its effects on student development
- Share the views of their constituencies with the SLT
- Represent all of the school committees
- Coordinate with the committees (including the Executive Board) to ensure that all school-wide committees are working toward the same goals set forth in the CEP

Comments: This is a two-year commitment.