

## **Board Member Responsibilities**

### **President**

- Prepares agenda and conducts meetings for the Executive Board and General Membership
- Oversees all other officers and activities
- Liaison between parents and administration
- Attends Florida PTA conferences, meetings, trainings
- Monitor PTSA emails & forward them to the appropriate VP
- Complete all Activity Request and Fundraising forms and submit them to the Assistant Principal

### **VP Membership**

- Coordinate Membership Drive & Work with Treasurer to make sure funds are deposited
- Recruit Members & Conduct Membership Drives
- Process forms
- Send in payment of dues to National and Florida PTA
- Maintain a running list of members with contact information
- Fill out and deliver membership cards and benefits via students' homerooms

### **VP Fundraising**

- Coordinate fundraisers
- Coordinate items for the daily school store
- Conduct Quarterly "spirit nights" – At school's Dade Partners (McDonald's, Fresco y Mas, others)
- Process social media advertisements

### **VP Volunteers**

- Recruit, Help Register & Train Volunteers
- Request Volunteer ID's from the school for PTSA Board Members
- Handle Remind and Social Media Accounts for volunteering opportunities
- Volunteer Appreciation/Awards
- Work with the school to make sure that volunteers are approved for activities

### **Secretary**

- Take minutes at the meetings
- Prep minutes for PTSA Board and General meetings
- Communicate with members on behalf of the Board
- Create printables (forms, announcements, etc.)
- Work with treasurer on the annual audit of the "books"

### **Treasurer**

- Attends Florida PTA trainings
- Present Budget Reports at Board and General Meetings
- Organize receipts, reimbursements
- Pay bills
- Place orders
- Reconcile bank statements
- Annual tax return
- Create/ensure adherence to budget
- Conduct annual audit of the "books"

## **Examples of Committee Member Responsibilities**

### **Dances - fundraiser**

- Complete Activity Request and Fundraising forms and submit them to the Assistant Principal
- Help set theme & advertise the dances via posters and announcements
- Sell tickets in advance of the dance
- Decorate for dances
- Help sell concessions during dances
- Help with clean-up afterwards

### **Copy/Distribution** (as needed throughout the year, during the school day)

- Make photocopies and prepare distributions of various flyers, forms, etc.

### **Daily School Store**

- Complete Activity Request and Fundraising forms and submit them to the Assistant Principal
- Purchase items for school store
- Purchase theme items for school store

### **Community Relations** (can be done anytime)

- Research and apply for grants for school improvement
- Obtain donations for events, activities, student incentives (food items like popcorn, water, sweet treats, coupons for free ice cream, meals, Flannigan's kid's meals, McDonald's, etc.)

### **Bookfair** (once a year usually Fall, lasting one entire week during school hours)

- Complete Activity Request and Fundraising forms and submit them to the Assistant Principal
- Coordinate with ELA Department Chairperson to pick dates and set-up visitation schedule
- Coordinate volunteers for the bookfair hours of operation
- Help with setup and takedown the bookfair
- Act as cashier while open
- Organize the merchandise as needed
- Monitor students and book fair property for loss prevention

### **Turkey Bowl (November) & Fun Day (June)**

- Complete Activity Request and Fundraising forms and submit them to the Assistant Principal
- Buy refreshments, snacks & food items
- Set-up for sale & clean-up afterwards
- Rent special items/activities for Fun Day

### **Picture Day**

- Volunteers will be needed to help usher students during picture-taking

### **PTSA Trainings/Conferences/Town Halls** (few times a year, usually during the week in the evenings)

- Attend PTSA trainings held by local PTA council and or district personnel or townhall meetings
- Take notes of what was discussed & share them with the Board and at the three annual General meetings
- Present information to board to be passed on to general membership if necessary