Bella Vista PTA

Positions and Descriptions

## Executive Board

**President\***

**-** Oversees and coordinates the work of an executive board to run a PTA effectively

- Presides at PTA board and association meetings

- Serves as the official contact, communicator and representative of a PTA

- Designated as an authorized signer for PTA checks, contracts and authorizations for payment

- Serves as ex-officio member of all committees except the nominating committee

- Works with other PTA leaders to connect families, school and community to support student success

**Executive Vice President**

- Works as primary aide to the president

- Helps lead a PTA towards specific goals consistent with PTA purposes and policies

- Performs president’s duties in his or her absence

- Carries out other duties outlined in unit bylaws and standing rules or as assigned

**Treasurer\***

- Maintains permanent records to track unit funds and financial transactions

- Chairs budget committee and prepares annual budget for adoption by the association

- Pays all PTA bills as authorized by board or association

- Prepares reports for every board and association meeting and an annual financial report

- Ensures taxes and reports required by PTA bylaws, insurance or federal and state governments are completed and submitted by the due dates

**Financial Secretary**

- Works closely with the treasurer and other financial officers in handling PTA funds

- Keeps a record of all PTA funds collected, deposited and disbursed

- Prepares monthly and annual financial reports

**Auditor**

- Audits the books and financial records of a PTA to determine their accuracy

- Presents written reports on audits to the board and the association for adoption

- Forwards copies of adopted audits to council/district PTA as indicated in unit bylaws

**VP of Ways and Means**

- Works with a committee, appointed by the president, to plan and organize fundraising activities

- Focuses on raising the amount of funds needed to meet the unit’s budget

- Presents reports on proposed fundraising activities at board and association meetings for approval

**VP of Programs**

- 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

**Secretary\***

- Takes minutes at board and association meetings

- Co-signs formal papers with president: authorizations for payment, resolutions and formal letters

- Handles PTA correspondence as directed by the president

- Maintains and preserves PTA records and important documents to pass on at the end of term

**\*Required Positions**

**Committee Chairs**

**Communications**

- Give regular communications report to PTA

- Use PTA publications to promote PTA events and share information

- Maintain an up-to-date website

- Use social media to communicate with members

- Encourage officers and chairmen to contribute short articles and reports for the newsletter, website, or social media site

- Provide media releases as requested

**Diversity**

* Attend monthly SRV Council PTA IDC meetings.
* Share IDC programs and events that have been successful at our SRVUSD schools.
* Encourage diverse parent involvement to represent all student populations.
* Facilitate school's Words Matter Week activities (usually in February).
* Lead planning of cultural awareness event(s) that invite parents, students and staff to share their traditions with each other through traditional food, dance, artifacts, crafts and games.
* Help coordinate a PTA welcome or buddy committee for families new to the school.

**Health and Wellness**

- Promote physical education and activity events throughout the community

- Support health-related events, such as Red Ribbon Week, National Immunization Month, etc.

**Hospitality**

- Acts as official host of a PTA in creating welcoming atmosphere at meetings and events

- Works with committee and other chairman to organize and set up refreshments, food, decorations, registration, greeters and baby-sitting for PTA meetings and events

- Maintains hospitality supplies and equipment and an updated inventory for them

- Presents hospitality budget for approval at executive board meeting at start of the PTA year and monitor authorized budget

- Reports on hospitality plans at board meetings for forthcoming PTA events

**Legislative**

- Promotes and encourages legislative advocacy for the education and welfare of all children

**Membership**

- Works with membership committee to plan the annual membership campaign

- Responsible for creating and implementing a membership plan

- Promotes membership throughout the year

- Provides membership reports at PTA board and association meetings

- Collects dues and distribute membership cards

**Parliamentarian**

- 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

**Red Ribbon Week**

- This happens once a year

- Works with PTA, school, and community to create activities to increase public awareness about problems caused by substance abuse and promote a healthy lifestyle throughout the year

-Works with our PTA, parent volunteers, and teachers to plan fun celebration days during Red Ribbon Week (such as wear red day), and lead in decorating the school campus with other students and staff to promote a healthy lifestyle

**Reflections**

- This happens once a year

- Develop a Reflections Program planning calendar using council and district PTA due dates

- Submit a Reflections Program budget to the budget committee for approval

- Explain and publicize the Reflections Program to principal, school staff, students and parents

- Select impartial, qualified judges and accept the judges’ selections of winning entries.

- Complete and send in the Official Entry Forms according to the National PTA rules

**Room Parent Liaison**

- Works with the PTA president, principal and teachers to coordinate Room Parents

- Collaborates with other PTA board members, teachers and administrators to identify how parents can get more involved at school

- Oversees the recruitment and training for parent volunteers for a classroom or grade level

- Promotes PTA goals, membership and activities on campus as a committee chairman

**Run Club**

- Organizes and promotes Run Club to the students, parents and staff

- Procures incentive awards for each member of Run Club

**Sister School**

Bella Vista is partnered with a neighboring disadvantage school in the East Bay.

* Responsible for conducting a minimum of two fundraisers per year to help support the children of our sister school.
* Collaborate with sister school and determine their needs and host a fundraiser or drive to help collect items in need.

Examples: Paper drive and penny wars to help provide snacks for our sister school students during testing

**Steam Club TK-2**

* Puts forward proposals for STEAM sessions to the Board
* Organizes fun STEAM activities for the students and ensures that Volunteers are also available for the sessions
* Gets all the material for the class

**Steam Club 3-5**

* Puts forward proposals for STEAM sessions to the Board
* Organizes fun STEAM activities for the students and ensures that Volunteers are also available for the session
* Gets all the material for the class

**Special Needs**

* To help all children and adults to understand and appreciate challenges faced by children with special needs.
* Unite Bella Vista's special needs families and community by coordinating small social events such as a morning coffee meetings for the parents, after school play dates or picnics.
* Attend bi-monthly district meetings and share information received on resources or programs available to help support our families.

**Spirit Wear**

* Taken care in the beginning of the year
* Coordinates with the vendor to decide on the spirit wear along with the PTA Board
* Plans and organizes purchase and dispatch of spirit wear

**Teacher Grant**

* Obtain proposals from Teachers for PTA grants available in the budget
* Finalize grant that can be offered to for the proposals received and obtain approval from the board

**Yearbook**

* Coordinate with vendor and finalize pricing
* Form and work with yearbook committee to create the yearbook by deadline
* Organize Yearbook cover contest