



## **PTA Executive Committee Job Briefs** *(2021-2022 open positions indicated with \*)*

### **Junior Co-President\***

The Junior Co-President, along with the Senior Co-President, serves as the “face” of the PTA in the school and throughout the district. In this year of hands-on training, the Junior Co-President will learn how to oversee the PTA’s priorities (budgeting, family engagement, policy initiatives, etc.) and manage the day-to-day operations of the PTA from event oversight to communications. Serving as the voice of Manorhaven families in our district, the Co-Presidents are the liaisons to the Parent Council, and meet monthly with all district HSA presidents to discuss common issues and share ideas. The Co-Presidents welcome new families at the Kindergarten and New Parent Orientations, and participate in other school and PTA-sponsored events as able.

At the end of the Co-President’s two-year term, he/she will remain on the PTA Executive Board for one year, serving as an advisor to the Co- Presidents in a President Emeritus role during the year after his/her presidency. The Junior Co-President is expected to attend and help set the agenda for all PTA meetings (5 per year; 3 morning/2 evening); monthly Parents’ Council Presidents meetings (morning); *every other* monthly Board of Education meeting (evenings); and regular touch-base meetings with the school Principal (afternoons). The Junior Co-President is a voting member of the PTA’s Executive Committee and a member of the PTA’s Executive Board.

### **Treasurer\***

The Treasurer is responsible for keeping the PTA’s annual operating budget accurate and up to date. The Treasurer maintains the PTA’s bank accounts and relationships, monitors all payment systems (i.e., Venmo, PayPal, Square, etc.) and works closely with the Co-Presidents and event Chairs throughout the year to ensure the PTA’s books are clean and current, and presents budget updates at PTA Executive Board meetings. The Treasurer also manages the PTA’s relationship with its accountant, and all annual tax filings. Much of the Treasurer’s work can be done remotely, as convenient. The Treasurer is a voting member of the Executive Committee and a member of the PTA’s Executive Board. All Executive Board members are expected to attend PTA meetings (5 per year; 3 morning/2 evening) and to participate in school- and PTA-sponsored activities as able.

## **Secretary\***

The PTA Secretary is responsible for recording the Minutes of every PTA meeting, and managing the PTA's contact Directory system, Membership Toolkit. The Secretary works closely with the Co-Presidents to ensure meeting Minutes are captured correctly and published in a timely way to the PTA Website, and to ensure the Directory is accurate to the best of the PTA's knowledge. The PTA has only one Secretary, who serves as both recording and corresponding secretary for the organization. Much of the Secretary's work, besides recording meeting Minutes, can be done remotely, as convenient. The Secretary is a voting member of the PTA's Executive Committee and a member of the PTA's Executive Board. All Executive Board members are expected to attend PTA meetings (5 per year; 3 morning/2 evening) and to participate in school- and PTA-sponsored activities as able.

## **VP, Communications**

The VP of Communications will work closely with the Co-Presidents to manage the PTA's weekly communications workflow. The VP of Communications will help make sure all event communications are on track for timely delivery, serve as the single point of contact for Spanish/Japanese language translators, and load final text messages into the REMIND system. The VP of Communications is largely a behind-the-scenes role, with most work done remotely, as convenient. The VP of Communications is a voting member of the PTA's Executive Committee and a member of the PTA's Executive Board. All Executive Board members are expected to attend PTA meetings (5 per year; 3 morning/2 evening) and to participate in school- and PTA-sponsored activities as able.

## **VP, Diversity & Inclusion\***

The VP of Diversity & Inclusion serves as the Chairperson of Manorhaven's Diversity & Inclusion Committee, and applies the lens of equity and inclusion to the PTA's discussions and initiatives, including budget and event planning. As Chairperson of the Manorhaven Diversity & Inclusion Committee, the VP is responsible for setting meeting agendas to facilitate productive and thought-provoking conversations about the issues around diversity and equity that affect the Manorhaven school community. The VP of Diversity & Inclusion may also serve as Manorhaven's representative to the District Diversity Committee, or will help identify Manorhaven representatives. If diversity-focused events are planned (e.g., Manorhaven International Festival), the VP will oversee event execution. The VP of Diversity & Inclusion is a voting member of the PTA's Executive Committee and a member of the PTA's Executive Board. All Executive Board members are expected to attend PTA meetings (5 per year; 3 morning/2 evening) and to participate in school- and PTA-sponsored activities as able.

## **VP, Fundraising (2)\***

The two Fundraising VPs work together, and work closely with the Co-Presidents and Treasurer, to manage the PTA's calendar of Fundraising events, with a focus on the biggest Fundraising initiatives of the year (historically, Boosterthon Fun Run and Parent Social). The Fundraising Chairs assess the PTA's fundraising plans against its goals, advise the Board on the slate of events, and help to both identify and shepherd ideas for new fundraisers that would have significant impact for the school. The

Fundraising Chairs are responsible for event fundraising, as well as institutional fundraising (i.e., should an appeal be required or desired). Much of the VP's work can be done remotely, as convenient. The VPs of Fundraising are voting members of the PTA's Executive Committee and members of the PTA's Executive Board. All Executive Board members are expected to attend PTA meetings (5 per year; 3 morning/2 evening) and to participate in school- and PTA-sponsored activities as able.

### **VP, Membership**

The VP of Membership helps manage our chapter's relationship with the New York State and National PTA by ensuring all information in MemberHub, the PTA's Online membership tracking system, is accurate and up to date. The VP of Membership helps to promote PTA membership and collect PTA dues in the beginning of the school year (at Open House Night and other August/September events), identifies opportunities to drive membership throughout the year if needed, and enters PTA members and officers into the Online system. Much of the VP of Membership's work can be done remotely, behind-the-scenes, as convenient. The VP of Membership is a voting member of the PTA's Executive Committee and a member of the PTA's Executive Board. All Executive Board members are expected to attend PTA meetings (5 per year; 3 morning/2 evening) and to participate in school- and PTA-sponsored activities as able.