



## PTA Job Descriptions

### President

\*Plan and run monthly meeting for both public and executive

\*Oversee all committees

\*Book and organize all big events (class pictures, book fairs, holiday bazaar) and any other functions that are planned

\*Work with both schools on scheduling events (dates) for approval

### Vice President

\*Collaborate with the President

\*Preside at all meetings when the President is unable to attend

\*Attend all County and State meetings if the President is unable to do so

\*If a vacancy occurs in the office of President, in the designated order, until election takes place assume duties for the remaining term according to the bylaws

### Recording Secretary

\*Recording the minutes of all meetings of the PTA and of the executive committee/board and make copies of them for the next PTA meeting

\*Maintain complete records of members and leaders

\*According to our bylaws, the recording secretary shall send the Annual Report of

Local PTA Officers to the State office of the NJ PTA and the President of the County Council

### Corresponding Secretary

\*Responsible for incoming and outgoing correspondence

\*Read correspondence

\*Read correspondence at executive board and association meetings, as requested by the President

\*Maintain an up to date file of all correspondence

\*Work with administrators and the Principal to inform school and community about PTA programs and events

### Treasurer

\*Assist in developing the budget for the current school year

\*Manage the funds of both PTA and 8<sup>th</sup> grade graduating class

\*Keep an accurate and detailed account in permanent book of all monies received and paid out

\*Prepare and submit a Treasurer's report at general meetings (monthly) and executive meetings

\*Responsible for maintain the PTA insurance, legalized and tax exempt status

\*Prepare and arrange for annual audits, preserving all check requests, bank

statements, canceled checks, and other supporting financial documents

\*Prepare the annual tax returns

### McKenzie Rep. and Faust Rep

\*The go to person for parents and teachers with questions or problems

\*Manage school events such as the book fair, holiday bazaar, picture day, field day and teacher appreciation day

\*Coordinate class parents

\*Create and send out flyers regarding the need for volunteers at school events, as well as announcements and reminders which are sent home with students

\*Coordinate the marketing, sales, set-up and tear down, staffing (with assistance of volunteers), inventory control and overall operations for each event

### Cultural Events

\*Team up with the Principles in both schools and book programs for them

### BYLAWS

\* You need to be at all PTA general meetings and all the PTA board meetings

\*Ensure all present at meetings act within Bylaws, and within some approximation of parliamentary procedure

\*Chair the Bylaws Committee and review bylaws and standing rules annually and

formal adoption of new bylaws is completed every other year

\*Manage/oversee the Nominating Committees/remains available to assist them at their request. However the Parliamentarian meets with the committee only if s/he has been elected to the committee

### Ways and Means

\*Research all fundraisers and plan the fundraiser with the approval of the board

\*Continue to monitor success of fundraisers and recommend changes to fundraising objectives and strategies

\*Work with school representatives as they are the coordinating the execution of each fundraising event

### Membership

\*Coordinate membership drive and get membership sign ups out

\*Be present at school functions to explain importance of the PTA

\*Document all members of the PTA, and keeping a detailed record of each, and report them to the Bergen County PTA and State

\*Create a theme for membership and decorate a wall in McKenzie School with all the members' name