

**Bay Point Elementary PTA  
Position Descriptions  
2017-2018**

\*\*Please note that all starred positions require attendance at monthly PTA Board meetings and quarterly PTA General Assembly meetings.\*\*

**OFFICERS**

**\*President and Vice President**

The President works with the school principal to determine how the PTA can support the administration's plans, helps the PTA Board set and achieve the overall goals of the PTA, creates agendas and facilitates all monthly PTA Board and quarterly PTA General Assembly meetings, sits on the budget committee to prepare the annual budget, maintains the PTA's master calendar, writing monthly email newsletters, submitting articles for the BPE Newsletter to communicate important PTA information, updates Facebook and Twitter with current information, speaks at PTA and other school functions, and supports chair people as needed. The Vice President is responsible for assisting the President when called upon and assuming the duties of the President in case of absence.

**\*2nd Vice President – Activities Team**

The 2nd Vice President is responsible for assisting the President when called upon and assuming the duties of the President in case of absence (after the 1<sup>st</sup> Vice President). He/She is also responsible for chairing the activity committee implementing the Fall Festival and Spring Camp BPE or Color Run to serve our students/parents/staff.

**\*3rd Vice President – Programs Team**

The 3rd Vice President is responsible for assisting the President when called upon and assuming the duties of the President in case of absence (after the 1<sup>st</sup> & 2<sup>nd</sup> Vice Presidents). They are also responsible for researching & implementing programs to serve our students/parents/staff. Programs should focus on our magnet areas: math, science, technology, and foreign language.

**\*4th Vice President – Fundraising Team**

The 4th Vice President is responsible for assisting the President when called upon and assuming the duties of the President in case of absence (after the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Vice Presidents). He/She is also responsible for researching fundraising ideas and coordinating our fall and spring fundraisers.

**\*Treasurer**

The Treasurer is responsible for ensuring that the PTA's funds are handled properly. He/She receives, deposits and disburses funds, maintains financial records, submits written financial reports at all PTA board and general assembly meetings, pays National and Florida PTA dues monthly, ensures proper filing of state and federal taxes and sits on the budget committee, which creates the budget for the fiscal year.

**\*Recording Secretary**

The Recording Secretary records and retains minutes of all PTA Board and General Assembly meetings and acts as the custodian of PTA records such as agendas, minutes, reports, bylaws, etc.

**(Continued on other side)**

### **\*Corresponding Secretary/ Volunteer Coordinator**

The Corresponding Secretary is the official letter-writer of the PTA and conducts (and keeps on record) all correspondence of the PTA as requested. The Volunteer Coordinator assists with finding volunteers for various PTA committees/events and occasional school administration projects via email, phone calls, and social media.

### **\*Membership Team**

The Membership chairperson sets membership goals, organizes a PTA membership table at various events (Back to School Bash, Open House/Ice Cream Social, Fall Festival and other PTA events), to recruit members, plans & implements membership promotions, distributes membership cards, keeps an accurate list of members and makes a report at the PTA Board and General Assembly meetings. He/She also applies for PTA awards at the Florida and National PTA level.

### **Hospitality Team**

Our Hospitality team plans and coordinates staff/parent appreciation events such as a Back-to-School breakfast, Ice Cream Social, Teacher Appreciation Week activities, etc.

### **Reflections**

The Reflections chairperson coordinates our school's participation in the National PTA Reflections art contest, which provides an opportunity for our students to explore their artistic talents and receive positive recognition for their efforts in six different areas.

### **Sunshine Math**

The Sunshine Math chairperson coordinates the school-wide voluntary Sunshine Math program. Responsibilities include identifying and maintaining an accurate list of students interested in participating in the program, overseeing the weekly distribution of new assignments and transference of assignments between volunteer graders and teachers, and coordination of prize distribution at the completion of the program.

### **Website**

The Website chairperson is responsible for updating the PTA website and assisting with social media (e.g. Facebook) accounts.

### **Technology**

The Technology chairperson is responsible for providing technical guidance to the Board with regard to purchasing technology items for the school.

### **T-Shirt Team**

The t-shirt team is responsible for ordering and selling uniform t-shirts. They fill all written orders and arrange for sales at various school events.