



## 2019-2020 PTA Executive Board Job Descriptions

### Officers

#### **President - (Elected)**

- This individual should possess strong leadership qualities and be able to effectively conduct meetings. Presides at all monthly meetings of the Executive Board, quarterly PTA planning meetings and quarterly General PTA meetings.
- Appoints Executive Board officers and directors not provided for in the bylaws, or in the event an office is vacated.
- Oversees and communicates regularly with Executive Board officers
- Works with outgoing president to create annual budget.
- Works closely with Treasurer to oversee budget. Signs all checks. Conducts all financial business in absence of Treasurer. Ensures PTA functions in good legal and financial standings including overseeing insurance, tax returns, bank accounts, bylaws, audits.
- Works closely with Vice President Communications to provide communication among DIS families through printed flyers, email, e-newsletters, and social media.
- This position is a highly visible position not only to the PTA, but the community as a whole. Therefore, it is imperative this person be comfortable approaching community leaders to develop and maintain good working relationships with school administration, parents and faculty.
- Hold bi-weekly meetings with Principal to communicate PTA business.
- Serves in an ex-officio capacity on the School Improvement Council which meets on a monthly basis.
- Serve as spokesperson for the PTA during New Parents events, Parent Curriculum Nights, and PTA events.
- Organizes budget review committee, nomination committee, financial review committee.
- Organize officer transitions and timeline for recruitment and election process.

#### **President Elect - (Elected)**

- Serves on the Executive Board and assists the President and Executive Board as needed.
- Attend monthly PTA Exec Board meeting and quarterly PTA planning meetings and bi annual General PTA meetings.
- Reviews Bylaws upon taking office and makes any Bylaw amendments, if necessary
- Works closely with President, VP Communications and Exec Board to to provide communication among DIS families through printed flyers, email, e-newsletters, social media
- Works with President, to organize officer transitions and timeline for recruitment and election process.
- Serves as the PTA President the following year

#### **Treasurer - (Elected)**

- Serves on the Executive Board and assumes all responsibilities including volunteering when needed as well as other duties as called on by the President.
- Attend monthly PTA Exec Board meeting, quarterly PTA planning meetings and quarterly General PTA meetings.
- Responsible for handling all financial transactions for the PTA. This position requires a strong financial background, including budget reporting and cash flow analysis. This individual must be computer savvy and be able to utilize QuickBooks for financial reporting.
- The Treasure handles all banking transactions, including deposits, checks writing, balancing bank statements, and reviews and pays all invoices received by the organization.
- Due to the large amount of funds this individual is entrusted, all interested candidates for this position are required to have a SLED check (paid by the PTA).

- The Treasurer also conducts yearly tax returns on behalf of the organization and may be requested to seek an outside auditor when necessary.

#### **Secretary - (Elected)**

- Serves on the Executive Board and assumes all responsibilities including volunteering when needed as well as other duties as called on by the President.
- Attend monthly PTA Exec Board meeting, quarterly PTA planning meetings and quarterly General PTA meetings.
- Helps the President coordinate the quarterly General PTA meetings
- Ensures critical documents are maintained properly such as best practices, job org chart, job descriptions, master calendar, officer transition timeline documents. (July-June)
- Types and distributes Executive Board Meeting minutes
- Reviews Bylaws upon taking office and makes any Bylaw amendments, if necessary
- Work with Treasurer to send tax letters to members and business donors in January.
- Responsible for staying up to date on Berkeley County School District news or legislation affecting DIS.

#### **VP Membership - (Appointed)**

- Serves on the Executive Board and assumes all responsibilities including volunteering when needed as well as other duties as called on by the President. (July-June)
- Attend monthly PTA Exec Board meeting, quarterly PTA planning meetings and quarterly General PTA meetings.
- Works closely with President and Exec Board to create member donation levels, benefits and goals. PTA member benefits such as yard sign, car magnet, t-shirts, yearbooks, parent spring mixer tickets, dads club and special member events. (June-August)
- Understands computer software for managing membership called Member Hub, create groups, subgroups, and understands software potential. (June-August)
- Manages membership drive the first 2 weeks of school by creating a marketing plan and incentives for joining; execute fulfillment of membership benefits; lead membership table at New Parent Night, Packet Pick Up, B2SN and Parent Curriculum Nights (August-September)
- Oversee directors of Membership, New Families, Volunteers, Dads Club Chair, Community Outreach, Friends of DIS. Meet with these directors as needed.

#### **VP Communications - (Appointed)**

- Serves on the Executive Board and assumes all responsibilities including volunteering when needed as well as other duties as called on by the President. (July-June)
- Attend monthly PTA Exec Board meeting, quarterly PTA planning meetings and bi annual General PTA meetings.
- Assists with all communication between PTA and Parents. Maintains communications guidelines; communicates guidelines to PTA Board; ensures guidelines are followed. (August-June)
- Works closely with President and Exec Board, making sure all events, programs, and reminders are communicated to parents. (August-June)
- Responsible for assembly of PTA documents in Back to School Packets and volunteers to stuff packets. (August)
- Responsible for gathering and preparing all PTA announcements for principal to include in weekly e-newsletter The Osprey Nest. (weekly)
- Responsible for posts on the DIS PTA facebook page. (weekly)

#### **VP Programming - (Appointed)**

- Serves on the Executive Board and assumes all responsibilities including volunteering when needed as well as other duties as called on by the President. (July-June)
- Attend monthly PTA Exec Board meeting, quarterly PTA planning meetings and quarterly General PTA meetings.
- Creates PTA calendar of events working with DIS administrators (June-July)

- Create and manage a PTA Programming budget.
- Serve as event chair with strong support from a committee of volunteers in planning B2SN including: the activities fair, spirit table, food trucks, decorations, printed Guide booklet. Communicate with VP Development regarding event sponsor opportunities and benefits. (July-August)
- Oversees all event chairs and execute events in the absence of event chairs including Bingo, Light up the Park, Sweetheart Social, Parents Spring Mixer, Middle School Programs, Earth Day, Spirit Fridays. Meet with these directors as needed. (July-June)

#### **VP School Enrichment \*NEW\* - (Appointed)**

- Serves on the Executive Board and assumes all responsibilities including volunteering when needed as well as other duties as called on by the President. (July-June)
- Attend monthly PTA Exec Board meeting, quarterly PTA planning meetings and quarterly General PTA meetings.
- Working with President and Exec Board, creates a budget and oversees the distribution of funds to all PTA funded programs inside the school including teacher grants, literacy aid, action based learning grants, and other classroom enrichment budget items. (August-June)
- Research and suggest new enrichment opportunities to benefit students in the classroom. (August-June)
- Serves on the school improvement committee (August-June)
- Oversee teacher appreciation, staff breakfast, building and grounds, safety education, art support, school improvement committee representative. Meet with these directors as needed. (August-June)

#### **VP Development (Fundraising and Business Sponsors) - (Appointed)**

- Serves on the Executive Board and assumes all responsibilities including volunteering when needed as well as other duties as called on by the President. (August-June)
- Attend monthly PTA Exec Board meeting, quarterly PTA planning meetings and quarterly General PTA meetings.
- Working closely with VP Programming, responsible for business partnership program including creating a clear set of documents to solicit corporate sponsors in a coordinated way. (July-June)
- Helps event chairs to identify event sponsor opportunities and donations and secure sponsors. (July-June)
- Assist with fundraising efforts in partnership with Parents Spring Mixer Event Chair (Jan-April)
- Identify fundraising opportunities at PTA events or stand alone activities (July-June)
- Oversees Spiritwear Chair, School Supply Boxes, Community Rewards, Parent Spring Mixer. Meet with these directors as needed.

#### **VP Wellness - (Appointed)**

- Serve on the Executive board and assume all responsibilities including volunteering when needed as well as other duties as called on by the President.
- Attend monthly PTA Exec Board meeting, quarterly PTA planning meetings and quarterly General PTA meetings.
- Facilitate and encourage integration of wellness initiatives into other PTA events and programs.
- Oversee DIS participation in the MUSC School Wellness Checklist program and/or other wellness initiatives.
- Submit weekly wellness tips and updates to VP Communications.
- Submit a weekly wellness tip to Principal or as directed for morning announcements.
- Liaison with student and teacher groups on wellness initiatives including the Drink Water Campaign.
- Oversees Wow Us with Wellness Checklist Coordinator and serves in absence.

## Board of Directors

### **Arts Support \*NEW\***

- Assist the elementary and middle school art teachers as needed including changing the art gallery and mounting projects to boards (about 2-4 hours per quarter). Organize PTA volunteers for Art Night and Iron Gate project in February. Coordinate participation in SCPTA reflections art program/contest in October.(fall/spring)

### **Building & Grounds \*NEW\***

- Keep playground carts stocked with a variety of balls and field supplies for kids to play with at recess, responsible for inflating new balls every 2-3 months. (1 hour per month)
- Responsible for purchasing and planting new flowers and plants in the 2 planters in the front of school; maintain on a monthly basis or as needed. (1 hour per month)
- Oversee recycling contract. (August-June)
- Serve as Daniel Island School Community Garden liaison (August-June)

### **BINGO Night Event Chair**

- Serve as event chair under the direction of VP of Community Programs and with strong support from a committee of volunteers in planning Bingo Night including: food vendors, decorations, and prizes. Communicate with VP Development regarding event sponsor opportunities and benefits. (August - Sept)

### **Community Outreach \*NEW\***

- Suggest opportunities and create a calendar of all service and giving opportunities initiated by both the school and PTA including Thanksgiving food drive, Toys on Wheels, BCSD Book Drive, and other community organizations.
- Oversee community outreach budget. Work with stakeholders to identify families in need in our school including thanksgiving baskets, school supplies, etc. and how PTA can contribute with a budget.
- Communicate with school sunshine committee to identify joys/concerns among teachers and staff and suggest allocation of budget for donations/gifts from the PTA.(fall/spring)

### **Community Rewards - Grocery Store Cards, Amazon Smile, Box Tops, Restaurant Wars \*NEW\***

- Oversee program requirements for DIS to participate in these community fundraising programs. Create marketing flyers or online information to encourage families participate in program. (fall/spring)
- Oversee Restaurant Wars - Coordinate fundraising opportunities with local restaurants; determine dates and times for restaurants to give a portion of sales back to DIS PTA; promote nights to DIS families.
- In the past, this role also organized DIS Night at the Battery as a fundraiser, optional

### **DIS Dads Club \*NEW\***

- Oversee all DIS dad's club social, networking, volunteer, and fundraising opportunities. Create and sell a Dad's club t-shirt.
- Plan quarterly social events to get to know other DIS Dads such as Fall Happy Hour (K-1st separate), Chili Cookoff, Father Daughter breakfast, Father Son riverdogs/stingrays night, Corn hole tournament, DIS Dad Team at Charity Events. Recruit volunteers to help plan club events.
- Work with business sponsors to fundraise. Encourage members to sign up for crossing guard duty or lunch duty once per month.
- Oversee Club budget for events and encourage fundraising from dads to PTA. Suggested Goal: \$50-100 membership dues from dads to participate in 4 events. (fall/spring)

### **Earth Day Chair \*NEW\***

- Collaborate with the DI Community Garden Club to organize an Earth Day celebration on school grounds in the spring including plant sale, Earth friendly/wellness focused bake sale, crafts, kid activities, and silent auction. Recruit volunteers as needed to staff the event. Serve on wellness committee.(March/April)

### **Family Sweetheart Social Event Chair**

- Serve as event chair under the direction of VP of Community Programs and with strong support from a committee of volunteers in planning Valentines Event including: activities, food, decorations, entertainment. Communicate with VP Development regarding event sponsor opportunities and benefits. (Jan/Feb)

### **Friends of DIS \*NEW\***

- Serve as liaison for community members who join PTA (non student/parent/family). Invite community members to support DIS programs such as duty free lunch, crossing guard, reading buddies, and other volunteer opportunities. (August-July)

### **Membership Coordinator \*NEW\***

- Under direction of VP Membership, oversee the delivery of all PTA member benefits include yard sign, car magnet, t-shirts, yearbooks, parent spring mixer tickets, dads club and special member events. (August-September)
- Works closely with Spiritwear Chair to place order for PTA member t-shirts (July-August)
- Oversees member-only benefits such as: grade level parent nights and dads club (August-June)
- Serves as VP Membership the following year

### **Middle School Programs Chair**

- Serve as Middle School liaison to the Board; recruit a committee of volunteers to plan Middle School events such as GloNight at Skyzone (fall), Middle School Dance (spring), 8th grade t-shirts and field/grad day (spring)

### **New Families Coordinator \*NEW\***

- Serve under the direction of VP Membership, as a point of contact for new families, answer questions as needed, introduce new families to the community
- Attend new family informational events and provide helpful handouts
- Plan Parents Coffee on the first day of school to welcome new and old families
- Facilitate a kindergarten meetup before the first day of school
- Reach out to new families who join DIS mid year and invitation to join PTA (fall/spring)

### **Parents Spring Mixer Event Chair**

- Serve as event chair under the direction of VP of Community Programs and with strong support from a committee of volunteers in planning Parents Spring Mixer including: planning, selling tickets, working with a venue, food and beverages, entertainment, and silent auction. Communicate with VP Development regarding event sponsor opportunities and benefits. (Mar/Apr)

### **PR/Communications Coordinator \*NEW\***

- Attends quarterly PTA Planning meeting as well as quarterly General PTA meetings (August-June)
- Works closely with President and Exec Board to produce a bi annual PTA printed newsletter.
- Gathers PTA information and write press releases to share with media such as Daniel Island News
- Responsible for making copies of any flyers that are distributed through Wednesday Folders.
- Responsible for updating website as needed.
- Serves as VP Communications the following year.

### **School Improvement Committee Rep \*NEW\***

- Attend quarterly PTA Planning meetings as well as quarterly General PTA meeting (August-June)
- Works with VP School Enrichment to research and suggest new enrichment opportunities to benefit students in the classroom. (August-June)
- Serve on the school improvement committee (August-June)

### **School Supply Boxes \*NEW\***

- Oversee the vendor relationship, prices, and teacher requests of school supply boxes. Manage all marketing and ordering of school supply boxes in June for the following school year. As well as recruit volunteers or lead Beta Club students in delivering school supply boxes within the school building to classrooms the week prior to school. (Mostly June/August)

### **Spirit Fridays Chair**

- Oversee the distribution of spirit prizes after school on the first Friday of every month; recruit volunteers from a spirit committee; work with business sponsors to receive donations of free spirit prizes. Liaison with teachers inside the school to promote spirit Friday (suggest new spirit contests, middle schooler to wear the osprey costume on spirit prizes at dismissal, etc).
- Recruit a committee of volunteers to chalk on Spirit Fridays reinforcing school spirit by teachers.
- Serve as liaison with school staff in planning a Spirit week with photos into the yearbook - do students participate in the say no to drugs week of themed days in oct? Brainstorm ways to grow school spirit. (pep rallies? etc.)

### **Spiritwear**

- Under the direction of VP Development, design and order PTA member t shirts for the membership drive during the first two weeks of school.
- Order spiritwear designs, keep an inventory, and sell at New Parents Night, Packet Pick Up, B2SN, Parent Curriculum Nights, Bingo. Recruit volunteers to help sell items at each event.
- Keep a pulse on community demand for certain items and reorder if necessary (Fall)

### **Staff Breakfasts Chair**

- Oversee monthly teacher appreciation breakfasts, organizing the donation of food, and logistics of breakfast. (August-May)
- Work closely with Teacher Appreciation chairs and committee for Teacher Appreciation Week in May.

### **Staff Appreciation Chair**

- Plan and execute first day of school chalking of sidewalks welcoming teachers back to school. Recruit a committee of volunteers to chalk on Spirit Fridays reinforcing school spirit by teachers.
- Plan special vendors for teachers available at lunch hours or donation of gift cards
- Plan a rolling cart of treats to promote holiday cheer or when appropriate. Plan special attention to staff as well as teachers including custodial, cafeteria and office admin.
- Plan, execute and recruit volunteers for Teacher Appreciation Week in May including lunches, special treats, gift cards, chalking.

### **Volunteer Coordinator**

- Coordinated volunteer form distribution to parents in packet pick up, B2SN, etc. (August)
- Oversee volunteer database; input volunteer contact information from volunteer committee sign up sheets sent home in packet pickup and at B2SN. (August-June)

- Serves as school liaison for any volunteer efforts needed by DIS staff and teachers such as book fair, reading partners, thanksgiving program, kindergarten graduation, etc. Send volunteer opportunities to PTA members and manage a sign up program such as sign up genius or VSP. (August-June)
- Oversees Room Moms, plan a welcome meeting for all room moms, manage document of responsibilities of room moms, communicate with room moms when additional volunteer positions are needed. Update room moms with PTA news to share with classrooms. (August-June)

**Walker Biker Safety \*NEW\***

- Oversee and promote Walk to School Day (fall) and Bike to School Day (spring), incorporate participation prizes; work with administration and School Resource Officer to organize walker and biker safety demonstrations, bike rally, or handouts for students. Explore educational ideas such as challenging Middle School to create a PSA video. Coordinate with VP Wellness as appropriate to share resources and streamline events.

**Wow Us With Wellness Challenge Coordinator**

- Under direction of VP Wellness, update and distribute the quarterly Wow Us With Wellness Challenge checklist.
- Working with VP Wellness and VP Communications, communicate Wow Us With Wellness Challenge information and updates to parents and students. (August-June)
- Maintain the Wow Us With Wellness photo gallery in school. (August-June)
- Secure/coordinate quarterly individual and classroom incentive prizes for the Wow Us With Wellness Challenge.
- Track quarterly participation in the Wow Us With Wellness Challenge for prize distribution. (August-June)
- Liaison with School Nurse and individual classroom teachers as necessary to carry out above duties
- Assist with weekly wellness tips when called upon by VP Wellness and VP Communications.