

PTA Executive Board, Job Descriptions of Roles Needed

President

- Coordinate the work of officers and committees in order that the purposes may be promoted.
- Work with the school secretary to set the schedule and plan agendas for the PTA and Executive Board Meetings
- Preside at all monthly general PTA meetings and the monthly PTA Board meetings.
- Work with the Principal, School Site Council (SSC) and Friends of Alamo School Foundation (FASF) to coordinate school priorities.
- Provide leadership and perspective on all PTA questions/problems.

Executive Vice-President

- Support the President with oversight on PTA Committees and responsibilities
- Attend monthly general PTA meetings, Board meetings and assume responsibilities in President's absence.
- Provide leadership and perspective on PTA questions/concerns

Secretary

- Plan meeting agendas with officers for monthly general PTA and Board meetings.
- Send out notices (electronic and post paper at school) of all PTA meetings at least a week before the meeting is to be held.
- Attend monthly general PTA meetings and Board meetings and record minutes at all meetings.
- Publish PTA agenda electronically and on paper to the general community a week in advance of the PTA meetings.
- Record and publish meeting minutes no later than a week after the meeting. Maintain binder of permanent copies of past meetings and minutes in the school office.
- Provide leadership and perspective on PTA questions/problems.

Treasurer

- Create, manage and present the PTA budget for approval.
- Attend monthly general PTA meetings and the monthly PTA Board meetings.
- Keep permanent books of account and records for the PTA—gross income, receipts and disbursements, PTA dues collection.
- Receive all monies for the PTA, provide receipts and deposit monies immediately in the bank. Reconcile bank statements and pay bills.
- Present a Treasurer's Report at every meeting of the PTA and Executive Board and at other times when requested by the PTA.
- Provide leadership and perspective on PTA financial questions/problems.

Vice-President of Fundraising

- Work with administration, SSC and Foundation leaders to develop annual fundraising goal and provide regular updates on progress.
- Attend monthly PTA meetings and the monthly Executive Board meetings.
- Provide leadership and perspective on PTA fundraising questions, problems and new opportunities.
- Coordinate Calendar of Fundraising events with school administration and Foundation

Vice President of Communications

- Attend monthly general PTA meetings and the monthly PTA Board meetings.
- Develop and maintain school calendar.
- Publish the Back to School Handbook at the start of each year.
- Lead the communication team in publishing and managing all communication media.

Vice President of Community Affairs

- Promote and support events/activities that build the internal Alamo Parent/family community.
- Provide support on school wide events such as Picnic, Carnival, Auction and Count-Me-In events.
- Provide leadership and support to the Room Parent Liaisons and Room Parents with PTA updates.
- Engage in other language communities (Chinese, Russian and Spanish) by attending ELA meetings and check-ins with teacher leaders.
- Provide leadership and support to Hospitality Coordinator and Volunteer Coordinator by attending monthly Coffee and Conversations events and promoting volunteer roles.
- Promote Alamo to the external community—SFUSD and San Francisco.

Parliamentarian

- Attend all PTA and Executive Board Meetings.
- Review and study the unit's bylaws and standing rules annually. Assist the president in preparing for meetings when requested.
- When requested, advise presiding officer on questions of parliamentary procedure. Assist the presiding officer by keeping track of the order of those wishing to speak, motions, amendments, voting, etc., during meetings.
- Attend training opportunities for parliamentary procedures and/or bylaw workshops when offered by the California State PTA, district PTA or council.

Other Leadership Roles Needed

Auditor

- Audit the books and financial records of the association semiannually.
- Prepare a mid-year and year-end audit in the months stipulated in the bylaws.
- Prepare and present written reports to the executive board in the months stipulated in the bylaws.