

2020 - 2021 HCES PTA Board Chart

Duties Applicable to ALL Elected Board Members

Attend all board meetings and general meetings;
 Act as aide to the President, and liason between school administration and families;
 Attend trainings provided by the ALPTA or HCPTA as needed;
 Perform duties as provided for by the bylaws or directed by the board of directors/executive committee;
 Find chairperson(s) for each standing/special committee assigned to the board position;
 Manage budget/income categories associated with the position.

<i>Elected Board Member</i>	<i>Specific Duties</i>	<i>Standing Committees*</i>	<i>Chairperson(s)</i>	<i>Special Committees</i>	<i>Chairperson(s)</i>
President	Preside at all meetings of the HCES PTA; serve as ex-officio member of all committees, except the nominating committee; coordinate the work of the officers and committees in order that the PTA purposes may be promoted provide leadership, guidance, and support to PTA Board members; file records with ALPTA as required (audit, insurance, membership) work with Principal and board to calendar PTA events for the year; work with the Treasurer and board to develop PTA budget for the year; liason for communications in re: news, events, and updates; public relations liason; submit for awards and grants as applicable; sign all contracts; create all facilities use reservations;				
1st VP - Membership	perform the duties of the President in the President's absense or inability to serve; coordinate membership drive; coordinate distribution of Welcome to Kindergarten yard signs; maintain membership list; act as MemberHub liason create/maintain all hubs on MH	Hospitality Room Parent Coordinator		Hawk Pride	
2nd VP - Fundraising	serve as ex-officio member of all fundraising committees for which they are not the chair ; After the 1st VP, perform the duties of the President in the President's absence or inability to serve	Book Fair Spirit Wear Community Partners/Spirit Nights		Fall Event (Silent Auction) Spring Event (Hawk Hustle)	
3rd VP - Student Programs	serve as ex-officio member of all student programs committees for which they are not the chair ; after the 1st and 2nd VP, perform the duties of the President in the President's absence or inability to serve	Reading Support		Fall Event (T/T, Scav Hunt, etc) Reflections Spring Event (Glow Dance?) Mother/Son Daddy/Daughter Sock Hop (5th parent) Legacy Project (5th parent) Video (5th parent) Bridging (4th parent) Mistletoe Market	

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Secretary	Create an agenda for all board meetings and general meetings; record the minutes of all board of directors and general membership meetings; be prepared to read the minutes of any previous meeting; sign checks as needed; have available a current copy of the bylaws serve as ex-officio member of all standing/special committees assigned to them, for which they are not the chair	Communications		Bylaws (every three years)	
Treasurer	Have custody of the funds of the HCES PTA; maintain a full account of the funds for HCES PTA; make disbursements as authorized by the president, BoD, or HCES PTA in accordance with the budget adopted by HCES PTA; have checks or vouchers signed by two authorized people (President, Treasurer, Financial Secretary, or Secretary) provide a financial statement to the board/general membership at each meeting; submit the books to the audit committee for the annual audit at the end of the fiscal year; present an annual report on the financial condition of the association and audit findings at the first general meeting; maintain the PTA EIN and IRS acknowledgements; coordinate the preparation and submission of required tax forms to the IRS; Maintain copies of all tax forms filed on behalf of HCES PTA			Audit Committee	
Financial Secretary	Have custody of the funds for deposit only of the HCES PTA; monitor PTA mailbox when events/activities req money be submitted; Deposit funds in HCES PTA bank account a timely manner; Maintain a copy of all records of deposit, with the original and bank deposit slip to be submitted to the Treasurer. Sign checks as needed, when requested by the Treasurer;			Box Tops	

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<u>Standing Committee:</u> *Report to BoD monthly, as needed	Specific Duties (subject to amendment/adoption via HCES PTA Standing Rules)				
Hospitality	Organize Happy Cart volunteer sign up and maintain cart supplies; Liason for the two teacher luncheons (one at holiday break and one during teacher appreciation); assist with KISS lunch (kids invite someone special ~ over grandparents days); organize holiday decorations (set up/break down)				
Room Parent Coordinator	liason for communications between PTA/Room Parents				
Book Fair	Calendar 2-3 book fairs for the year with librarian; Organize volunteers to help work the book fairs; Make sure communications has dates calendared to promote book fairs/recruit volunteers; Assist with book fair set up and break down as needed				
Spirit Wear	Work with Nogginhead to create new spirit wear for our online store; Work with communications to promote our spirit wear store				
Community Partner and Spirit Nights	Direct contact for all CP's for all events; invite CP's to attend PTA and school-related activities as requested; calendar spirit nights with CP's and liason with communications to promote them share final partner list and any CP posts to communications; maintain trade balances for HCES trade agreements; maintain a spreadsheet/database of all partnership contracts and commitments with contracts, levels, donation amounts, and notes based on partnership agreement; work with HCMS and GSES to create CP letter including donor-level sponsorship details; equitably share committee duties with GSES and HCMS: maintaining database, deposits and checks, stickers and plaques, and				
Reading Support	Help teachers with any needs/volunteers for the 3 schoolwide AR celebrations; assist 1st grade teachers with inventory and distribution of reading charms as needed				
Communications	Maintain school web page; schedule social media posts to promote calendar events as needed; create/send the weekly Hawk Talk Newsletter				