

HCES PTA Officer Job Description

Position: President

General Description of Duties

- Provide leadership, guidance and support to PTA Board members;
- Serve as ex officio member of all committees, except the nominating committee;
- Serve as a liaison between school administration and families;
- Perform other duties as provided for by the bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive committee;
- Work as a team in support of all PTA-related activities, as required in programs and events throughout the year;
- Attend Monthly PTA Board Meetings and General Membership meetings;
- Manage PTA Budget income and expense categories for the activities and events associated with this position.
- Submit deposits to Financial Secretary in a timely manner, and check requests to Treasurer within 60 days of the incurred expense.

Position Requirements

- Secure chairpersons for designated program(s)/activity(ies).
- Where applicable or in the absence of a chairperson - Coordinate and solicit volunteers to form committees for each program/activity.
- Act as a liaison between the program chair, HCES administration, and the PTA Board.
- Ensure that relevant dates for each program are on the school and PTA calendars, and in PTA newsletters and announcements.
- Advertise programs/events through social media, newsletter and announcements, Room Parent communications, and Wednesday folders.
- Ensure that facilities space for events is secured through the HCS Facility Use system.
- Position's Activities:
 - PTA Calendar – Work with Secretary, Principal and PTA Board to develop the school year's calendar.
 - PTA Budget – Work with Treasurer, Principal and PTA Board to develop the school year's budget.
 - Monthly Board Meetings – lead the monthly board meetings
 - General Membership Meetings – present a PTA update at 3-4 PTA membership meetings per school year
 - Website, Facebook, and PTA mailbox Liaison- In partnership with the Secretary, update website with news and information twice a month; post news, events and updates on PTA Facebook page and maintain PTA mailbox.
- Position's Committees:
 - 5th Grade Bridging - work closely with principal, 5TH grade teachers, and counselor to coordinate activities for the end of year ceremony and reception.
 - 5th Grade Legacy – work closely with the principal to develop and design a 5th grade legacy project.
 - 5th Grade Sock Hop – early evening school-day event for all 5th graders. Event contains food,

- games, music, costumes, and contests.
- o 5th Grade Space Camp – week-long day camp for all 5th graders.
 - o 5th Grade Video – photos and video of 5th grade students which is shown at bridging and provided free-of-charge to each 5th grade family.
 - o Awards & Grants – find grants and write or coordinate.
 - o Clinic – assist clinic in finding volunteers and other resources, if necessary.
 - o Public Relations – coordinate any public relations activities for the PTA Board.

Qualifications and Preferred Skills

- Member of the HCES PTA.
- Desire to serve the PTA, school, and students of HCES.
- Basic computer skills: Microsoft Word, Excel, PowerPoint, Email
- Strong communication and facilitation skills.
- Local and state-sponsored PTA training.