

# **HCES PTA Officer Job Description**

## **Position: 1<sup>st</sup> V.P. Academic Support**

### **Reports to: President**

#### **General Description of Vice President's Duties**

- Act as an aide to the president;
- Perform the duties of the president in the president's absence or inability to serve, in the vice presidents' designated order: first, second, third, fourth, fifth;
- 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;
- Attend PTA 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 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 Committees:
  - Math & Science Night – early February event featuring Math & Science activities. This event is handled primarily by the teachers and PTA coordinates food delivery for dinner.
  - Parade of Readers – yearly 5-week event for HCES 1<sup>st</sup> grade classes. This includes a pep rally kick-off, weekly readers, incentives, and a closing event. (Again, teachers find a parent to chair and handle most of this).
  - Reading Programs – work with HCES Librarian and Instructional Partner to support HCES Reading programs.
  - Reflections – advertise, collect, coordinate judging, and communicate awards. Plan recognition event.

#### **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.