

HCES PTA Officer Job Description

Position: 5th V.P. Community Partners

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 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 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:
 - Partner with HCMS and GSES to solicit partnerships with local businesses;
 - Work with HCMS and GSES to create community partner letter, including donor-level sponsorship details;
 - Contact and visit prospective partners. **This activity will begin in July**;
 - Maintain a spreadsheet or database of partnerships contacts and commitments with contacts, levels, donation amounts, and notes based on partnership agreement.
 - Share final partner list as requested. Typically: school directory committee, newsletter, PTA webpage. Ensure list and links are correct on each medium;
 - Work with GSES and HCMS on shared PowerPoint presentation that is scrolled before PTA meetings;
 - Coordinate with partners to provide partner Spotlight (small article and logo) information for HCES PTA newsletters;
 - Invite partners to attend PTA and school-related activities, as requested by the school or event committee. Coordinate invitation;
 - Maintain trade balances for HCES trade agreements;
 - Equitably share committee duties with GSES and HCMS: maintaining database, deposits and checks, stickers and plaques, and signage.
- Position's Committees:

- o Landscaping – maintain several large pots outside of school entrance and area outside of 2/3rd grade hallway. Coordinate with landscape community partner(s) to assist in efforts.
- o Spirit Nights - Coordinate with community partners to host monthly spirit events. Collect the flyer and distribute to students. After the event, make arrangements to collect check.

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.