



PTA Board Member Roles & Descriptions

Want to find out what PTA role best fits you?

Here are our PTA Board job descriptions and approximate time commitments:

Executive Committee Positions

President: *(average 5-10 hrs. per week, busy during summer and beginning of school year)*

- Works with Principal, Admin Staff & Executive PTA Board regarding school community wants & needs
- Plans for the year, including calendar, budget & goals
- Oversees the work of the PTA Board & Committee Chairs
- Presides over PTA Membership meetings & Executive Board meetings
- Answers membership emails
- Oversees Volunteer Appreciation and Staff Appreciation Week

Treasurer: *(average 3 hrs. per week)*

- Oversees all financial records and keeps permanent books of accounts & payments
- Prepare financial records for Auditor
- Chair of Budget Committee in spring time to plan for yearly budget
- Reviews monthly bank statements, prepares monthly financial reports & budget to actuals report for the PTA Board and General Membership meetings
- Pays bills and files financial forms (1099s, tax returns, etc.)

Secretary: *(average 3 hrs. per week – busiest after meetings)*

- Keep minutes from all PTA General membership and Board meetings, as well as email meetings
- Keep attendance records from all meetings
- Present prior minutes for approval at all PTA meetings
- Maintain a copy of current bylaws, standing rules, and a current membership list

VP of Programs: *(average 3 hrs. per week)*

- Oversees the student enrichment committees & programs
- Maintains regular contact with committee chairs to ensure they have the help they need for specific programs
- Committees under VP of Programs include: Art Docents, Lego Club, Robotics, Science Docent, Yearbook, Celebration of the Arts, Science Fair, Reflections Program, Spelling Bee, Family Heritage Night, and Drama Club.
- Performs the duties of the President in the absence of that filled position

VP of Communications: *(average 3 hrs. per week, busier during publications)*

- Ensures effective communication between parents, teachers, and administration
- Maintains “big picture” view of communication activities and master calendar of activities
- Oversees the following committees: Wolverine Weekly Newsletter, Paw Print, Social Media Chair (PTA Facebook, PTA Website, PTA Twitter, PTA Instagram), Student Directory, PTA Bulletin Board, and New Family Welcoming

- Performs the duties of the President in the absence of that filled position

VP of Fundraising: *(average 3 hrs. per week, busier during fundraisers)*

- Oversees all fundraising activities during the school year including a fall and spring fundraiser
- Includes overseeing Brick Pavers, Spirit Wear, Box Tops, School Supply Kits, Fred Meyer Loyalty Cards
- Works closely with fundraising chairs to make sure fundraising goals are met
- In charge of researching new options for fundraising
- Oversees silent auction in the spring
- Any fundraising activities should consider the PTA's current goals and objectives and get the board's approval
- Performs the duties of the President in the absence of that filled position

VP of Events: *(average 3 hrs. per week, busier during events)*

- Maintains contact with committee chairs to ensure they have help and resources needed for events
- Committees under VP of Events include: Bingo Night, Dads & Donuts, Fall Harvest Festival, Holiday Affair, Popsicles on the Playground, Skate Deck, Spring Carnival, Talent Show and Tears & Cheers.
- Performs the duties of the President in the absence of that filled position

Appointed Board Positions

Membership Chair: *(average 3 hrs. per week, busier at the beginning of the year)*

- Appointed by the President
- Sets membership goal at the beginning of the school year
- Responsible for promoting and active and continuing membership for LCE PTA
- Educates families on the benefits of joining PTA
- Organize and run the Fall PTA membership drive and other membership drives
- Provides membership updates during PTA meetings and in Wolverine Weekly

Advocacy Chair: *(average 2 hrs. per week)*

- Appointed by the President
- Responsible for communicating all advocate & legislative news from the Region & State PTA groups to the Board and membership, via meetings, Wolverine Weekly and website
- In the event of a bond or levy year, there will be additional communication that becomes necessary to pass on to the membership and there may be additional responsibilities such as organizing volunteers for postcard events

Watch DOGS:

- Honorary Board of Directory member
- Does not adhere to the maximum two-year consecutive term limit (since the Watch DOGS is a national organization that collaborates with the PTA to positively impact our student's lives)