

## **Executive Board Job Descriptions:**

Below is a summary of job responsibilities specific to each role. All Executive Board (EB) members attend all EB and PTA General meetings. It is expected that all Executive Board members work for at least some portion of Wildcat Day in order to help staff the PTA information table and/or other organizational roles.

### **President:**

- Preside over Executive Board and General Meetings
- Coordinate the appointment of PTA committee chairs
- Represent Stanley PTA at LAFSD's Rapport and PTA's Las Trampas Creek Council meetings
- Assign Board Members to oversee various committees, as needed
- Oversee the creation and approval of the PTA's annual budget
- Approve all payments and contracts made on the PTA's behalf
- Approve PTA communications
- Prepare annual documents required by the California State PTA

### **Executive Vice President:**

- Perform the duties of President in her/his absence
- Attend Executive Board and PTA General Meetings and District RAPPOR T meetings
- Serve on the Budget Committee and Nominating Committee
- Assist the Parliamentarian in recruiting Nominating Committee members
- Provide school tours and information when requested by prospective Stanley families
- Gain a strong understanding of the Stanley PTA in preparation to become President the following year

### **Recording Secretary:**

- Attend and take minutes at all Executive Board and Association meetings
- Distribute minutes after each meeting for Executive Board review and approval
- With the President, sign all approved authorizations for payment and record all expenditures in the minutes
- At year-end, archive all meeting minutes into a bound volume
- Coordinate all activities related to annual Community Service Awards, presented in May

### **Treasurer:**

- Manage all financial activities of the Stanley PTA and maintain accurate financial records
- Ensure all regulatory reporting is completed and tax returns are filed
- Ensure insurance procedures are followed
- Issue checks for approved expenses and oversee the collection of all funds
- Prepare and present a treasurer's report at every EB and Association meeting
- Chair the Budget committee and manage the preparation of an annual budget

### **Director of Communications:**

- Coordinate and/or compose PTA communications to the general membership throughout the year
- Oversee the management of the Stanley PTA website
- Provide direction to the Wildcat Weekly e-newsletter Editor, and ensure the newsletter's timely distribution
- Supervise the development of pamphlets and flyers, as required, by the PTA
- Provides notifications of EB meetings and the results of elections and appointments

### **Vice President-Ways & Means:**

- Oversee all PTA fundraising activities (by coordinating with specific event and program chairs)
- Represent Stanley at Annual Giving Campaign meetings (involving all schools and LPIE)
- Assist with Wildcat Day summer mailings in support of PTA fundraising
- Coordinate Matching Gift and Follow-up Fundraising Campaign activities
- Administer on-going passive fundraising opportunities with local businesses (i.e. Sports Basement)

#### **Vice President-Legislation:**

- Attend monthly meetings of the State PTA's Las Trampas Creek Council Legislative Team
- Provide regular updates to the Association regarding current and pending state and federal legislation that effects education in our community
- Promote and attend the PTA Advocacy Day (usually in February)
- Provide monthly updates in PTA communications

#### **Director of Parent Volunteers:**

- Serve as primary communications link between Executive Board and PTA coordinators and committee chairs
- Facilitate solutions to ensure program chairs and coordinators are able to successfully fulfill their responsibilities
- Oversee updating and disseminating PTA organizational information (i.e. Stanley PTA handbook) to committee chairs and coordinators to ensure volunteers understand key procedures and policies
- Record and report on volunteer service hours and submit year-end report form to CAPTA
- Oversee the work of the Volunteer Signup Coordinator, if one is appointed.

#### **Financial Secretary:**

- Collect and promptly deposit all monies received by the Stanley PTA
- Provide Treasurer with accurate receipts and deposit records
- Present a monthly report at all EB and Association meetings, as requested by the Treasurer
- Assist in preparing an Annual Report to the Association

#### **Auditor:**

- Audit the books and financial records of the Association semi-annually
- Prepare a mid-year audit (completed in January) and a year-end audit (completed in July)
- Present a written report to the EB in February and September for ratification by the Association in March and October, respectively
- Verify that all necessary report forms required by the California State PTA, and tax returns, and other forms required by regulatory agencies are completed and filed by their due dates

#### **Parliamentarian: (appointed by President)**

- Provide necessary advice in parliamentary procedure when requested at any EB or Association meeting
- Work with the Vice President to recruit members for the Nominating Committee
- Call the first meeting of the Nominating Committee, conduct the election of a Chair, give instructions in procedure and serve as a resource to the Committee, acting as a voting member only if elected to do so
- Chair the Bylaws Committee and review the bylaws and standing rules annually
- Serve as Stanley's parent organization representative on the LPIE Board of Directors

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