

**Stopher Elementary PTA  
Board Member Responsibilities**

**Updated: March 3, 2021**

**Executive Committee – Elected Board Member Responsibilities (9 total individuals)**

**President**

- Preside over all meetings.
- Be an ex-officio member on all committees (excluding nominating committee).
- Communicate information pertinent to PTA programs to members of the Executive Board.
- Maintain contact with Stopher Elementary Principal for planning and decision making.
- Sign all vendor contracts, after review with the board member or chairman responsible for the project.
- Attend district PTA meetings.

**1<sup>st</sup> Vice President: Programs (2 people)**

- Perform the duties of the President in his or her absence and assist President when called upon.
- The First Vice President will be the standing delegate for attending the district PTA meetings if the President is not available.
- Executive oversight of all programs, standing and special committee chairs in charge of programs.
- Recruit volunteers and chairs for various special committees.
- Oversee of cultural and/or arts programs.
- Complete applications for PTA programs awards.
- Recruit volunteers for general volunteer opportunities, as well as standing and special committees.
- Oversee homeroom parent group and other committees as assigned.
- Maintain list of standing committee and special committee chairs and members.
- Recruit volunteers for specific committees as requested by the Executive Board.

**2<sup>nd</sup> Vice President: Membership**

- Develop and initiate membership campaign at the beginning of the school year.
- Ensure that all PTA members receive a PTA membership card.
- Work with treasurer to ensure that member names and dues are submitted to the district PTA office on a monthly basis.
- Complete applications for membership awards as needed.
- Direct communication regarding membership to the school community including parents and staff.

### **3<sup>rd</sup> Vice President: Ways and Means (2 people)**

- Executive oversight of major fundraising activities.
- Recruit chairs for fundraising activities and provide direction to standing and special committees.
- Provide update on fundraising activities to Executive Board Meetings and to general PTA meetings.

### **4<sup>th</sup> Vice President: Yearbook Operations**

- Maintain relationship with portrait company.
- Coordinate school portraits.
- Coordinate schedule of volunteers for all school functions and events to take yearbook photos.
- Ensure knowledge of activities and dates they take place.
- Assist in preparing page layouts of photos.
- Facilitate and advertise production and sale of yearbook.
- Coordinate with office regarding parental photo consent forms.
- Oversee Picture Day and Yearbook chairs.

### **Treasurer**

- Complete annual PTA budget for approval by the Executive Board. The budget must be voted on at the first general PTA membership meeting of the school year.
- Maintain accurate records of financial transactions.
- Have monthly budget summary for review at Executive Board meetings and at general PTA meetings.
- Maintain bank records and give copy to the President.
- File needed tax forms.
- Assist audit committee by providing records and information.
- Close books at end of PTA fiscal year June 30.

### **Secretary**

- Maintain accurate minutes from Executive Board meetings and general PTA meetings.
- Develop and maintain a calendar of events for the board members, based on the Stopher calendar and Stopher PTA events.
- Create a monthly calendar for distribution in the Parent Packet.
- Maintain e-mail account by regularly checking for incoming messages, deleting anything unnecessary and forwarding pertinent communications to the treasurer.
- Maintain and update Website and Facebook page.
- Oversee PTA bulletin board and update every few weeks
- Ensure school marquee is updated with Stopher PTA events