

## **PTA OFFICERS**

**PRESIDENT:** Coordinate the work of officers and committees, responsible for the accuracy of PTA information and compliance with PTA policies, run the monthly PTA meetings, sign all authorizations for payment, have principal approve all letters and flyers before distribution. Appoint the parliamentarian and the chairs and members of committees, with the approval of the executive board. Collect all officer and chair procedure binders annually in March for review..

**TREASURER:** Prepare the budget for approval by the association, prepare the monthly bank statement and treasurer report, which will keep the membership informed of expenditures as they relate to the budget, pay all bills approved by the association or Executive board and signed by the president and secretary, keep an accurate record of receipts and disbursements in a ledger, remit dues to the district monthly, work with the auditor twice per year, and fill out and forward all necessary report forms required by the State PTA.

**SECRETARY:** Take accurate notes at all PTA monthly meetings (minutes) and keep in the secretary procedure binder, record all expenditures in the minutes and keep track of all unfinished business for referral, keep a current list of the paid members of the association provided by VP membership, keep a current updated/signed set of bylaws and standing rules. Post the monthly minutes on the PTA board in the front office. Following approval by the association or Executive board, sign with the president all authorizations for payment.

**VICE PRESIDENT MEMBERSHIP:** Act as an aide to the president and perform the duties of the president when the president is unable or is absent. Educate parents and the community about what PTA does for Baywood. Create a membership campaign and recruit members, as a way to build an informed team of individuals to work on behalf of all the children. Manage a PTA membership booth at major events. Collect membership dues and turn in to treasurer. Be the second signer of checks when the president or when the treasurer is unable.

**VICE PRESIDENT FUNDRAISING:** Oversees the Gift Wrap, Silent Auction, and Friendship Walk Fundraisers, and makes sure each chairman has a plan of action in writing and a committee of volunteers at least a month or more before the main event. Attends all monthly PTA meetings with updates on the progress and needs of each fundraiser as they occur.

**PARLIAMENTARIAN:** Attend all meetings of the association and executive board and give necessary advice in parliamentary procedure when requested, chair the bylaws committee, review bylaws and standing rules annually, and turn in to the 24<sup>th</sup> District parliamentarian for approval if changes are made. Meet with the newly elected nominating committee in February and then set the date of its first meeting.

**AUDITOR:** Audit the books and financial records of the association twice per year (in January and in July), present a written report for adoption by the association at the September and February PTA meetings, audit the books upon resignation of the treasurer or any check signer, forward one copy of each approved audit to the 24<sup>th</sup> District PTA.

## **PTA COMMITTEE CHAIR DUTIES**

**ART/SCIENCE EXPO:** Organize all the volunteers working a booth (tickets, reptiles, bugs, parrots, sweet shop, music room, hands-on art projects) at the fair, which takes place in the MPR in the spring (Usually a Saturday from 10am to 2pm), advertise the event, set up before 10am and start clean up at 2pm, and remit all monies to the treasurer.

**ASSEMBLIES:** Find and organize special assemblies for Baywood's students: programs that educate and enrich, as well as entertain. Families are encouraged to attend these very special and fun events in the multi purpose room. Check Newsbearer regularly for dates.

**BAYWOOD T-SHIRTS:** Order a variety of styles and sizes of t-shirts and keep inventory. Advertise/display and sell t-shirts at all major PTA events and during school on a scheduled basis. Remit all monies to the treasurer.

**BOOK FAIR:** Organize and manage the biannual book fair, be contact person to the Scholastic representative, get everyone excited about reading via posters and newsletter, organize volunteers to help setup or work the register. Fairs are during conference week: one in November and one in May. Remit monies to the treasurer.

**BUDGET:** Chaired by the treasurer and may include the president, secretary, vice presidents, principal, and a teacher. Meet soon after election to outline the anticipated needs of the association. Receive suggestions from board members, review past budgets, estimate and balance probable income with probable expenses. The budget is to be approved by the membership at the general meeting in September.

**BYLAWS:** Chaired by the parliamentarian to review the bylaws and standing rules yearly and update the bylaws every two years. Any changes made must be approved by the association before being sent to the district and state parliamentarians.

**CARNIVAL:** With the orientation from the previous carnival chairperson, organize the annual Baywood carnival. This is a big job for those that can manage large groups of volunteers. This includes ticket sales, games, inflatable slide, food booths, BBQ, and live entertainment. (Carnival chair does not manage the Silent Auction)

**CLUB CARDS/RECYCLING:** Inform parents how to sign up their Vons, and Ralph's club cards, which gives PTA money every time one shops for food. Also, organize the recycling of cell phones and ink cartridges, which are dropped off in a box near the front office door and emptied regularly.

**FUNDRAISER GIFT WRAP:** This has been the largest fundraiser but can be done with a small committee of four or less. Catalogue orders start early September and gifts arrive in November. Keep the VP of Fundraising officer updated on progress.

**FUNDRAISER SILENT AUCTION:** Organize a silent auction fundraiser in the MPR on the day of the annual Carnival. Need lots of donations of new or nearly new items. A procedure binder is available for guidelines. Keep VP Fundraising updated on progress.

**FUNDRAISER FRIENDSHIP WALK:** During the spring, organize pledge packets for the students to take home, and organize volunteers to work the day of. Students make a designated amount for every lap they run or walk around the outdoor field. This is a fun event which gets the entire school involved. Keep VP Fundraising updated on progress.

**HISTORIAN:** With the help of the Yearbook chairman and committee members, prepare a record of the activities and achievements of the association, and assemble a scrapbook containing news articles and photos related to school events, students and staff. Tally the volunteer hours from the front office sign-in book regularly, and give the total hours to the president during the last week of school.

**YEARBOOK:** Create and publish the Baywood Yearbook. Take photos of school events, projects, and trips throughout the year with the help of the Historian and your committee members. In the spring create a cover contest, take orders and deliver to students.

**HOSPITALITY:** Coordinate lunch for the teachers the Monday before school starts, during conference week in November and in March, and during teacher appreciation week in May. Organize volunteers to bring in dishes according to a theme, such as Pilipino, Asian, Mexican, and Italian etc. Have refreshment supplies on hand in teacher's lounge and use to welcome guests during special events, such as Kinder Roundup...

**NOMINATING:** A committee (4 members, the principal, and 2 alternates) elected at the February General PTA meeting, with the goal of finding those most qualified to lead next year's PTA. The election of new officers are in April.

**SIXTH GRADE CAMP OCEAN FUNDRAISING:** Budget how much money needed to send all 6<sup>th</sup> graders to Cambria's Camp Ocean Pines study trip in April. Organize a committee of parents (include the PTA treasurer) and decide along with the 6<sup>th</sup> grade teachers what fundraisers wanted, keep track of the money and remit to the treasurer regularly. Keep 6<sup>th</sup> grade teachers, Mrs. Dawkins, Mr. Snapp, and Mrs. Cappellano posted on your progress.

**SPANISH LIAISON:** Help Spanish speaking families learn what is going on in PTA and the school. Attend the English Language Learner meetings, which meets 4 times per year. Translate the monthly PTA meeting minutes and the weekly school Newsbearer.

## **SPECIAL PROGRAMS**

**ART LEGACY 6<sup>TH</sup> GRADE**: art designed and made by students for the school

**BANK DAYS**: assist students in opening Washington Mutual bank account

**BOX TOPS**: Box Tops 4 Education (turn in to teacher: worth 10 cents for our school)

**CHESS**: meets after school every Thursday and daily at lunch time recess

**DRAMA**: after school class for 6<sup>th</sup> graders

**GAMES DAY**: games for all the students outside on last morning of school

**GARDEN**: manage the school garden

**HOT DOG FEED**: BBQ lunch for everyone outside on last day of school

**LOST AND FOUND**: Inform parents of cubby for lost jackets, lunch boxes, etc,

**OPEN HOUSE FRIENDSHIP FLOATS**: ice cream treat for families at Open House

**PLAYGROUND**: research and plan for new playground equipment

**POPCORN**: Friday popcorn for 10cents at the 10am recess

**SPANISH**: after school beginning Spanish class