



# PTA Positions for the 2022-23 School Year

Please consider joining Linda Vista's PTA! Our PTA is vital to our school and students, and best of all, it is a fun experience! Joining PTA will allow you to have a voice in your child's education. PTA funds such activities as PE with Coach Joel, Art Masters, Walk Through History events, Science-on-the-Go, class field trips, school events and more!

- Please visit <https://capta.org/pta-leaders/run-your-pta/job-descriptions/> for additional position descriptions
- Become a PTA member at <https://jointotem.com/ca/orange/linda-vista-elementary-pta>
- Email [lvocpta@gmail.com](mailto:lvocpta@gmail.com) if you are interested in any of these positions by March 25, 2022

**DESCRIPTIONS IN BOLD ARE REQUIRED TO MAINTAIN OUR PTA**

## President

- Oversees and coordinates the work of an executive board to run a PTA effectively
- Presides at PTA board and association meetings

- Serves as the official contact, communicator and representative of a PTA
- Designated as an authorized signer for PTA checks, contracts and authorizations for payment
- Serves as ex-officio member of all committees except the nominating committee
- Works with other PTA leaders to connect families, school and community to support student success

## **Secretary**

- Takes minutes at board and association meetings
- Co-signs formal papers with president: authorizations for payment, resolutions and formal letters
- Handles PTA correspondence as directed by the president
- Maintains and preserves PTA records and important documents to pass on at the end of the term

## **Treasurer**

- Maintains permanent records to track unit funds and financial transactions
- Chairs budget committee and prepares annual budget for adoption by the association
- Pays all PTA bills as authorized by board or association
- Prepares reports for every board and association meeting and an annual financial report
- Ensures taxes and reports required by PTA bylaws, insurance or federal and state governments are completed and submitted by the due dates

## **Fundraising Chairman (Ways & Means)**

- Works with a committee, appointed by the president, to plan and organize fundraising activities
- Focuses on raising the amount of funds needed to meet the unit's budget
- Presents reports on proposed fundraising activities at board and association meetings for approval

## **Executive Vice President**

- Works as the primary aide to the president
- Helps lead a PTA towards specific goals consistent with PTA purposes and policies
- Performs president's duties in his or her absence
- Carries out other duties outlined in unit bylaws and standing rules or as assigned

## **Parliamentarian**

- Assists the president to manage meetings and advises on parliamentary procedure
- Chairs Bylaws committee to review unit Bylaws each year and revise Bylaws every three years
- Arranges nominating committee's first meeting, providing information on nomination and election process

## **Financial Secretary**

- Works closely with the treasurer and other financial officers in handling PTA funds
- Keeps a record of all PTA funds collected, deposited and disbursed
- Prepares monthly and annual financial reports

## **Room Parent Coordinator**

- Works with the PTA president, principal and teachers to coordinate Room Parents at the school to build stronger family-school partnerships to support student success
- Collaborates with other PTA board members, teachers and administrators to identify how parents can get more involved at school
- Oversees the recruitment and training for parent volunteers as Room Parents for a classroom or grade level
- Promotes PTA goals, membership and activities on campus as a committee chairman or officer

# Reflections Program Coordinator

The National PTA Reflections Program is an arts recognition and achievement program for students. The Reflections Program provides opportunities for students to express themselves creatively and to receive positive recognition for original works of art inspired by a pre-selected theme while increasing community awareness of the importance of the arts in education.

- Become familiar with the materials on the California State PTA website at [capta.org](http://capta.org), the National PTA website at [pta.org](http://pta.org) and the Reflections Packet sent to presidents in the service mailing.
- Develop a Reflections Program planning calendar using council and district PTA due dates; identify key steps to meet the calendar due dates. (Note that this program runs early in the school year for local units; therefore athletic events may need to be taken into consideration when planning the calendar.)
- Submit a Reflections Program budget to the budget committee for approval.
- Explain the Reflections Program to the principal and school staff; encourage their support and participation. Inform parents and community members. Share information about the Reflections Program at a PTA meeting, share examples of last year's entries and have current entry forms and rules available for distribution.
- Publicize the Reflections Program, theme and due dates in the school or PTA newsletter. The local newspaper or cable TV station also could be contacted for publicity.
- Select impartial, qualified judges. Inform judges of the criteria to be used in evaluating/judging Reflections Program entries. (Refer to the rules for each art category.) Remember to accept the judges' selections of winning entries.\

## Auditor

- Audits the books and financial records of a PTA to determine their accuracy
- Presents written reports on audits to the board and the association for adoption
- Forwards copies of adopted audits to council/district PTA as indicated in unit bylaws

# Membership

The PTA membership chairman/vice president works with the membership committee to plan the annual membership campaign. The membership chairman/vice president is responsible for creating and implementing a membership plan, promoting membership throughout the year, providing membership reports at PTA board and association meetings, collecting dues, and distributing membership cards.

# Communications

The PTA communications leader helps PTA members and the general public understand that PTA:

- Positively impacts the lives of all children and families; and
- Is a relevant, inclusive, influential volunteer-powered association working for the well-being of children and youth.
- Maintains and posts on PTA's website and social media

# Programs Coordinator

- Works with committee and other chairmen to plan and organize programs for the school year
- Collaborates with principal, PTA president, other committee chairmen and campus student groups to coordinate, plan and implement programs
- Develops annual program calendar and presents it at PTA association meeting for adoption
- Publicizes approved program calendar using newsletters, website, social networks and school handbook
- Oversees and delegates volunteer recruitment for implementing and running programs