

# PTC Job Descriptions

## President

- Time Commitment: 4-8 hours per month, varies Busiest Times of Year: beginning of the year but flattens out; additional special projects
- Manage overall objectives and strategies of PTC (including fundraising objectives, community building events, educational events, etc.)
- Work collaboratively with parents and administration / staff on PTC matters
- Create agenda and facilitate monthly PTC meetings.
- Create agenda for both the Executive and General meetings by Monday prior to the meetings. Make sure to email all PTC members, school secretary and administration.
- Collaborate with Treasurer to create annual PTC budget
- Speak at Back to School Night and other events
- Present PTC scholarship on promotion night.
- Attends or appoint an officer to attend the 8<sup>th</sup> grade interviews for those applying for 8<sup>th</sup> grade scholarships.
- Attend the Back to school picnic and the first day of school meet and greet.

## Vice President

- Time Commitment: 4-8 hours per month, busiest time is Back-to-School, varies ongoing
- Serve as a year-round clearinghouse to fill PTC volunteer needs.
- Recruit PTC Committee Chairs
- Collaborate with the President to prepare volunteer position.
- Coordinate with school secretary to prepare and post online volunteer sign-up page.
- Coordinate volunteer recruitment tables at back-to-school events (i.e. picnic, Kinder round up, campout)
- Maintain a database of volunteers and provide these to PTC board members and chairs as needed.
- Oversee several events during the school year including a back-to-school lunch for school staff, a Back-to-School Coffee and pastries, a Kindergarten roundup, Back to School picnic, Staff Appreciation, and end of year event.
- Maintain and organize paper goods supplies for PTC events.

## Secretary

- Time Commitment: 3-4 hours per month, busiest following each PTC meeting
- Take minutes at all PTC meetings, type minutes, and distribute them in a timely fashion (school secretary to post on website and all PTC chairs)
- Make copies of minutes from the last general meeting for distribution (and approval) for general meetings.
- Submit approved minutes for inclusion on website and posting on PTC bulletin board.
- Attend executive board meetings, participate in discussions and decision-making, take minutes for preparation and distribution to the other officers, and process the Agenda for the general meeting and forward to school secretary for posting.
- Prepare the sign-in sheet, and arrange the room for the general meetings.
- Maintain a complete file of all approved minutes, agendas, and materials distributed at any official PTC meeting.
- Prepares or ensures that all written communications are processed as needed (i.e. monthly newsletter input, thank you cards for fundraisers, news blast to Lissa announcing events/meetings etc.)

## Treasurer

- Time Commitment: 10 hours per month, including attending PTC meetings. Busiest Times of Year: Ongoing, some summer work preparing budget for Fall
- Collaborate with the PTC President/Vice President to generate the annual PTC budget.
- Prepare the annual audit and tax return with Business Officer
- Pay bills and reimbursements as required.
- Check PTC box weekly.
- Oversee ongoing PTC finances, ensure adherence to approved PTC budget.
- Prepare and present budget report for each PTA general meeting.
- Record deposits.
- Process Snack Cart deposits
- Purchase Wish List items