

## **Executive Board**

### **President**

The president presides at all meetings. The president creates an agenda with the other members of the executive board, utilizing input from the board of directors. The president should communicate regularly with the executive board and board of directors, and maintain visibility to the membership. The president should participate in the planning and conducting of orientation for the committee chairs and promote a positive image of Emerald Heights PTA. The president should be aware of required deadlines for: payment of membership fees, registration for workshops and conferences, applications for awards and submittals for recommendations. Should also be aware of when the annual corporation report, charitable solicitations registrations and tax filings are due.

### **Vice President**

The vice president shall perform the duties of president in the absence or inability of that officer to serve. The vice president shall assist the president when called upon and is chair of the following committees: Golden Acorn, Nominating Committee and Putting Children First.

### **Secretary**

The secretary shall take minutes and record all business transacted at each meeting, making sure all minutes are complete. She must type the minutes and copy them for the board for approval at the next meeting. The president and the secretary will plan the meeting agenda and inform the president of any unfinished business. The secretary issues all calls of notice to meetings and conducts correspondence as the executive board and board of directors designate. The secretary shall keep an up to date roster and up to date record of all committees. It is important that the secretary attend the state PTA Secretary workshop to learn the legalities of the position. On June 30, the secretary shall be sure all copies of legal documents are properly filed and the permanent records are in order and ready to transfer to new officers.

### **Treasurer**

The treasurer serves as chair of the budget committee and presents the budget to the general membership. It is important the treasurer attends the state 'PTA and the Law' class and state treasurer's class. The treasurer keeps an accurate and detailed account, in the books and records of PTA, of all funds received and all funds disbursed. The treasurer will provide a monthly financial report at each board meeting, and must be able to provide all financial records if requested by the board. The treasurer will file the annual corporation report, charitable solicitations registration and tax filings.

## **Board of Directors**

**All board members are to attend monthly board meetings and need to be prepared to present a report.**

**Principal—** the Principal will work with the Executive board and Board of Directors to ensure a successful partnership between the PTA, staff and students of Emerald Heights Elementary.

**Membership—** the membership chair will build an informed, active membership familiar with Emerald Heights PTA goals. The chair shall create a membership campaign for board approval and enroll members drawn from the parents and EM staff. The chair shall create a membership form, turn in membership dues to council, provide a membership report to board meetings, hand out membership cards to the membership and be present at PTA sponsored events for the purpose of obtaining new members. The chair shall have on hand a roster of members.

**Fund Raising—** the fund raising chair evaluates the budget then researches possible fund raisers to fit the financial needs of the PTA projects for the coming year. The chair then presents the fund raiser to the board, recruits helpers and coordinates the fund raiser. The chair should be familiar with PTA and CK school district fund raising guidelines and money handling procedures. Fund raisers can include: fall catalog sales, book fairs, cookie dough sales, etc.

**Services—** The chair will oversee all service-oriented projects for PTA. Subcommittees may include, but are not limited to: school pictures, t-shirt sales, Yearbook, Campbell Soup Label and, Box Tops for Education.

**Volunteers—** The chair shall be involved in finding volunteers for PTA sponsored activities or programs. Other committee chairs shall be in contact with the volunteer chair and provide a detailed account of what the volunteer needs are including dates, times and number of people. The chair needs to create a volunteer form to collect information on individuals who would like to donate their time.

**Hospitality—** The chair shall be in charge of events including but not limited to: back to school luncheon for staff, back to school social, refreshments for the first day of Kindergarten, refreshments for volunteers, PTA council meeting and staff appreciation week. Could also include a board Christmas party and end of year turn over party.

**Awards—** The chair shall oversee the Golden Acorn committee, create a nomination form and decide who the recipients will be with the committee. They will also create a basket for the Founder's Day raffle. They also provide forms for Putting Children First. They would submit applications for PTA council, state and national awards if the board decides to do so.

**Assemblies/Education**— The chair will work with the teacher rep and Principal to determine the educational value and entertainment aspect of proposed assemblies. The chair will work out schedules and oversee the assemblies. The chair will fill out an event evaluation at the conclusion of the event.

**Teacher Rep**— The chair will analyze the educational support needs of the parents, students and staff of EM. The chair will act as a liaison between EM staff and PTA. The chair will work with the assembly chair to create an assembly schedule that meets the needs of staff.

**Family Fun**— The chair needs to develop and recommend a family fun plan to the board. Typically includes a fall dance and spring Talent Show. The chair will need to communicate the event in the school paper and advertise on the reader board. The chair will need to work with the volunteer chair to determine help needed. The chair will fill out an event evaluation at the conclusion of the event.

**Communications**— The chair will be in charge of communicating PTA events, programs and activities. This shall include making posters, providing newsletter articles and creating a PTA bulletin board display. Subcommittee includes newsletter. Must be able to communicate with other chairs.

**Legislation**— The chair shall keep EM PTA informed on issues and legislation that affects children. The chair will poll the general membership and determine the five priority legislative issues for the current year then attend and present the issues at the PTA Legislative Assembly. The chair shall coordinate action by PTA to effectively influence decisions that affect children locally through school boards, county council and other decision making bodies.

**Reflections**— The chair shall attend the CKPTA Reflection Workshop then publicize the Reflections program in a timely manner so that all students, teachers and parents are familiar with the requirements and deadlines for creative submissions. The chair shall select judges and review guidelines with them. The chair shall collect the entries, check that all information is provided, submit for judging, and forward winning entries to the next level of judging. Follow up with winners and attend the Reflections Award Ceremony.

**Yearbook**— The chair shall decide which yearbook company to use, the design and look of the yearbook, organize pictures of clubs and groups, put the yearbook together, collect yearbook orders and distribute yearbook at the end of the year.