



PTA EXECUTIVE BOARD POSITIONS

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President

The President shall (a) lead all PTA meetings (1 per month); (b) lead monthly Executive Board meeting; (c) attend all SLT meetings (1-2 times per month); (d) be responsible for overseeing PTA committees; (e) attend school open houses, orientations, occasional teacher meetings and President's Council meetings as necessary; (f) respond to parents and school staff both in and out of the classroom via phone, email and in person; (g) meet with Principal and Assistant Principal at least once a month to review school needs and report back to PTA to accomplish goals set; (h) foster and encourage parent participation in PTA committees and events; (g) delegate responsibilities to other PTA members.

Vice President

The Vice-President shall (a) participate and help organize all PTA meetings (1 per month); (b) participate and help organize the monthly Executive Board meeting; (c) attends SLT meetings (1-2 times per month) as President Designee when needed; (d) help oversee PTA committees; (e) along with the Treasurer, make all deposits of hard currency and checks into the PTA bank account, and (f) attend school open houses, orientations, occasional teacher meetings and President's Council meetings as necessary.

Treasurer

Participate in all PTA and Executive Board meetings; Keep detailed, accurate financial reports, records and receipts of disbursement of all PTA funds; review all annual and monthly PTA budgets and maintaining them before presentation to the PTA Board for approval; Write all checks from the PTA bank account; make all deposits of hard currency and checks into the PTA bank account; Maintain PTA bank accounts; review all balance sheets, and income and disbursements statements before presentation to PTA Board for approval.

Recording Secretary

The Recording Secretary shall record minutes of all PTA general meetings; Type, review and distribute copies of meetings at the following general meeting for approval by general PTA. Participate in all PTA and Executive Board meetings; Responsible for helping with all PTA events and goals.

Corresponding Secretary

The Corresponding Secretary shall be responsible for coordinating, drafting and overseeing all written (email and text excluded) official PTA correspondence with non-PTA Board members including, but not limited to, solicitations for funds and speakers as well as thank you notes for PTA donations; Participate in all PTA and Executive Board meetings; Responsible for helping with all PTA events and goals.

Communications Secretary

The Communications Secretary shall also be responsible for communicating upcoming PTA events to the PTA membership and PS11 community via flyers, website, and other social media outlets (e.g. Facebook, Twitter, etc.) as well as the PS 11 list serv. The Communications Secretary shall be responsible for posting meeting minutes on website and list serv. The communications secretary shall assist the recording secretary in the preparation of notices, signage, agendas, sign-in sheets and materials for distribution; Responsible for helping with all PTA events and goals.

Financial Secretary

Works in tandem with Treasurer in maintaining duties listed above. Specifically, the Financial Secretary shall create the initial drafts of (a) all annual and monthly PTA budgets to be presented to the Treasurer, (b) all balance sheets, and income and disbursements statements to be presented by the Treasurer, and (c) of fundraising activity reports, interim financial reports and final financial reports to be presented by the Treasurer; Responsible for helping with all PTA events and goals.

Hospitality Chairperson

The Hospitality Chairperson shall be responsible for reaching out and coordinating all volunteers for PTA events which require volunteers. The Hospitality chair shall also coordinate the food for all PTA sponsored events including, but not limited to, PTA general meetings, Book Bash, PS11 Tours, fundraising events (e.g. Spooky Fun House, Springfest, movie nights, ASE showcases), and parent-teacher conference nights; Responsible for helping with all PTA events and goals.

Fundraising Chairperson

The Fundraising Chairperson shall be responsible for coordinating yearly fundraising calendar, including but not limited to: movie nights, summer camp fair, Read-a-Thon, picture day, ASE Showcase concessions, winter showcase concessions, Scholastic Book Fair, Spooky Fun House, Black History Month Showcase concessions; Recruit event chairpersons; Serve as liaison between event chairpersons and Executive Board; Responsible for updating and distributing volunteer handbook; Participate in all PTA and Executive Board meetings; Responsible for helping with all PTA events and goals.

Development Chairperson

The Development Chairperson shall be responsible for identifying and applying for sources of funding external to PS11 and its families. The Development Chairperson shall apply for, or cause others to apply for, grants from private and public sources, manage all sponsorships of events and serve as Vice Chair of the Raise 11 Auction Committee. The Development Chairperson shall also work with the President to identify a group of parent volunteers who can attend daytime and evening events with possible sponsors/funders of the PTA in order to discuss PS11 and PTA funded activities in detail with such potential sponsors/funders; Responsible for helping with all PTA events and goals.