

EXCERPT OF BYLAWS: OFFICER DESCRIPTIONS

P.S.11 Parent Teacher Association, Inc.

Article IV – Officers

Section 3 Duties of Officers

President or Co-Presidents: 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 or Co-Vice Presidents: 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 or Co-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 and general information inquiries as appropriate; Participate in all PTA and Executive Board meetings; Responsible for helping with all PTA events and goals.

Communications Secretary or Co-Communications Secretary: The Communications Secretary shall also be responsible for communicating upcoming PTA events to the PTA membership and PS11 community in coordination with the School Administration and the School Leadership Team. The Communications Secretary shall be responsible for posting meeting minutes and relevant updates on the 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; Participate in all PTA and Executive Board meetings; 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; Participate in all PTA and Executive Board meetings; Responsible for helping with all PTA events and goals.

Volunteer Chairperson or co-Chairpersons: The Volunteer Chairperson shall be responsible for recruitment and coordination of volunteers for PTA committees and events, including concessions; The Chairperson may establish and lead a volunteer engagement committee with the explicit goals of recruiting volunteers from amongst PS11 families; The Chairperson shall undertake their volunteer recruitment activities in partnership with other PTA Executive Board members and parent leads for individual events and activities, as appropriate; Responsible for updating and distributing volunteer handbook; Participate in all PTA and Executive Board meetings; Responsible for helping with all PTA events and goals.

Community Engagement Chairperson or co-Chairpersons: The Community Engagement Chairperson shall be responsible for coordinating annual engagement activities and events that may benefit the families, staff and teachers at PS11 and the broader community. The Chairperson will lead the community engagement committee (if applicable) and serve as liaison for event chairpersons and the Executive Board for activities that include but are not limited to: Scholastic Book Fair, Spooky Fun House, Winter Toy Drive, and Spring Fest, and teachers appreciation events. Recruit event chairpersons; Participate in all PTA and Executive Board meetings; Responsible for helping with all PTA events and goals.

Development Chairperson or co-Chairpersons: The Development Chairperson(s) 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 Chair(s) of the Raise 11 Auction Committee. The Development Chairperson(s) 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; Participate in all PTA and Executive Board meetings; Responsible for helping with all PTA events and goals.

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Proposed Bylaws Amendment to be Voted on at May 15, 2024 PTA Meeting:
Development Chair Description Revision and Addition of Two New Positions, Capital Projects
Chair & Grants Committee Chair

Article IV (Officers), Section 3 (Duties of Officers) of the Bylaws is amended by replacing the section entitled "Development Chairperson or Co-Chairpersons" it in its entirety by the following:

Development Chair: The Development Chair shall be responsible for identifying and soliciting funding from the PS 11 community as well as developing partnerships with external sources. The Development Chair shall manage the Giving Tuesday campaign, sponsorships of events and serve as one of the Chair(s) of the Raise 11 Team. The Development Chair shall manage or delegate the Summer Camp Fair & Auction, the Teacher Time Auction, and other development events and initiatives that are aligned with the Association's mission. The Development Chair shall also work with the President to identify possible sponsors/funders of the PTA in order to discuss PS11 and PTA funded activities in detail with such potential sponsors/funders. The Development Chair shall participate in all PTA and Executive Board meetings, and is responsible for helping with all PTA events and goals.

Capital Projects Chair: The Capital Projects Chair shall work closely with school administration to address school building improvement needs, including identifying and applying for public funding for capital projects benefitting PS 11, securing other public and private financial resources for building improvements, developing project scope of works, and assisting with project coordination with relevant public bodies (including the School Construction Authority and Department of School Facilities), as well as vendors. The Capital Projects Chair will participate in all PTA and Executive Board meetings and is responsible for helping with all PTA events and goals.

Grants Committee Chair: The Grants Committee Chair shall work with school administration, staff, and programmatic partners to document and communicate the scope and impact of PTA-supported programmatic initiatives. The Grants Committee Chair shall identify and apply for public or private grant funding from funding sources external to PS11 and its families. The Grants Committee Chair shall also work with the President to identify volunteers from among Association members to write grant applications, train the volunteers in grant-writing, and manage the grant-writing volunteer corps. The Grants Committee Chair shall assist the administration in managing the relationships with external grant donors. The Grants Committee Chair will participate in all PTA and Executive Board meetings and is responsible for helping with all PTA events and goals.