

CTES PTA BOARD POSITIONS JOB DESCRIPTIONS

PRESIDENT

OVERSEES THE DAY-TO-DAY OPERATIONS OF THE PTA INCLUDING BOARD MEMBERS AND COMMITTEE CHAIRS. RUNS BOTH THE GENERAL (4X A YEAR) AND BOARD (EVERY MONTH) MEETINGS. WORKS WITH BOARD MEMBERS TO CREATE YEARLY BUDGET AND CALENDAR OF EVENTS. MEETS BI-WEEKLY WITH PRINCIPAL. IS AN EX-OFFICIO MEMBER OF ALL COMMITTEES EXCEPT THE NOMINATING COMMITTEE. CONTACT CATHERINE CURRAN AT PRESIDENT@CTESPTA.ORG FOR MORE INFO.

1ST VP/STUDENT DAY PROGRAMS

THE STUDENT PROGRAMS VICE PRESIDENT IS RESPONSIBLE FOR FINDING CHAIRS FOR THE STUDENT PROGRAM COMMITTEES THAT TAKE PLACE DURING THE DAY AND ARE ALSO RESPONSIBLE FOR OVERSEEING THE COMMITTEES AND HELPING MAKE SURE THAT THE PROGRAMS ARE RUNNING SMOOTHLY. THERE IS MINIMAL SUPERVISION REQUIRED OF THE COMMITTEES. THE STUDENT PROGRAMS VP CONSULTS WITH THE PTA PRESIDENT TO MAKE SURE EVERYTHING IS TAKING PLACE ACCORDING TO PLAN AND WILL ALSO DEAL WITH THE PRINCIPAL AND OTHER SCHOOL STAFF. THE STUDENT PROGRAMS VP IS ON THE EXECUTIVE BOARD WHICH MEETS MONTHLY AND USUALLY ON THE THIRD TUESDAY OF THE MONTH AT 5:45 P.M. THE VP WOULD BECOME PRESIDENT OF THE PTA IF THE PTA PRESIDENT WERE TO RESIGN OR STEP DOWN. CONTACT VERONICA RABENDA AT STUDENTPROGRAMS@CTESPTA.ORG FOR MORE INFO.

THE STUDENT PROGRAMS ARE:

AFTER SCHOOL ENRICHMENT/BOOK CLUBS
ASSEMBLIES & SPEAKERS
CHESS TEAM
COMMUNITY SERVICE
EARTH BOXES
5TH GRADE CELEBRATION
GREEN TEAM
HARMONY PARK
HEALTHY CUBS
READ ALOUD VIRGINIA
REFLECTIONS
RUBIK'S CUBE
FLES - SPANISH
VMFA REVOLVING ART GALLERY

2ND VP/FAMILY PROGRAMS

OVERSEEING COMMITTEES FOR ALL OF THE FAMILY-ORIENTED EVENTS THAT TAKE PLACE AFTER SCHOOL HOURS. ENSURING CHAIRPERSONS AND PARENT VOLUNTEERS ARE IN PLACE TO PLAN AND EXECUTE THE EVENTS. ACTING AS A LIAISON BETWEEN THE EVENT COMMITTEES AND AND THE ADMINISTRATION, TEACHERS, AND STAFF. ESTABLISHING AND MAINTAINING CLEAR AND CONSISTENT CONTACT WITH THE SCHOOL AND PARENT COMMUNITY TO INFORM THEM OF EVENT COMMUNICATIONS.

THE FAMILY PROGRAMS ARE:

PUMPKIN PATCH

FAMILY FUN & FITNESS NIGHT

DAD'S NIGHT

MATH & TECHNOLOGY NIGHT

INTERNATIONAL NIGHT

VARIETY SHOW

ECOFEST

SCIENCE AND ENGINEERING FAIR

END OF THE YEAR PICNIC

3RD VP/ MEMBERSHIP

THE MEMBERSHIP VP SHOULD BE SOMEONE THAT VALUES JOINING THE CTES PTA AND SEES THAT THERE IS A DIRECT BENEFIT TO PARENTS PARTNERING UP WITH THE CHILD(REN)'S SCHOOL FOR THE COLLECTIVE GOOD. THIS PERSON SHOULD BE AVAILABLE TO BE PHYSICALLY PRESENT AT CTES TO HANDLE CHECK VERIFICATION AND REGISTRATION FORM PROCESSING IN THE MONTHS OF SEPTEMBER/OCTOBER AND JANUARY/FEBRUARY. THIS INDIVIDUAL SHOULD BE COMFORTABLE USING DATABASE SOFTWARE (EXCEL OR ACCESS) AND BE ABLE TO DO BASIC SORTS OR QUERIES TO MAXIMUMLY UTILIZE DATA. THIS INDIVIDUAL WILL IDEALLY BE ABLE TO MERGE LETTERS, ENVELOPES, MEMBERSHIP CARDS, AND LABELS FROM THE DATABASE TO CREATE PERSONALIZED COMMUNICATIONS WITH PARENTS REGARDING THEIR MEMBERSHIP WITH THE CTES PTA. THIS PERSON WILL HAVE ACCESS TO A COMPUTER AND PRINTER AT HOME. THE VP OF MEMBERSHIP WOULD BE SOMEONE THAT ENJOYS DEVELOPING MARKETING MATERIALS; ESPECIALLY ONES THAT CAN BE COPIED ON A COPIER THUS COST EFFICIENT (IE. BLACK AND WHITE ON PTA GREEN PAPER). THE VP OF MEMBERSHIP IS COMFORTABLE INTERACTING WITH OTHER CTES PARENTS OF ALL BACKGROUNDS AND NEIGHBORHOODS AND CAN READILY EXPLAIN THE IMPORTANCE OF JOINING THEIR LOCAL PTA CHAPTER. CONTACT SANDY NIXON AT MEMBERSHIP@CTESPTA.ORG FOR MORE INFO.

4TH VP/WAYS & MEANS

THIS OFFICE HAS OVERALL RESPONSIBILITY FOR IDENTIFYING, MANAGING AND MAINTAINING FUNDRAISING PROGRAMS FOR THE PTA. THE POSITION IS RESPONSIBLE FOR HITTING FUNDRAISING GOALS BUILT INTO THE BUDGET THROUGH PLANNED PROGRAMS OR IDENTIFYING OTHER FUNDRAISING EFFORTS TO CLOSE BUDGET GAPS THAT MAY EXIST.

DUTIES INCLUDE:

- IDENTIFYING FUNDRAISING PROGRAMS FOR THE SCHOOL YEAR
- WORKING WITH PTA BOARD TO IDENTIFY FUNDRAISING GOALS FOR THE SCHOOL YEAR
- COMMUNICATION / MARKETING OF ALL PROGRAMS
- DISTRIBUTION OF ALL ITEMS THAT INVOLVE ORDERS (I.E. SPIRIT WEAR, SCHOOL KITS)
- RECRUITING CHAIRPERSONS FOR VARIOUS FUNDRAISING EFFORTS AND PARTNERING WITH THEM TO ENSURE SUCCESS
- PROGRAMS INCLUDE:
 - DIRECT DONATION / SCOUT FUND
 - CORPORATE MATCHING
 - BOX TOPS FOR EDUCATION
 - SPIRIT NIGHTS
 - SPIRIT WEAR
 - SCHOOL SUPPLY KITS
 - ORIGINAL WORKS

CONTACT CHRISTINE LANDI AT WAYSANDMEANS@CTESPTA.ORG FOR MORE INFO.

5TH VP/VOLUNTEERS

OTHER THAN ATTENDING PTA BOARD MEETINGS, THE WORK FOR THIS POSITION CAN BE DONE AT HOME. A COMPUTER AND WEB ACCESS IS NECESSARY. YOU ARE THE MANAGER THE NLIST PROGRAM SO AT THE BEGINNING OF THE YEAR, YOU SETUP ALL OF THE CLASSROOM AND CLUB NLISTS AND GET THEM ROLLING. IF YOU ARE COMFORTABLE ON THE COMPUTER GENERALLY FOR THINGS LIKE FACEBOOK, MANAGING NLIST IS NOT HARD AND YOU WILL BE PROVIDED SOLID TRAINING PLUS THERE IS A NLIST SUPPORT CENTER. YOU HELP TRAIN ROOM PARENTS AND CLUB COORDINATORS ON HOW TO USE NLIST. ALSO INITIALLY YOU WILL BE PART OF THE OUTREACH EFFORT TO INSPIRE PARENTS TO VOLUNTEERS AT SCHOOL AND TO SIGNUP FOR THE UPCOMING VOLUNTEER OPPORTUNITIES NLIST. YOU ARE RESPONSIBLE FOR UPLOADING SPECIFIC VOLUNTEER REQUESTS FOR SCHOOL-WIDE EVENTS TO NLIST. THE VOLUNTEER REQUESTS ARE PROVIDED BY THE EVENT COORDINATORS AND YOU ARE ONLY RESPONSIBLE FOR RECRUITING NOT MANAGING THE VOLUNTEERS AT THE EVENT. USUALLY JUST BEFORE AN EVENT THERE IS LOTS OF SCRAMBLING FOR VOLUNTEERS SO FOR MAJOR EVENTS YOU MAY DO HEAVIER OUTREACH AND RECRUITING SUCH AS WRITING A BLURB FOR THE PTA NEWSLETTER, SENDING A FLYER HOME OR SENDING OUT RECRUITING EMAILS. CONTACT LAURA O'BRIEN AT VOLUNTEERS@CTESPTA.ORG FOR MORE INFO

6TH VP/ COMMUNICATIONS

CREATES THE CUB CHRONICLE WEEKLY - GATHERS BLURBS FROM COMMITTEE CHAIRS, TEACHERS & STAFF, COMMUNITY NEWS, ETC AND COMPILES THEM INTO THE WEEKLY NEWSLETTER. OVERSEES WEB MASTER. THIS IS A POSITION THAT CAN BE DONE AT HOME AS IT REQUIRES SOME COMPUTER KNOWLEDGE BUT INTERFACES WITH EVERYONE ELECTRONICALLY. CONTACT JOEL SILVERMAN AT COMMUNICATIONS@CTESPTA.ORG FOR MORE INFO.

7TH VP COUNTY COUNCIL DELEGATE

ATTENDS MONTHLY COUNTY COUNCIL MEETINGS AND PROVIDES UPDATES TO THE BOARD. CONTACT JENNIFER SCHWARZ AT COUNTYCOUNCIL@CTESPTA.ORG FOR MORE INFO.

RECORDING SECRETARY

THE RECORDING SECRETARY TAKES MINUTES IN BOTH THE EXECUTIVE BOARD AND GENERAL PTA MEETINGS. THE MINUTES ARE TYPED AND DISTRIBUTED TO EXECUTIVE BOARD MEMBERS FOR APPROVAL. THIS POSITION REQUIRES ATTENDANCE AT BOTH EXECUTIVE BOARD AND GENERAL PTA MEETINGS. CONTACT LESLIE MCGUIGAN AT RECORDS@CTESPTA.ORG FOR MORE INFO.

TREASURER

RESPONSIBLE FOR CO-CREATING(WITH BOARD MEMBERS) AND OVERSEEING THE BUDGET. WRITES ALL CHECKS. BALANCES CHECKING AND SAVINGS ACCOUNTS. CATEGORIZES MONIES RECEIVED AND SPENT FOR ANNUAL AUDIT. GENERATES MONTHLY TREASURER'S REPORT FOR BOARD MEETINGS. GENERATES TREASURER'S REPORT FOR SEPTEMBER AND FEBRUARY GENERAL MEETINGS. RESPONSIBLE FOR 990 FOR THE YEAR THEY WERE TREASURER (EVEN IF THEY ARE NO LONGER TREASURER). CONTACT EMILY GOODMAN AT TREASURER@CTESPTA.ORG FOR MORE INFO.