

# **HCES PTA Officer Job Description**

**Position: 3<sup>rd</sup> V.P. Ways & Means**

**Reports to: President**

## **General Description of Vice President's Duties**

- Act as an aide to the president;
- Perform the duties of the president in the president's absence or inability to serve, in the vice presidents' designated order: first, second, third, fourth, fifth;
- Perform other duties as provided for by the bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive committee;
- Work as a team in support of all PTA-related activities, as required in programs and events throughout the year;
- Attend Monthly PTA Board meetings and General Membership meetings
- Manage PTA Budget income and expense categories for the activities and events associated with this position.
- Submit deposits to Financial Secretary in a timely manner, and check requests to Treasurer within 60 days of incurred expense.

## **Position Requirements**

- Secure chairpersons for designated program(s)/activity(ies).
- Where applicable or in the absence of a chairperson - Coordinate and solicit volunteers to form committees for each program/activity.
- Act as a liaison between the program chair, HCES administration, and the PTA Board.
- Ensure that relevant dates for each program are on the school and PTA calendars, and in PTA newsletters and announcements.
- Advertise programs/events through social media, newsletter and announcements, Room Parent communications, and Wednesday folders.
- Ensure that facilities space for events is secured through the HCS Facility Use system.
- Position's Committees:
  - Boosterthon Fun Run/ Hawk Hustle –Act as a liaison between the school administration and Boosterthon or parent committee. Advertise to school community and collect check payments.
  - Bottle Cap Recycling – collect and organize bottle cap recycling for Operation Green Team monthly pick up from October through March 31.
  - Fall Event (Trunk or Treat) - Coordinate and organize a Trunk or Treat event to include candy donations and solicitation of “trunks” (doorway alcoves).
  - Silent Auction – Silent auction includes vendor donations and classroom baskets. Organize event via FB and coordinate the collection of monies and distribution of goods.
  - Mistletoe Market – week-long volunteer-staffed holiday shopping market for students at school. Outside service may be used to provide merchandise and recommend pricing. Submit daily sales payments to Financial Secretary.
  - Glow Dance - Mid-January dance. Shirts have been sold in the past.
  - Mother/Son Amazing Race and Daddy/Daughter Dance - coordinate the student centered activities. Mother/Son race should have a notebook. Daddy/Daughter has sold corsages and tiaras in the past.

## **Qualifications and Preferred Skills**

- Member of the HCES PTA.
- Desire to serve the PTA, school, and students of HCES.
- Basic computer skills: Microsoft Word, Excel, PowerPoint, Email
- Strong communication and facilitation skills.
- Local and state-sponsored PTA training.