

HCES PTA Officer Job Description

Position: 4th V.P. Volunteer Outreach

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;
- Submit check requests to Treasurer within 60 days of incurred expense.

Position Requirements

- Secure volunteers for each event, activity, and program;
- Act as a liaison between volunteers and event/activity chairs, HCES administration, and the PTA Board;
- Actively advertise volunteer opportunities via social media, newsletter and website, Room Parent communications, and Wednesday folders;
- Create/Maintain a sign-up process for volunteer requirements;
- Regularly monitor your folder in the PTA file cabinet for volunteer forms.
- Support the library with their monthly volunteer drive

Position's Activities

- Hospitality - coordinate the two teacher luncheons (December and May); help coordinate decoration of the school for the winter; help coordinate recognition of support staff during Teacher Appreciation Week; and help coordinate recognition of any retiring staff
- Happy Cart - coordinate volunteers for bi-weekly happy cart for teachers/staff
- Room Parents - coordinate volunteers to act as Room Parents for each classroom; assist those volunteers in working to obtain their classroom's parent contact info; share communication to be distributed via Room Parents; designate the activities/daily theme for Teacher Appreciation Week

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, Sign Up Genius
- Strong communication and facilitation skills.
- Local and state-sponsored PTA training.

Time Commitment

- Hours/Week – approximately 1-3 hours.
- Seasons: Summer/Beginning of School: Room Parents; Beginning of school: volunteer forms/signup during membership drive
- Events: the longer term events are Book Fairs and Mistletoe Market because volunteers are needed for the whole week, otherwise most events need volunteers to at least serve on their committees as well as work the event(s)