

**2023 - 2024 HCES PTA Board Chart (4-17-23 revision)**

**Duties Applicable to ALL Elected Board Members**

Attend all board meetings and general meetings;  
 Act as aide to the President, and liason between school administration and families;  
 Attend trainings provided by the ALPTA or HCPTA as needed;  
 Perform duties as provided for by the bylaws or directed by the board of directors/executive committee;  
 Find chairperson(s) for each standing/special committee assigned to the board position (if desired);  
 Manage budget/income categories associated with the position.

<i><b>Elected Board Member</b></i>	<i><b>Specific Duties</b></i>	<i><b>Standing Committees*</b></i>	<i><b>Chairperson(s)</b></i>	<i><b>Special Committees</b></i>	<i><b>Chairperson(s)</b></i>
President	Preside at all meetings of the HCES PTA; serve as ex-officio member of all committees, except the nominating committee; coordinate the work of the officers and committees in order that the PTA purposes may be promoted provide leadership, guidance, and support to PTA Board members; file records with ALPTA as required (audit, insurance, membership, Golden Apple Award) file records with others as required (insurance policy renewal, tax-exempt application and/or renewal with ALDOR, quadrennial report with ALDOR); work with Principal and board to calendar PTA events for the year; work with the Treasurer and board to develop PTA budget for the year; liason for communications in re: news, events, and updates; public relations liason; submit for awards and grants as applicable; sign all contracts; coordinate with school admin or front office to reserve all necessary facilities; coordinate with school for STEAM Night, Reading Night, Kite Day, etc; create and send weekly Hawk Talk newsletter	Room Parent Coordinator			
1st VP - Membership	perform the duties of the President in the President's absense or inability to serve; coordinate membership drive; maintain membership list; act as MemberHub liason; create/maintain all hubs (if used) on MH; coordinate Golden Grandparent Club, including activities and treats; have a membership table at all school/PTA events write & distribute donation tax letters for Hawk Pride donations serve as ex-officio member of all membership committees for which they are not the chair;			Hawk Pride	
2nd VP - Fundraising	serve as ex-officio member of all fundraising committees <b>for which they are not the chair</b> ; After the 1st VP, perform the duties of the President in the President's absence or inability to serve	Book Fair  Spirit Wear Community Partners Silent Auction		Spring Event (Hawk Hustle)  Mistletoe Market	
3rd VP -	serve as ex-officio member of all student programs committees <b>for which they are not the chair</b> ;	Reflections		*Fall Event (T/T, Scav Hunt, etc)	

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Student Programs	after the 1st and 2nd VP, perform the duties of the President in the President's absence or inability to serve  coordinate Family Spirit Nights at HCMS or HHS sporting events	Student Events (if specific special committees as listed are NOT used)		*Parent/Child Dance *Spring Event (Amazing Race, Family Picnic, etc) *Sock Hop (5th grade parent)	
	*Note: these specials committees may be used when VP3 chooses to not use the Student Events standing committee; this is an either/or situation - either standing committee or special committees, but not both.			*Legacy Project (5th grade parent) *Bridging (4th grade parent) *Bridging Video (5th grade parent) *Back to School Bash	
4th VP -  Marketing	serve as ex-officio member of all marketing committees for which they are not the chair; after the 1st, 2nd, and 3rd VP, perform the duties of the President in the President's absence or inability to serve	Communications  Hospitality			

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Secretary	Create an agenda for all board meetings and general meetings; record the minutes of all board of directors and general membership meetings; be prepared to read the minutes of any previous meeting; sign checks as needed; have available a current copy of the bylaws serve as ex-officio member of all standing/special committees assigned to them, <b>for which they are not the chair</b>			Bylaws (every three years)	
Treasurer	Have custody of the funds of the HCES PTA; maintain a full account of the funds for HCES PTA; make disbursements as authorized by the president, BoD, or HCES PTA in accordance with the budget adopted by HCES PTA; have checks or vouchers signed by two authorized people (President, Treasurer, Financial Secretary, or Secretary) provide a financial statement to the board/general membership at each meeting; submit the books to the audit committee for the annual audit at the end of the fiscal year; present an annual report on the financial condition of the association and audit findings at the first general meeting; maintain the PTA EIN and IRS acknowledgements; coordinate the preparation and submission of required tax forms to the IRS; Maintain copies of all tax forms filed on behalf of HCES PTA			Audit Committee	
Financial Secretary	Have custody of the funds for deposit only of the HCES PTA; monitor PTA mailbox when events/activities req money be submitted; Deposit funds in HCES PTA bank account a timely manner; Maintain a copy of all records of deposit, with the original and bank deposit slip to be submitted to the Treasurer. Sign checks as needed, when requested by the Treasurer;				

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<u>Standing Committee:</u> *Report to BoD monthly, as needed	Specific Duties (subject to amendment/adoption via HCES PTA Standing Rules)				
Hospitality	Organize Happy Cart volunteer sign up and maintain cart supplies; Liason to Community Partners Chair for the two teacher luncheons (one at holiday break and one during teacher appreciation); Assist with VIP Lunch (over grandparents day); Organize lobby decorations (set up/break down) for Welcome Back to School, Veteran's Day program, VIP Lunch, Thanksgiving, Christmas, Valentine's Day; Organize/execute Kindergarten Popsicle Social, Cheers & Tears Breakfast, Teacher Welcome Back treats, testing treats for students, and misc teacher hospitality (flowers, foods, treats, etc)				
Room Parent Coordinator	Liason for communications between PTA/Room Parents; Create and distribute volunteer sign ups for Duty Free Lunch and any other event for which the school needs volunteers				
Book Fair	Calendar 2-3 book fairs for the year with librarian; Organize volunteers to help work the book fairs; Make sure communications has dates calendared to promote book fairs/recruit volunteers; Assist with book fair set up and break down as needed				
Spirit Wear	Work with a vendor to create new spirit wear for our online store; Plan for Fall and Spring spirit wear stores; Promote our spirit wear stores				
Community Partners	Be the direct contact for all CPs for all events; Invite CPs to attend PTA and school-related activities as requested or required by their contracts; Calendar spirit nights with CPs and promote them; Promote on social media CPs as required by their contracts; Maintain trade balances for HCES trade agreements; Maintain a spreadsheet/database of all partnership contracts and commitments with contracts, levels, donation amounts, and notes based on partnership agreement; Work with HCMS and GSES to create CP letter including donor-level sponsorship details; Equitably share committee duties with GSES and HCMS: maintaining database, deposits and checks, stickers and plaques, car line Liason between PTA/school and CPs for any donations for events (POR, Keep President updated on CP lists as they evolve over the school year				

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Communications	Maintain PTA website; Schedule social media posts to promote calendar events as needed; Create/promote the monthly PTA recap/highlight graphic for social media (work with President to decide which of you want to handle this task); Create/promote graphics for national school-level holidays (SRO Day, School Counselor Day, Principal's Day, Asst Principal's Day, School Custodian Day, School CNP Day, etc); Coordinate distribution of Welcome to Kindergarten yard signs				
Student Events	Plan, promote, & execute the following events: Fall Event (trunk or treat), Back to School Bash, Spring Event (Amazing Race, Family Picnic), Parent/Child Dance, Sock Hop, Legacy Project, Bridging video, Bridging Ceremony; May not be filled if VP Student Programs elects to have individual special committees for each student event.				
Silent Auction	Plan, promote, & execute the Silent Auction, including online platform (MemberHub); Acquire any donations not received from Community Partners (coordinate with CP chair for these items); Distribute all items to winners of the Silent Auction concludes, including coordinating special student days with school staff and following through with anything related to school special events (POR, Bridging, parking space, etc)				
Reflections	Plan, promote, & execute all aspects of the PTA Reflections program, including school submission deadlines; Find judges for the school-level competition; Obtain and pass out award ribbons/certificates to school-level winners; Promote winners at each level (school, city, state, and national) on social media and school announcements				