

HCES PTA Officer Job Description

Position: 2nd V.P. ~ Membership

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 each 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:
 - Membership – Collect forms and maintain database that is used to track directory, membership and fundraising data (potentially utilize MemberHub to track/organize). Coordinate with Treasurer for payment of state/national dues. Provide a copy of membership to the PTA President and Treasurer. Maintain membership records.
 - Coordinate School Directory - Coordinate for someone to pull the directory information from the membership spreadsheet and put into a booklet format. Edit and forward to CP Coordinator for printing. Assist with distribution of directories. (potentially utilize the free directory through MemberHub)
 - School Décor – coordinate December holiday décor in school lobby
 - Welcome Committee – Make contact with new families during the school year, ensure new families are added to communications listing and provided their Room Parents info, distribute Kindergarten yard signs.
- Position's Events
 - K.I.S.S. Luncheon – work with Cafeteria manager and Ms. Spivey to support the Kids Invite Someone Special luncheon during Grandparent's Day.

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, DropBox, and MemberHub
- Strong communication and facilitation skills.
- Local and state-sponsored PTA training.

Time Commitment

- Hours/Week – approximately 3-4 hours during the beginning of school, less as membership drive tapers off
- Seasons: Summer/Beginning of School: Membership Drive
- Events: Membership Drive, Directory, Welcome Committee