

HCES PTA Officer Job Description

Position: Financial Secretary

Reports to: President

General Description of Financial Secretary'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 check requests to Treasurer within 60 days of incurred expense.

Position Requirements

- Secure chairpersons for each program/activity;
- 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 Activities:
 - Maintain the HCES PTA Deposit Form documentation with any updates, as necessary; Provide hardcopies of the form to the HCES Office and PTA Office, as necessary;
 - Participate in the Committee Chair Meeting at the beginning of the school year to explain the HCES PTA deposit process;
 - Monitor the HCES PTA lockbox for deposits and other PTA mail;
 - Collect deposits from lockbox and PTA office file folder;
 - Ensure deposit is correct and make any adjustments to the documentation, as necessary;
 - Deposit at the PTA bank within one business day;
 - Forward deposit information to the Treasurer so that he/she may update the PTA budget.
 - Maintain a record of deposits;
 - Research as necessary any questions about payments or deposits.
- Position's Committee(s):
 - Box Tops - promote and coordinate box tops program; collect, sort, and mail box tops according to Box Tops Program schedule. Note: Box Tops has moved to a mostly digital format. Promote the scanning of receipts and such to support this new format.

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.

Time Commitment

- Hours/Week – approximately 1-3 hours.
- Season(s): first month of school, including deposits for donations and membership-related forms (classroom, directory, PTA membership)
- Events: following Silent Auction (Nov), through week-long book fairs, and week-long Mistletoe Market (early Dec); and other events as determined.