

Woodburn Elementary School PTA Executive Board and Chair Position Descriptions

Executive Board

President -8 to 20 hours per month

- Develops goals for the association in collaboration with the executive board
- Engages association members and resides over all meetings of the association
- Collaborates with school leadership and teachers
- Recruits and oversee PTA committee chairs
- Sets PTA calendar of events in collaboration with principal
- Develops PTA members and officers for future leadership
- Identifies nominating committee for future PTA elections
- Fulfills duties as outlined in bylaws

Vice President 8 – 10 hours per month

- Works with president to fulfill the goals of the association
- Takes on responsibility of fundraising for the association
- Performs the duties of the president in the absence or inability of that officer to act
- Fulfills duties as outlined in bylaws

Secretary – 8 – 10 hours per month

- Keeps minutes of all meetings of the association
- Works with president to help develop meeting agendas and ensure engaging, productive, and efficient membership meetings
- Keeps the official copy of the bylaws in his/her files
- Maintains association files
- In collaboration with membership chair, maintains a membership list as required by Virginia PTA
- In collaboration with communications chair, ensures effective communication to association members
- Fulfills duties as outlined in bylaws

Treasurer – 8 to 16 hours per month

- Prepares annual budget for adoption by the board
- Maintains permanent records to track funds and financial transactions
- Prepares financial reports for every board and association meeting and an annual financial report
- Manages financial accounts and pays all PTA bills and reimbursements as authorized by board
- Submits dues to Virginia PTA office in accordance with schedule
- Ensures taxes and reports required by PTA bylaws, insurance or federal and state governments are completed and submitted by the due dates
- Fulfills duties as outlined in bylaws

Chair Positions

Membership and Outreach Chair

- Develops a plan to increase and sustain a diverse and inclusive membership
- Welcomes new members and provide information on the PTA (i.e., goals, activities, ways to get involved)
- Designs annual membership campaign
- Promotes member throughout the year, collect dues, and maintain membership database and provide updates to Secretary

Communication Chair

- Develops a communication strategy to accomplish PTA goals
- Works closely with the school office to circulate information to parents via email, website or text alerts
- Maintains website and Facebook account
- Works with newsletter editor to send weekly PTA newsletter
- Creates promotional materials for upcoming PTA events

Enrichment Chair

- Creates a plan for enhancing enrichment activities for Woodburn students
- Collects feedback from association members on enrichment needs and gaps
- Works with enrichment vendor to identify activities and ensure high-quality delivery
- Works with president to identify opportunities to provide enrichment scholarships to students who need financial assistance
- Works with communication chair to publicize enrichment activities

Fundraising Chair(s)

- Creates a plan to meet PTA fundraising goals
- Plans and implements major fundraising activities, including Fun Run and restaurant nights
- Works with communication chair to develop promotional materials for fundraising events
- Identifies volunteers, as necessary, to support fundraising events
- Solicits local businesses for donations to support PTA activities

Teacher Liaison Chair

- Develops a teacher appreciation plan
- Plans and implements teacher appreciation events
- Works with communications chair to develop promotional materials for teacher appreciation activities

Reflections Chair

- Communicates and publicize program information to teachers, students and parents
- Secures judges
- Collects student entries
- Plans for and provide prizes to participating students

Other Positions

- **Classroom Parent Coordinator**
- **Enrichment Coordinator**
- **Community Donation Coordinator**
- **Restaurant Night Coordinator**
- **Outdoor Classroom Manager**
- **Website and Graphics**
- **Newsletter Editor**