

# Roland Park K-8 Magnet PTSA

## 2019– 2020 Position Descriptions

### Officers – Executive Committee

*The Nominating Committee presents a Slate of Officers to the General Assembly for a vote.*

\_\_\_\_\_ **President:** Oversees all PTSA activities. Coordinates work of the officers and committee chairmen. Preside at all meetings of the association, and represent the local unit as a delegate to Council, State and National PTA. Sits on all standing committees.

\_\_\_\_\_ **VP Communications:** Works on all aspects of PTSA Communications including website, e-news, social media, and marquee messages in compliance with PTA standards. Manage PTSA email accounts with President.

\_\_\_\_\_ **VP PYP:** Recruits, manages, and supports PYP Homeroom Parents (HRPs); works with President and Administration to support PTSA and School events through the HRP network.

\_\_\_\_\_ **VP Fundraising:** Organizes and coordinates Dragon Fire Ball, all fundraising activities and develops fundraising strategy with President. Arranges and oversees various fundraising committees on campus and with the business community throughout the year. Ensures donor confidentiality and PTA reporting requirements.

\_\_\_\_\_ **VP Programs:** Arranges and oversees committees for special school programs. Helps plan educational, parenting, advocacy, special, and general PSTA meetings programs with the President.

\_\_\_\_\_ **VP After-School Enrichment:** Organizes and coordinates the after school enrichment clubs with outside vendors, teachers, parents and students. Works with Treasurer to prepare and distribute necessary tax documents.

\_\_\_\_\_ **VP Middle School (MYP):** Responsible for managing the communication between MYP faculty and PTSA Board, the efforts of the MYP Parent Teams as well as communications to MYP families, MYP Spirit/Social Team Leader. Works with Student Liaison for the Student Council to share views from the students. Facilitates communication between MYP Parent Teams and MYP families.

\_\_\_\_\_ **Recording Secretary:** Records minutes of Board and General Assembly meetings; maintains PTSA official calendar; and performs necessary delegated duties from President.

\_\_\_\_\_ **Corresponding Secretary:** In absence of the Recording Secretary, records minutes of Board and General Assembly meetings. Performs necessary delegated duties from President.

\_\_\_\_\_ **Treasurer:** Keeps a full and accurate account of receipts and expenditures. Maintains all funds and books of the PTSA. Provides a written financial report at every monthly Executive Board meeting. Makes disbursements according to the budget. Completes and files all tax documents. Works closely with President.

## *Committees and Other Job Descriptions*

*The 2017-2018 Executive Committee will prepare standing rules which will further define these positions.*

\_\_\_\_\_ **Advocacy/Diversity/SAC Liaison:** Communicates National and Florida PTA legislative initiatives and develops programs to promote outreach at Roland Park. Sits on SAC. Great position for more than one person.

\_\_\_\_\_ **After-School Enrichment Elect:** Assists VP After-School Enrichment with clubs. Applies for VP After-School Enrichment in 2020-2021 school year.

\_\_\_\_\_ **Dad's Club:** Works to promote opportunities for Dads to be involved at Roland Park and organizes social events for families to promote community. Dad's Club Chair is picked by the Dad's Club membership.

\_\_\_\_\_ **Dragon eNews Editor:** Gathers information to create, and electronically distribute electronic newsletter each month.

\_\_\_\_\_ **Dragon Fire Ball Chair:** Plans annual Gala to benefit Roland Park PTSA.

\_\_\_\_\_ **Garden Coordinator:** Manages the planning, promotion of and participation in the Roland Park Discovery Garden.

\_\_\_\_\_ **Fall Festival/Spring Fling:** Plans and coordinates activities and events for Fall Festival/Spring Fling.

\_\_\_\_\_ **Friends of the Library Committee:** Provides Media Center Specialist with volunteers and help with book fair.

\_\_\_\_\_ **Great American Teach-In Liaison:** Coordinates hospitality for the Great American Teach-In (November).

\_\_\_\_\_ **Hospitality and Appreciation Committee:** This committee will work throughout the year to provide support to the Roland Park staff for parent meetings; plan and organize faculty/staff appreciation activities; and coordinate in-service luncheons and Teacher Appreciation Week activities.

\_\_\_\_\_ **Marquee:** Manages the promotion of birthday and other greetings and announcements for display on the school marquee. Communicates with the school to post messages.

\_\_\_\_\_ **Membership Coordinator:** Coordinates PTSA membership campaign, issues membership cards, oversees membership initiatives and ensures proper reporting to PTA. Works with Volunteer Coordinator to support PTSA events and programs.

\_\_\_\_\_ **MYP Parent Team:** Supports individual teachers' needs and grade level as a whole as part of MYP grade level parent team.

\_\_\_\_\_ **MYP Student Liaison:** Solicits feedback from MYP students on programs, socials, activities and shares ideas with PTSA. Shares reports with MYP student government on MYP matters.

\_\_\_\_\_ **New Parent Mentors: (for PYP and MYP families):** Develops and maintain list of New Parent FAQs. Serves as point of contact to new Roland Park families.

\_\_\_\_\_ **Nominating Committee:** Solicits applications for and vets potential PTSA Officers. Prepares a proposed slate of the PTSA Officers and presents proposed slate to the PTSA General Assembly in April/May each year. Operates independently from the PTSA Executive Committee.

\_\_\_\_\_ **PYP Elect:** Assists the PYP Homeroom Parent Coordinator with annual recruiting, planning, and communication responsibilities within the PYP Homeroom Parent Network. Applies for VP PYP in 2020-2021 school year.

\_\_\_\_\_ **PYP GLLs and HRPs:** Grade Level Leads and Homeroom Parents (detailed job descriptions and duties available upon request; separate application required).

\_\_\_\_\_ **Reflections:** Distributes National PTA information; recognizes participants and forward entries to the Hillsborough County Council in the fall.

\_\_\_\_\_ **Social Media:** Responsible for updating PTSA Social Media (Facebook and Twitter) and maintain PTSA website.

\_\_\_\_\_ **Spirit Gear & Spirit Store Chair:** Selects, sells and distributes all spirit wear and school store items. Procures vendors for spirit wear sales. Maintains purchase records and ensure timely deposits with Treasurer.

\_\_\_\_\_ **Spirit Nights Coordinator:** Plans and organizes family socials at local businesses for Roland Park families.

\_\_\_\_\_ **Trash to Treasure:** Gathers Box Tops from Homeroom Parents and submits reimbursements. Organizes class contests.

\_\_\_\_\_ **Treasurer Elect:** Assists Treasurer throughout the year with tasks including bank deposits, record keeping, budgets, and reconciliations. Applies for Treasurer in 2020-2021 school year.

\_\_\_\_\_ **Uniform Closet:** Organizes and distributes donated uniforms, backpacks, etc.; works with school to fill needs presented by Social Worker and Nurse.

\_\_\_\_\_ **Volunteer Coordinator:** Works with PTSA President, VP Programs, principal and teachers to coordinate volunteer assignments at Roland Park. Assists other PTSA board members and chairs with volunteer recruitment to support PTSA events and programs.

\_\_\_\_\_ **Westshore Alliance Liaison:** Develops and maintains PTSA contacts with Westshore Alliance. Works with VP Fundraising and President to secure donations for designated events.