

Roland Park PTSA Position Descriptions

Note: The PTSA's Executive Board meets once a month during the school year for 1-1.5 hours. There are also three General Assembly PTSA meetings during the school year, open to all parents, that last 1-1.5 hours. These meetings are usually held in person at Roland Park after morning drop-off (8:35am), but are currently being held virtually due to the pandemic. PTSA Officers are required to attend all PTSA meetings; however, exceptions can be made as needed. Other than meeting attendance, nearly all work for these positions can be done remotely.

Officers (Executive Board)

President: Coordinates with the principal and other school administrators and leaders to determine needs. Coordinates the work of the other PTSA officers and committee chairpersons. Presides at all PTSA meetings and represents the local unit as a delegate to district, state and national PTA.

- **Time commitment:** Approximately 10 hours/month (including meeting attendance).

Treasurer: Maintains all funds and books of the PTSA; makes disbursements according to the budget; completes and files tax documents.

- **Time commitment:** Approximately 4 hours/month (including meeting attendance).

Recording Secretary: Records minutes of Executive Board and General Assembly meetings; sends meeting reminders to the Executive Board; maintains and organizes all documents in Google Drive folder; maintains PTSA official calendar.

- **Time commitment:** Approximately 3 hours/month (including meeting attendance).

VP of Programs: Helps plan educational, parenting, special, and general PTSA programs.

- **Time commitment:** Approximately 3 hours/month (including meeting attendance).

VP of Membership/ Volunteer Coordinator: Collects and tracks PTSA membership and dues electronically through MemberHub; oversees membership promotion initiatives through email and social media. Works with the VP of PYP (elementary school) and VP of MYP (middle school) to recruit and organize volunteers for PTSA events and activities held year-round.

- **Time commitment:** Approximately 3 hours/month (including meeting attendance).

VP of Communications: Publicizes, promotes and communicates PTSA programs and events. Develops and maintains the PTSA website with pertinent and current school year information. Gathers information, creates and electronically distributes the PTSA Dragon eNewsletter to parents on the 1st and 15th of each month. Manages PTSA email accounts.

- **Time commitment:** Approximately 4 hours/month (including meeting attendance).

VP of Fundraising: Oversees the Amazon Smiles/Box Top Coordinator, Fun Run Coordinator, Spirit Gear Chairperson, and Spirit Nights Coordinator; reports on activities at Executive Board meetings.

- **Time commitment:** Approximately 4 hours/month (including meeting attendance).

VP of Afterschool Enrichment: Organizes and coordinates afterschool enrichment clubs with outside vendors, teachers, parents and students.

- **Time commitment:** Approximately 6 hours/month (including meeting attendance).

VP of PYP (Elementary School): Recruits, manages, and supports PYP Homeroom Parents (HRPs); works with President and administration to support PTSA and school events through the HRP network. Disseminates school information and news through PTSA Facebook and Twitter accounts.

- **Time commitment:** Approximately 3 hours/month (including meeting attendance).

VP of MYP (Middle School): Manages communication between MYP faculty and PTSA Executive Board. Manages committee that coordinates action projects for MYP teachers.

- **Time commitment:** Approximately 2 hours/month (including meeting attendance).

Standing & Special Committees

Note: The positions below are generally for more discrete tasks, requiring on average 1-3 hours of time per month. Some positions are centered around an event that only happens once per year (e.g., Great American Teach-In, Teacher Appreciation Week). Most of these positions can be done remotely.

Advocacy/Outreach Chairperson: Keep up-to-date on issues affecting traditional public education through Florida PTA, Hillsborough PTA, local advocacy chairs, social media, etc. Disseminate information to Roland Park community relating to traditional public education issues and opportunities for advocacy.

Afterschool Enrichment Assistant: Assists the Afterschool Enrichment VP with managing afterschool clubs.

Amazon Smiles/Box Top Coordinator: Works with homeroom parents to promote parent use of Amazon Smiles and Box Tops for Education programs; facilitates class contests.

Audit Committee (3 members needed): Reviews documents provided by Treasurer and completes a two-page audit report verifying all listed documents have been provided. Approximately 5 hours total between July - August only.

Coffee, Tea, & IB Chairperson: Organizes quarterly Coffee, Tea & IB program/meeting in conjunction with school administration.

Dad's Club Chairperson: Organizes fun events for Roland Park families to promote community, including fall and spring family picnics.

Fun Run Coordinator: Organizes annual Fun Run school fundraiser (with the help of other volunteers), which takes place toward the end of October. Requires around two hours per weekday during the month leading up to Fun Run and in the weeks following Fun Run.

Garden Coordinator: Manages the planning, promotion and participation in the Roland Park Garden.

Great American Teach-In Chairperson: Works with school to coordinate presenters and activities for the Great American Teach-In (takes place on one day in November).

Homeroom Parent Grade-Level Lead: Coordinates and supports the collective efforts of grade-level homeroom parents as it relates to communication and volunteerism. Grade-Level Lead, along with teachers, recruits a homeroom parent representative for each class.

Hospitality/New Parent Representative: Plans New Parent Breakfast (one morning during first week of school).

Nominations Chairperson: Leads a committee to recruit potential PTSA Board members for the following school year; presents nominees at the PTSA General Assembly Meeting at the end of the school year.

Reflections Chairperson: Distributes information, recruits participants, and submits entries for the Reflections arts contest to the district PTA in the fall.

Social Media Coordinator: Manages the PTSA's social media accounts, including distributing timely information.

Spirit Gear Chairperson: Selects, sells and distributes all school spirit wear. Procures vendors for spirit wear sales. Spirit Gear is sold on the PTSA website and at certain school events (Back to School Night, Evening of IB, etc.)

Spirit Nights Coordinator: Sets up a few "spirit night" school fundraiser events throughout the school year, where the school gets a portion of sales proceeds for a certain night at a local business. Previous spirit nights have included United Skates of America, Kendra Scott, and Yogurtology.

Teacher Appreciation Week Coordinator: Plans and organizes Teacher Appreciation Week activities (takes place one week in May).

Uniform Closet Volunteer: RP maintains a closet of gently used uniforms donated by RP families. This volunteer sends out requests to parents for donations, maintains the organization of the uniform closet, and sets up racks of uniforms for distribution at school one morning every other month.