

## PTA Board and Committee Job Descriptions

**President:** The president presides at all meetings, serves as a liaison between the Nimitz Elementary School community and the administration and staff of the school. Responsibilities of this position includes; prepare for monthly PTA meetings; represents Nimitz Elementary at PTA Council meetings and functions as necessary; works closely with the treasurer; coordinates PTA events calendar with school administration and PTA committee chairs; invited to all committee meetings; attends PTA events as schedule permits; and communicates with PTA membership.

**Vice President (Membership):** The Membership Vice President is responsible for sending out membership invitations (September & January); maintaining a list of members; distributing membership cards; attends monthly meetings; and performs other duties as assigned. Time commitment focused at the beginning and middle of the year.

**Treasurer:** The Treasurer is the chief financial officer of the organization and must maintain accurate and current fiscal records. Many of the treasurer duties can be done at home. This position requires providing detailed written financial reports, works with the president to determine budget, deposits money, prepares State and Federal tax forms as necessary, provides auditor records, and attends monthly meetings.

**Secretary:** A required board position whose job is to record the minutes of the meetings and publish them in a timely fashion to all board members and PTA meeting attendees.

**Historian:** This position is ideal for anyone with an interest in photography. This position assembles and preserves records of the activities and achievements of the PTA; attends monthly meetings; and performs other duties as assigned.

**Parliamentarian:** Responsible for reviewing/updating bylaws; oversee PTA board procedures and policies

**Auditor:** The Auditor audits the financial books and records of the PTA up to two times per year; this is not a board position but the report will be presented at a board meeting to be recorded as evidence of proper fiduciary responsibility of the board.

**Reflections Chair:** Distributes information regarding national PTA theme and art entry due dates to Nimitz community; collects entries; displays entries in GLC and coordinates judging; works with council Reflections Chair; and attends monthly meetings as required. Majority of work is done in September and October.

**Kinder Playgroup Chair:** Ideal position for current kinder parent(s). Selects one or two dates during the summer to hold kindergarten playgroups at Nimitz; informs PTA board and administration of dates; sends invitation letters to incoming kinder families; attends playgroups; attends monthly meetings as required.

**Walk-a-thon Chair:** The coordinator will work with school administration to determine date; distributes information and advertises walk-a-thon to Nimitz community; coordinates volunteers; attends monthly meetings as required.

**Halloween Party Chair:** Leads the committee in charge of the annual Halloween Party and Haunted House.

**Thanksgiving Cultural Feast Chair:** Leads the committee that organizes and runs the annual Thanksgiving Cultural Feast.

**Hospitality Chair:** This position is responsible for managing food concessions at all Nimitz events. This includes in-house concessions where we sell pizza, hot dogs, and snacks or coordinating with vendors such as food trucks and Jamba Juice.

**eScrip Chair:** Important fundraising tool for the PTA. Coordinator instructs parents how to register their grocery cards and/or credit cards with eScrip. Time commitment is approximately 4-5 hours in August/September and 2 hours per month for the remainder of the school year. Advertises eScrip program to Nimitz Community; attends beginning of the year PTA events to promote eScrip program; and attends monthly meetings as required.

**Staff Appreciation Chair:** Coordinates Teacher Appreciation week activities (May) and attends monthly meetings as required.

**New Idea?** Do you have an idea for an event or activity you would like to see happen at Nimitz? Please describe the activity; how it will benefit the Nimitz community; any potential funds needed; and potential dates for activity.