**Board of Directors**

* **President**- Provides positive leadership for the stakeholders in our school and coordinates communications between the Principal, staff and parents; presides over all meetings of the general membership and Board of Directors and coordinates the work of the Board and their committees (except the Nominating/Audit Committees)
* **Secretary**- Records meeting minutes; maintains a file of important documents (e.g., PTA bylaws, member roster)
* **Treasurer**- Collects, deposits and maintains all funds; responsible for preparing year-end financial report by June 30; files all required tax forms and reports in a timely manner
* **VP, Education-** Coordinates the work of the STEM and Cultural Arts Committees (also serves as chair/voting member); coordinates volunteers for the Special Education and Summer Reading programs as well as the Book Fair.
* **VP, Fundraising-** Leads fundraising efforts (e.g., Pride Stride, Bulldog Bonanza, Spirit Nights, sportswear and sponsorships)
* **VP, Communications-** Develops communication strategy and manages all PTA communications including (if applicable) monthly newsletter, Welcome Information Packet, Member Hub, PTA event flyers
* **VP, Social-** Plans and executes all PTA social events (e.g., Kindergarten Pops in the Park, Fall Family Picnic/Movie Night, Grandparent luncheon, Kickoff Party for Bulldog Bonanza, Spring Carnival)
* **Membership Chair**- Maintains membership roster; Point of contact for all questions regarding membership; Recruit new members
* **Nominating Chair**- Leads the nominating process; responsible for identifying leadership and placing into Board positions; educates general membership on leadership and committee member opportunities

**Leadership Role**- Leads applicable committee (descriptions below) under the guidance of the applicable Board member

**Committee Descriptions**

**Education**

* Cultural Arts- Assists with visiting artists/performers, artists in residence and meets to discuss cultural arts related needs for the school
* STEM/Literacy- Participates in monthly meetings with faculty to discuss STEM needs and school-wide activities and helps with planning with the book fair.
* Health & Wellness- Manages health and wellness-related activities/programs such as Clothing Closet, National Walk to School Day, Bulldog Café
* Advocacy Committee- This committee is tasked with improving communications and relationships between school staff and families and helping to make each child’s potential a reality. Assists school administration and PTA board with programs such as child care for parent-teacher conferences, backpack buddies and angel tree. This committee is required to attend a once a month county meeting.

**Fundraising**

* Spring Carnival-Assist with carnival wristband sales, carnival auction, and raffle
* Bulldog Bonanza

**Communications**

* Communications Committee- Supports the Communications VP where needed. Examples of assignments: drafting monthly newsletter, printing flyers for Tuesday folders

**Membership**

* Membership Committee-Promote PTA membership (school wide drives, and school events (Meet the teacher, Open House etc.), Manage memberships (keep records of all memberships and contact information)

**Social**

* **Social Committee** - Works with the Social VP to plan and execute all PTA social events including Kindergarten Pops in the Park, Fall Family Picnic/Movie Night, Grandparent luncheon, Kickoff Party for Bulldog Bonanza, Spring Carnival. The work of the committee is spread out in the fall and spring and shared by members of the Committee so as not to be too much of a burden on any one committee member. The Social Committee meets as needed, but approximately 4-6 times per year at a time and location convenient to the members of the Committee. This is a fun committee and a wonderful way to be engaged in creating memorable experiences for the children and families of our school.

**Other**

* **Audit Committee**- Committee of 4 PTA members and a Chair.  Complete monthly reconciliation of the PTAs finances and annual financial review as required by bylaws.  Very important duty to ensure sound financial practices and fiduciary roles are upheld according to the PTA mission.  Perfect opportunity for a PTA member who doesn't have a lot of spare time!    Financial experience not required.  Monthly reconciliations completed by email and only mandatory attendance is during the summer when the annual audit or financial review is completed.
* **Nominating Committee**- Supports the nominating process by assisting in identifying potential leaders, educating general membership on leadership and committee opportunities
* **Room Parent Coordinator**- Chair of Teacher Appreciation; Regularly communicates and provides support for every room parent