

Dilworth Elementary PTA

Board Position Descriptions 2022/2023

President	Run Board Meetings, Registration, Administrative Duties, Budget, Oversees events and fundraising, Thank you notes and gift
Treasurer	Budget, Check Requests, Manages Bank Accounts, Monthly Financial Reports, Tax and Insurance Forms, Beginning and End of Year Financials
Secretary	Takes Minutes at meetings, E-mail communication, Post Event Evaluation Form, By-laws renewal
Activities Chair	Plans and Executes Picnic on the Playground (Sept) Field Day (May)
Academic Support Chair	Dragon Readers – Prints and distributes bookmarks, Award Prizes to classrooms, Book Fairs (Oct/Jan)
Health and Safety Chair	Red Ribbon Week – Possibly runs other “ribbon” weeks in school School Emergency Kits (Sept)
Reflections Chair	Markets and Runs the Reflection program within the school, finds volunteers to judge the entries, gives awards to students and displays the artwork (Oct) Jr. Achievement – helps find volunteers to teach financial classes in each classroom, organizes a training
Hospitality Chair	Faculty Welcome Breakfast (Aug), Linger on the Lawn (Aug) SEP Dinners (Oct, Jan) Staff Appreciation Week (April) Teacher Retirements
Membership/Volunteers Chair	Membership at Back to School, Updates Memberhub and manages the Store, Room Parent (make sure they know about reimbursement) Volunteer Hours – gathers hours at meeting and from office, School Picture Volunteers, Eye Screening Volunteers, Assists with Volunteers for Jr. Achievement, Birthday Board
Art Night Chair	Creates a Committee to plan and execute Art Night
Inclusion and Diversity Chair	Help to create a school environment that is inclusion of all children
Graphic Design/ School Spirit Chair	Creates branded print materials for PTA events and communication, designs, orders, and distributes school apparel, Promotes School Spirit
Social Media/Community Involvement Chair	Manages Instagram account, markets school events, Restaurant night outs
Yearbook Chair	Organize and orders yearbook Coordinates with parents and teachers to get photos of all students, Uses Photos to create an end of year slide show
Fundraising Chair	Organizes the Fall Fundraiser, Dots for Dilworth Coordinates volunteers, dates, and promotion of event, Orders Prizes or gets them donated, Prints materials, Organized Limo Lunch and classroom prizes
Administrative Representative	Administration and Support
Teacher Representative	Liaison between faculty and PTA

