

Birchview Elementary PTA Executive Committee Job Descriptions

President (one year commitment as President – previous year as VP):

- 1) Attend monthly executive Board meetings along with other Board members and Principal. Meetings usually are held the first Monday of the month at noon in the Birchview Media Center.
- 2) Attend Birchview functions and be the spokesperson for the PTA if need be.
- 3) Attend and facilitate with Principal the monthly evening PTA Family Forum Meetings. (introduce speakers, conclude the evening, etc)
- 4) Reach out to BV families and encourage support, participation, communication and camaraderie.
- 5) Assist PTA Board in making financial and executive decisions with the better good of Birchview in mind.
- 6) Assist PTA Board in various other functions as necessary.

Vice President (President-elect – two year commitment - one year as VP, one as President):

- 1) Attend monthly executive Board meetings along with other Board members and Principal. Meetings usually are held the first Monday of the month at noon in the Birchview Media Center.
- 2) Assist PTA Board in making financial and executive decisions with the better good of Birchview in mind.
- 3) Attend BV functions and represent the PTA as much as possible.
- 4) Shadow President in preparation for the following school year. In case of PTA President's absence, take role of PTA President as necessary.
- 5) Reach out to BV families and encourage support, participation, communication and camaraderie.
- 6) Attend and represent Birchview at District Liaison Committee monthly meetings. Meeting times alternate between noon on Fridays and 6:30pm on Thursday nights. Report back to Board.
- 7) In August, host PTA Event Chair Luncheon at BV. Coordinate with PTA President and other Board members to assemble back-to-school packets.

Treasurer (two year commitment):

- 1) Attend monthly executive Board meetings and present most recent financial update. Meetings usually are held the first Monday of the month at noon in the Birchview Media Center.
- 2) Assist PTA Board in making financial and executive decisions with the better good of Birchview in mind.
- 3) Reach out to BV families and encourage support, participation, communication and camaraderie.
- 4) Attend BV functions and represent the PTA as much as possible.
- 5) Coordinate with Judy Haux (school nurse) check payments for reimbursements, grants, etc.; periodically
- 6) Reconcile check register to bank statement and update financial statements; monthly
- 7) Maintain bank accounts and manage cash balances; as needed
- 8) Answer financial questions related to BV PTA; as needed
- 9) Communication to committee chairs regarding budget and process for reimbursements and deposits; annually
- 10) Budget preparation; annually
- 11) Tax return preparation, Federal (due Nov 15), Minnesota (due Jan 15), and 1099 reporting (due Jan 31); annually
- 12) Update bank signatories when Board changes; annually

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Communications (two year commitment):

- 1) Attend monthly executive Board meetings. Meetings usually are held the first Monday of the month at noon in the Birchview Media Center.
- 2) Assist PTA Board in making financial and executive decisions with the better good of Birchview in mind.
- 3) Reach out to BV families and encourage support, participation, communication and camaraderie.
- 4) Attend BV functions and represent the PTA as much as possible.
- 5) Assist with all communications to BV families regarding PTA Board functions (Family Forums, speaker nights, etc). Create flyers, posters or other advertising media to promote these functions.
- 6) Assist as needed with the promotion of various other PTA functions (i.e., Bingo Night, fundraisers, various other BV functions).
- 7) Work with BV Bulletin editor monthly to create and contribute information/articles of interest to the monthly school newsletter. Coordinate with PTA executive committee for any additional information necessary for print. (President's letter, etc.)

Volunteer Coordinator (at least a two year commitment...more is desirable!):

- 1) Attend monthly executive Board meetings. Meetings usually are held the first Monday of the month at noon in the Birchview Media Center.
- 2) Assist PTA Board in making financial and executive decisions with the better good of Birchview in mind.
- 3) Reach out to BV families and encourage support, participation, communication and camaraderie.
- 4) Attend BV functions and represent the PTA as much as possible.
- 5) Gather info, organize and coordinate Birchview volunteers after the fall sign up has been completed and throughout the year as needed. Done on-line.
- 6) Communicate volunteer lists to the chairs of events taking place at Birchview.
- 7) Attend four District Volunteer Coordinator meetings held at Central Middle School along with one or two breakfast meetings.