



PTA Board Roles & Responsibilities:

Elected Positions	Responsibilities
Co-Presidents 2 :	Oversee all PTA events Comply with PTA by-laws Run PTA Board Meetings Share news and information from cluster schools and community Foundation Liaison School Council Liaison
VP Classroom Programs:	Research & plan grade level enrichment activities (assemblies, inhouse and of sight field trips)
VP Fundraising:	Seek out fundraising projects, Spirit nights, Rebates, Original Work Arts, Kids Coupon books
Treasurer:	Have custody and maintain full account of PTA funds
Recording Secretary:	Responsible for taking meeting minutes, sending them out for approval after each meeting, recording motions and resulting votes, and keeping a notebook of all of this info combined for the year
Corresponding Secretary:	Responsible for writing and sending out weekly newsletters and all other eblasts. Subscribe to cluster school communications and community news
Appointed Positions	
Volunteer Coordinator:	Responsible for recruiting volunteer chairs and volunteers for all PTA/ Foundation/School Events
Outreach Coordinator:	Responsible for coordinating language resources via DCSD, new parent meetings, volunteer round up

Executive Committee

PTA Board:	See above
Principal:	
Teacher representative lower grades:	Represent lower grade needs, liaison lower grade teachers
Teacher representative upper grades:	Represent upper grade needs, liaison upper grade teachers