

## PTA ELECTIONS PRESIDENT

# HINSDALE PTA NEWSLETTER

### PTA ROLE: PRESIDENT

**PRIMARY OBJECTIVE: COORDINATE THE ROLES TO ENSURE THE PTA MAINTAINS GOOD STATUS WITH KY PTA AND THE DISTRICT**

**GENERAL OVERVIEW OF RESPONSIBILITIES (2-3 SENTENCES): I DO ALL OF THE BEHIND THE SCENES WORK AND AM ESSENTIALLY THE MANAGER. I TRY TO ENSURE THAT EVERYONE IS FULFILLING THEIR ROLES. TAKE RESPONSIBILITY FOR ALL PAPERWORK DUE TO THE STATE AND DISTRICT/SCHOOL BOARD.**

**TIME INVESTMENT & SEASONALITY (IF ANY): HONESTLY, THE TIME COMMITMENT IS HEAVIER AT THE BEGINNING WHEN YOU'RE TRYING TO LEARN THE ROLE. WHEN EVERYONE IS WORKING TOGETHER, THE JOB IS EASIER AND LESS HANDS ON. I DO SPEND TIME PREPARING FOR MEETINGS, FILLING OUT PAPERWORK AND TRY TO BE HANDS ON AS MUCH AS I CAN.**

**BEST THREE THINGS ABOUT THE ROLE: I DON'T NECESSARILY HAVE TO "PLAN" ANYTHING. I WORK WITH ADMIN ON PLANNING AND NEEDS, AND I ENJOY LEARNING ABOUT THEIR PROCESSES AND ALLOCATIONS. I ENJOY THE OPPORTUNITY TO PARTICIPATE IN LOTS OF THINGS AT SCHOOL.**

**THREE BIGGEST CHALLENGES: TRYING TO STAY ON TOP OF EVERYTHING GOING ON CAN BE DIFFICULT. SOMETIMES I FEEL CHALLENGED TO KEEP EVERYONE HAPPY, AND THAT, AS WE KNOW, IS IMPOSSIBLE. IF YOU ARE A PERSON THAT DOESN'T LIKE TO "KNOW TOO MUCH" OR HOW THINGS WORK BEHIND THE SCENES, THIS IS PROBABLY NOT THE ROLE FOR YOU.**



## PTA ELECTIONS VP MEMBERSHIP

# HINSDALE PTA NEWSLETTER

### PTA ROLE: MEMBERSHIP

**PRIMARY OBJECTIVE: RECRUIT AND GROW PTA MEMBERSHIP**

**GENERAL OVERVIEW OF RESPONSIBILITIES (2-3 SENTENCES): PROMOTE INTEREST IN PTA MEMBERSHIP BY ACTIVELY WELCOMING FAMILIES AND STAFF AT SCHOOL EVENTS SUCH AS MEET THE TEACHER AND KINDERGARTEN CAMP. ENCOURAGING PARTICIPATION THROUGH PERSONAL CONNECTIONS, ORGANIZING INCENTIVES AND THANKING NEW MEMBERS FOR THEIR SUPPORT AS THEY JOIN.**

**TIME INVESTMENT & SEASONALITY (IF ANY): THE TIME INVESTMENT IS MAINLY AT THE START OF THE SCHOOL YEAR. ENSURING MEMBERSHIP APPLICATIONS AND FLYERS ARE UP TO DATE, AND ORGANIZING INCENTIVES.**

**BEST THREE THINGS ABOUT THE ROLE:**

- 1. ENGAGE WITH ALL MEMBERS AS THEY JOIN**
- 2. MINIMAL TIME COMMITMENT**
- 3. REWARDING AS YOU HIT YOUR TARGET GOALS**

**THREE BIGGEST CHALLENGES:**

- 1. SOME FAMILIES ARE HESITANT TO JOIN**
- 2. MAINTAIN MOMENTUM AFTER THE INITIAL SIGN UP**



**PTA ELECTIONS  
VP COMMUNICATIONS**

# HINSDALE PTA NEWSLETTER

## PTA ROLE: COMMUNICATIONS

### PRIMARY OBJECTIVE:

TO ENSURE CLEAR, TIMELY, AND CONSISTENT COMMUNICATION BETWEEN THE PTA, SCHOOL ADMINISTRATION, AND FAMILIES, KEEPING THE SCHOOL COMMUNITY INFORMED AND ENGAGED.

### GENERAL OVERVIEW OF RESPONSIBILITIES

THE COMMUNICATIONS CHAIR MANAGES AND DISTRIBUTES PTA COMMUNICATIONS ACROSS PLATFORMS SUCH AS EMAIL, NEWSLETTERS, SOCIAL MEDIA, AND THE SCHOOL WEBSITE. THIS ROLE COLLABORATES CLOSELY WITH PTA LEADERSHIP AND SCHOOL STAFF TO PROMOTE EVENTS, SHARE IMPORTANT UPDATES, AND MAINTAIN A POSITIVE, INCLUSIVE SCHOOL MESSAGE.

### TIME INVESTMENT & SEASONALITY (IF ANY):

TIME COMMITMENT AVERAGES 1-3 HOURS PER WEEK, WITH INCREASED INVOLVEMENT DURING THE SCHOOL YEAR'S BUSIEST PERIODS (BACK-TO-SCHOOL, MAJOR EVENTS, FUNDRAISERS, AND END-OF-YEAR ACTIVITIES). WORK IS LIGHTER DURING SCHOOL BREAKS AND SUMMER MONTHS.

### BEST THREE THINGS ABOUT THE ROLE:

1. STAYING CONNECTED AND INFORMED ABOUT EVERYTHING HAPPENING AT THE SCHOOL
2. USING CREATIVITY IN MESSAGING, DESIGN, AND STORYTELLING
3. MAKING A MEANINGFUL IMPACT BY HELPING FAMILIES FEEL INCLUDED AND ENGAGED

### THREE BIGGEST CHALLENGES:

1. ENSURING INFORMATION IS ACCURATE, TIMELY, AND CONSISTENT ACROSS PLATFORMS
2. REACHING ALL FAMILIES EFFECTIVELY DESPITE DIFFERING COMMUNICATION PREFERENCES
3. MANAGING LAST-MINUTE UPDATES OR CHANGES UNDER TIGHT DEADLINES



**PTA ELECTIONS  
VP VOLUNTEERS**

# **HINSDALE PTA NEWSLETTER**

**VP FOR VOLUNTEERS ROLE IS FOCUSED ON  
THE FOLLOWING RESPONSIBILITIES:**

- 1. ENCOURAGING AND SEEKING OUT  
VOLUNTEER FOR SCHOOL AND PTA-LED  
EVENTS**
- 2. ORGANIZING/MANAGING BACKGROUND  
CHECKS WITH FRONT OFFICE AND SIGNUPS  
FOR VOLUNTEERS**
- 3. PARTICIPATING IN AND HELPING TO  
ORGANIZE VOLUNTEERS AT SCHOOL/PTA LED  
EVENTS.**

**THIS ROLE INVOLVES BACKGROUND  
ADMINISTRATIVE WORK WITH HINSDALE  
STAFF AS WELL AS WITH THE PARENTS AND  
FAMILY OF STUDENTS. ITS A GREAT WAY TO  
GET TO KNOW PEOPLE ACROSS ALL OF THE  
GRADES AT HINSDALE AS WELL AS  
ADMIN/STAFF!**



## PTA ELECTIONS SECRETARY

# HINSDALE PTA NEWSLETTER

THE SECRETARY IS RESPONSIBLE FOR KEEPING AN ACCURATE RECORD OF THE PROCEEDINGS OF ASSOCIATION MEETINGS. THESE RECORDS ARE THE PERMANENT HISTORY OF THE PTA. PROMPTNESS AND ACCURACY ARE KEY TO THIS JOB.

PRIOR TO A MEETING, THE SECRETARY:

- WORKS WITH THE PRESIDENT (USE EXECUTIVE COMMITTEE) TO CREATE AN AGENDA
- SENDS OUT THE AGENDA AND ANY PERTINENT DOCUMENTS NECESSARY PRIOR TO THE MEETING TO VP OF COMMUNICATION, INCLUDING THE DRAFT OF THE MINUTES OF THE PREVIOUS MEETING

AT THE MEETING, THE SECRETARY:

- TAKES ATTENDANCE (BY VOICE VOTE OR SIGN-IN SHEET)
- PRESENTS THE DRAFT OF THE MINUTES OF THE PREVIOUS MEETING
- TAKES MINUTES
- COUNTS VOTES

AFTER THE MEETING, THE SECRETARY:

- ENSURES THE APPROVED MINUTES ARE INCLUDED IN THE PERMANENT RECORD OF THE ASSOCIATION

THE SECRETARY SHOULD HAVE THESE ITEMS ON HAND AT ALL MEETINGS:

- MINUTES OF THE PREVIOUS MEETING AND PERTINENT ATTACHED REPORTS
- LIST OF UNFINISHED BUSINESS TO BE DISCUSSED
- AGENDA
- CURRENT BYLAWS AND STANDING RULES
- CURRENT MEMBERSHIP LIST



## PTA ELECTIONS TREASURER

# HINSDALE PTA NEWSLETTER

**TREASURER (FOCUS: FUNDRAISING & FINANCIAL STEWARDSHIP)**

**PRIMARY OBJECTIVE: TO MANAGE AND OVERSEE ALL FINANCIAL ASPECTS OF THE PTA, ENSURING FUNDS RAISED FROM ACTIVITIES ARE ACCURATELY TRACKED AND ALLOCATED TO SUPPORT SCHOOL NEEDS, STUDENT ENRICHMENT, AND COMMUNITY-BUILDING EVENTS.**

### GENERAL OVERVIEW OF RESPONSIBILITIES:

**THE TREASURER MAINTAINS THE PTA BUDGET AND ENSURES THE FINANCIAL INTEGRITY OF ALL FUNDRAISING INITIATIVES. YOU WILL WORK CLOSELY WITH THE BOARD TO TRACK INCOMING DONATIONS, MANAGE EXPENSES FOR EVENTS, AND PROVIDE CLEAR FINANCIAL REPORTS TO ENSURE OUR FUNDRAISING GOALS TRANSLATE INTO MEANINGFUL SUPPORT FOR HINSDALE.**

### TIME INVESTMENT & SEASONALITY:

**THE HEAVIEST WORKLOAD OCCURS IN BEGINNING AND END OF THE YEAR WHEN WE ARE MAKING BUDGETS AND CLOSING THE BOOKS. OUTSIDE OF THIS PEAK SEASON, THE COMMITMENT IS APPROXIMATELY 2-4 HOURS PER MONTH FOR BANK RECONCILIATIONS, EXPENSE REIMBURSEMENTS, AND MONTHLY BOARD REPORTS.**

### BEST THREE THINGS ABOUT THE ROLE:

- 1. SEEING THE IMPACT: YOU GET THE UNIQUE PERSPECTIVE OF SEEING EXACTLY HOW EVERY DOLLAR RAISED MAKES A DIRECT DIFFERENCE FOR THE STUDENTS AND STAFF AT HINSDALE.**
- 2. STRATEGIC COLLABORATION: YOU WORK CLOSELY WITH A DEDICATED GROUP OF PEOPLE WHO ARE ALL PASSIONATE ABOUT DOING WHAT IS BEST FOR THE SCHOOL.**
- 3. COMMUNITY CONNECTION: THROUGH MANAGING FUNDRAISING FINANCES, YOU INTERACT WITH STAFF, STUDENTS, AND LOCAL SPONSORS WHO ARE INVESTED IN OUR SCHOOL'S SUCCESS.**

4.

### THREE BIGGEST CHALLENGES:

- 1. PEAK SEASON PRESSURE: THE MONSTER DASH CAN FEEL LIKE A LOT OF WORK AND PRESSURE TO ENSURE EVERY DONATION IS ACCOUNTED FOR ACCURATELY (THOUGH IT IS INCREDIBLY REWARDING).**
- 2. RESOURCE MANAGEMENT: SOME TIMES DOING THE REPORTS CAN BE REALLY TEDIOUS AND IF YOU DON'T STAY ORGANIZED IT EASY TO GET BEHIND.**
- 3. THE BALANCING ACT: HELPING THE BOARD BALANCE THE NEED FOR A ROBUST BUDGET WHILE ENSURING FAMILIES DON'T FEEL "OVER-ASKED" FOR MONEY THROUGHOUT THE YEAR.**



**PTA ELECTIONS  
VP FUNDRAISING**

# HINSDALE PTA NEWSLETTER

**PTA ROLE: VICE PRESIDENT, FUNDRAISING**

**PRIMARY OBJECTIVE: DRIVE FUNDRAISING ACTIVITIES TO FUND SCHOOL NEEDS, STUDENT ENRICHMENT AND FAMILY COMMUNITY BUILDING ACTIVITIES**

**GENERAL OVERVIEW OF RESPONSIBILITIES (2-3 SENTENCES): IDENTIFY FUNDRAISING ACTIVITIES THROUGHOUT THE YEAR. PLAN/COORDINATE/OVERSEE FUNDRAISING EXECUTION WITH SUPPORT FROM BOARD MEMBERS AND VOLUNTEERS.**

**TIME INVESTMENT & SEASONALITY (IF ANY): HEAVIEST IN SEPT/OCTOBER (MONSTER DASH) - HOURS VARY BASED ON FUNDRAISING PLAN AND VOLUNTEER SUPPORT. OTHER MONTHS ARE APPROXIMATELY 5-10 HOURS/MONTH.**

**BEST THREE THINGS ABOUT THE ROLE:**  
**YOU HAVE AN OPPORTUNITY TO HELP MAKE A BIG DIFFERENCE FOR THE STUDENTS AND STAFF AT HINSDALE.**  
**YOU'RE ABLE TO INTERACT WITH STAFF AND STUDENTS THROUGH FUNDRAISING ACTIVITIES.**  
**YOU GET TO WORK WITH A GROUP OF PEOPLE WHO WANT THE BEST FOR HINSDALE.**

**THREE BIGGEST CHALLENGES:**  
**IT CAN FEEL LIKE A LOT FOR MONSTER DASH – BOTH WORK AND PRESSURE (BUT I LOVE THIS JOB).**  
**VOLUNTEER SUPPORT CAN BE SPOTTY (THOUGH WE HAVE A GREAT GROUP THIS YEAR).**  
**TRYING TO BALANCE FUNDRAISING BUDGET NEEDS WITHOUT FAMILIES FEELING LIKE WE'RE ALWAYS FUNDRAISING.**

**IF THERE'S ANYTHING THAT INTRIGUES YOU ABOUT THIS JOB, I'D LOVE TO TALK TO YOU MORE. IT REALLY IS A LOT OF FUN AND A GREAT OPPORTUNITY TO MAKE A DIFFERENCE FOR THE SCHOOL.**

**CONTACT: ALLISON AT [RCHINSDALEFUNDRAISING@GMAIL.COM](mailto:RCHINSDALEFUNDRAISING@GMAIL.COM)**



**PTA ELECTIONS  
VP PROGRAMS +EVENTS**

# HINSDALE PTA NEWSLETTER

**PTA ROLE: VICE PRESIDENT, PROGRAMS & EVENTS**

**PRIMARY OBJECTIVE: PLAN, ORGANIZE, AND EXECUTE PROGRAMS AND EVENTS THAT SUPPORT THE SCHOOL COMMUNITY.**

**GENERAL OVERVIEW OF RESPONSIBILITIES :**

**CREATE ENGAGING PROGRAMS AND EVENTS (FAMILY NIGHTS, POPCORN DAYS, DANCES, JINGLE BELL BLVD., ETC.), COORDINATING LOGISTICS SUCH AS SCHEDULES, VENDORS, VENUES (Y'ALLS GAME), VOLUNTEERS AND BUDGETS, COLLABORATING WITH ADMIN AND TEACHERS TO PLAN EVENTS AND PROGRAMS.**

**TIME INVESTMENT & SEASONALITY (IF ANY):**

**MAYBE 2-4 HOURS MONTHLY IN THE SLOWER MONTHS, DEFINITELY BUSIER IN NOVEMBER, DECEMBER AND IN APRIL/MAY LEADING UP TO SPRING EVENT.**

**BEST THREE THINGS ABOUT THE ROLE:**

**YOU HAVE AN OPPORTUNITY TO HELP MAKE A BIG DIFFERENCE FOR THE STUDENTS AND STAFF AT HINSDALE. Y  
YOU'RE ABLE TO INTERACT WITH STAFF AND STUDENTS AND FAMILIES THROUGHOUT THE YEAR AT THE VARIOUS EVENTS  
YOU GET TO WORK WITH VOLUNTEERS WHO WANT THE BEST FOR HINSDALE.**

**THREE BIGGEST CHALLENGES:**

**IT CAN FEEL LIKE A LOT, ESPECIALLY DURING THE BUSIER TIMES AND AS IT GETS CLOSER TO AN EVENT THAT IS HAPPENING.  
GETTING VOLUNTEERS TO HELP PLAN AND SET UP/CLEAN UP EVENTS IS THE HARDEST. WE TYPICALLY HAVE A GREAT TURNOUT FOR VOLUNTEERS WHO WANT TO BE AT THE EVENT, BUT NOT WITH THE PLANNING, SETUP OR CLEANUP.**

