

RC Hinsdale Elementary School PTA Roles – Short Descriptions

Executive Committee

- All Executive Committee positions are required to:
 - Maintain detailed documents, records, outlining all duties and activities of their role.
 - Upload all documents to the Google Drive
 - Attends all EC, Board, Board Transition, and General Membership meetings.
 - Submit receipts, funds received and other documentation as appropriate in a timely manner to the President and/or Treasurer.
- All documents belong to the PTA.

President

- Works with the Principal, Admin Staff, and the PTA Board regarding school community needs.
- Plans for the year, including the PTA calendar, budget & goals with the PTA Board.
- Collaborates with the EC to determine the vision and goals for the coming year in alignment with the PTA mission.
- Prepares meeting agendas and presides over General Membership meeting, Executive Committee meetings and Board Meetings.
- Responsible for the Booster/External support group application and similar paperwork required by the School Board.

1st VP of Membership

Reports to President

- Promotes and actively recruits membership for the PTA throughout the year.
- Educates families on the benefits of joining the PTA.
- Organizes the Fall PTA membership drive and other membership drives throughout the school year.
- Oversees Staff Appreciation and coordinates the SBDM election and Scholarship Applications.

2nd VP of Fundraising

Reports to President

- Leads annual Monster Dash fundraiser, held in October.
- Leads additional fundraising activities, including fundraiser(s), Brick Pavers, Redemption Programs and School Supply Kits.
- Ensures fundraising goals align with the PTA mission, goals, objectives, and current budget needs.
- Oversees the chairpersons for Carnival, Restaurant Nights, and Spirit Wear.
- Holds a PTA credit card and acts in accordance with credit card policies/procedures.

3rd VP of Special Programs + Events

Reports to President

- Responsible for programs sponsored to support the academic enrichment, character development, health, and welfare of our students.
- Responsible for overseeing the chairpersons of new and recurring events, such as but not limited to: Breakfast with Buddies, Family Events (Color Me Mine, Y'all's game, Touch-A-Truck, Dance, Field Day, etc.), Popcorn Friday, and the Holiday Shop.
- Holds a PTA credit card and acts in accordance with credit card policies/procedures.

4th VP of Communication

Reports to President

- Must be fluent in Word, Social Media Platforms, Google Drive and Canva.
- Ensures effective communication between parents, teachers, and administration.
- Maintains communication plan for the entire PTA.
- Responsible for the design, production and distribution of the PTA newsletter and Social Media (PTA website, Givebacks (formerly MemberHub), PTA Facebook page).
- Responsible for overseeing the Teacher Representatives.

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5th VP of Volunteers

Reports to President

- Recruits, trains, and manages volunteers for all PTA sponsored events and programs.
- Works closely with the VP of Membership, VP of Programs & Special Events, and VP of Fundraising to develop recruiting plans, build teams, and guide new volunteers.
- Creates Sign-Up registrations for all PTA sponsored events and reports back to each point of contact on the status.
- Oversees the pod and room parent activities during the school year.
- Collects and tracks reimbursement forms from all volunteers to be turned in to the Treasurer.
- Informs pod/room parents of remaining funds on a regular basis.
- Holds a PTA credit card and acts in accordance with credit card policies/procedures.

Secretary

Reports to President

- Keeps minutes from all PTA meetings.
- Keeps attendance records from all meetings; checks for quorum.
- Presents prior minutes for approval at all PTA meetings.
- Maintains a copy of current bylaws, standing rules, and a current membership list (including a list of officers and chairs).

Treasurer

Reports to President

- Sends bank statements to designated person monthly for review.
- Maintains permanent records to track unit funds and financial transactions.
- Chairs finance committee and prepares annual budget for adoption by the association.
- Pays all PTA bills as authorized by board or association.
- Prepares reports for every board and association meeting and an annual financial report.
- Ensures taxes and reports required by PTA bylaws, insurance or federal and state governments are completed and submitted by the due dates.
- Reconciles credit card and bank transactions against statements monthly