

RC Hinsdale Elementary School PTA Roles – Short Descriptions

Executive Committee

- All Executive Committee positions are required to:
 - o Be a member of the PTA in good standing
 - o Maintain detailed documents, records, outlining all duties and activities of their role.
 - o Upload all documents to the Google Drive
 - o Attends all EC, Board, Board Transition, and General Membership meetings.
 - o 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 meetings, 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 persons 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

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Board Members

- All Board Member positions are required to:
 - Be a member of the PTA in good standing
 - Maintain detailed documents, records, outlining all duties and activities of their role.
 - Attends all 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.

Breakfast with Buddies Chair

Reports to VP of Special Programs + Events

- Coordinates with the Principal the date and timing of both event days.
- Organizes and plans the event with the VP of Programs Events.
- Determines volunteer requirements for both days of the event and communicates them with the VP of Volunteers.

Carnival Chair

Reports to VP of Fundraising

- Organizes the Carnival from planning through conclusion with support from the VP of Fundraising and fundraising committee.
- Works with the VP of Fundraising to develop and gain approval of the Carnival budget, including rental items, games, prizes, tickets, concessions, and petty cash.
- Determines volunteer needs/requirements for Carnival and communicates with the VP of Volunteers to activate.
- Submits documentation in a timely manner, including program/event plan, check requests, receipts and funds received forms, to the President and/or Treasurer.

Holiday Store Chair

Reports to VP of Special Programs + Events

- Plans and organizes the event with VP of Programs and Events and committee members.
- Recruits committee members to help with shopping duties or planning duties.
- Oversees shopping/delegating shopping duties to committee members during specific times through the year after budget approval for the following categories: Men, Women, Boys, Girls, and Pets
- Maintains detailed inventory of items and expenses of current shopping items.

Spirit Wear Chair

Reports to VP of Fundraising

- Oversees development of spirit wear designs and selection twice yearly (typically August and late fall/early winter).
- Works with vendors to get estimates for pricing, production, and delivery of spirit wear items.
- Provide VP of Fundraising with info needed to set-up items in the PTA online store..
- Oversees distribution of spirit wear items to students.

Staff Appreciation Chair

Reports to VP of Membership

- Organizes and plans various appreciation events throughout the year with support from committee members.
- Gathers quotes/donations from local restaurants for meal plans throughout the week.

Teacher Representatives

Reports to VP of Communication

- Primary + Intermediate (2)
- Provides reports to the Executive Board from staff members at all Executive Board Meetings.
- Informs RC Hinsdale Elementary PTA of any concerns teachers have regarding procedures or programs PTA is sponsoring.
- Gives advice to the RC Hinsdale Elementary PTA about issues or ideas that the PTA may want to work on during the school year.
- Advocates for the RC Hinsdale Elementary PTA by encouraging teachers and faculty to join the PTA.
- Encourages a partnership between teachers and the parents by supporting RC Hinsdale Elementary PTA activities after school hours and in the community.

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Activity Leads & Committee Members

- All Activity Lead & Committee Member positions are required to:
 - Be a member of the PTA in good standing
 - Maintain detailed documents and records as appropriate for their role.
 - Submit receipts, funds received and other documentation as appropriate in a timely manner to the President and/or Treasurer.
- Encouraged to attend PTA Meetings
- All documents belong to the PTA.

Popcorn Friday Lead

Reports to VP of Special Programs + Events

- Coordinates with VP of Special Programs and Events dates when Student of the Month will take place
- In charge of: purchasing popcorn, bags, cleaning supplies, etc. each month for event, popping the popcorn the morning of the event to have ready for students at the time of the assembly

Restaurant Nights Lead

Reports to VP of Fundraising

- Identifies restaurants in the area and coordinates Hinsdale give back nights
- Provides VP of Fundraising with a schedule of planned events at least two months in advance to submit for Kenton County School Board approval
- Follows up on payments from restaurants if not received in a timely manner

Special Programs + Events Committee

Reports to VP of Special Programs + Events

- Supports VP of Special Programs + Events and event leads/chairs with planning/execution throughout the year.
- Some flexibility in when work for this committee can be done.

Finance Committee

Reports to Treasurer

- Participates in annual financial review (June)
- Reviews documents and supports Treasurer as needed

Fundraising Committee

Reports to VP of Fundraising

- Supports fundraising activities throughout the year as available, including carnival, spring fundraisers, brick pavers, redemptions, and school supply kits.
- Volunteers may choose which activities they'd like to help support.

Monster Dash Committee

Reports to VP of Fundraising

- Supports planning and execution of Hinsdale's largest annual fundraiser, including one or more of the following:
 - T-shirt sponsorships: Identifies potential sponsors and solicits donations
 - Event Decor: Plans decorations for the event
 - Inventory Management: Sorting and organizing candy and treat donations and t-shirts
 - Prize Management: Packing and distributing prizes
 - Event Support: Onsite event support, including set-up, execution and tear down

Holiday Store Committee

Reports to Holiday Store Chair

- Supports the Chair of the Holiday Store throughout the year as deemed necessary.
- May include purchasing items to be sold at the holiday store and/or helping with set-up, execution of the event.

Staff Appreciation Committee

Reports to Staff App Chair

- Supports the Staff Appreciation Chair throughout the year as deemed necessary