

## PTA Executive Board Job Descriptions

### President

- Duties as described in Unit Bylaws.
- Other responsibilities as directed by the Association and Administration.
- Official Lincoln PTA Representative at Council Meetings, luncheons, Founders' Night, Superintendent's Advisory Committee and other GUSD functions as necessary.

### Executive Vice President

- Assist President as needed.
- Act as a liaison for Meet the Masters Art Program whether as an art docent or the chair of the committee.
- Sign checks in absence of President.
- Help fill Committee Chairs for various committees.
- Attend the Budget Meeting to prepare budget for upcoming year.
- Attend the Calendar Meeting to prepare calendar for upcoming year.

### First Vice President for Family and Student Programming (formerly Programs)

- Plan two family evening events per year.
- Responsible for the Fall Family Campout (can be one of the Family Events listed above)
- Responsible for the coordination of RSVPs and monies collected at above events (work with Financial Secretary for deposits).
- Responsible for a minimum of two educational assemblies per year, one in the Fall and the other in the Spring.
- Coordinate assemblies with Teacher input and Administration approval in terms of content and time slots.
- Educational assemblies should be aligned with the State Standards for each grade level, meaning that some assemblies may/may not be appropriate for all grades and appropriate ones need to be chosen.
- Must request funding for assemblies at Association meetings well in advance of event.
- Calendar all events early enough in the year for inclusion in the school parent calendar.

### Second Vice President for Volunteers

- Responsible for class room parents
- Responsible for training and support of class room parents, especially first-time ones (binders, introductory coffee, follow up letters throughout the year)
- Act as an intermediary between room parents and teachers as needed
- Responsible for classroom volunteer staffing (via room parents) at the following events: Jogathon, Silent Auction, Spring Spectacular.
- Responsible for other classroom volunteer staffing as needed (for example, library/computer lab assistants) in case of professional staffing shortage.

- In absence of President, sign all authorizations for payment authorizing expenditure of funds following approval by the association or executive board in accordance with bylaws.
- Survey teachers annually for likes/dislikes in terms of classroom parties, etc.

#### Third Vice President for Fundraising

- Plan and implement all PTA fundraising activities including one Fall fundraiser and one Spring fundraiser (as needed).
- Attend Budget meeting to prepare budget for upcoming year.
- Attend Calendar meeting to prepare calendar for upcoming year.
- Primary PTA contact for Lincoln School Fundraising Committee consisting of representatives from PTA, Sixth Grade, Foundation, ASB.
- Coordinating PTA fundraising efforts in conjunction with other fundraising entities.
- Work with Treasurer to determine funding needs, especially fundraising for Spring if needed.
- Solicit student prizes for reaching various fundraising goals.

#### Fourth Vice President for Communications

- Develop website for school wide use.
- Coordinate the Lincoln Log newsletter for distribution monthly in conjunction with Newsletter Chair.
- Coordinate the publicity for PTA and other school events. Notify newspapers of events such as, but not limited to, Meet the Masters assemblies, Lincoln 500, Fall Campout, Red Ribbon Week, Halloween Parade, Charity Gift Drive, Holiday Boutique, GATE trip, Jogathon, etc.
- Coordinate the funds needed for printing of the Parent Handbook with Foundation and Lincoln School staff.
- Develop an email list of interested Lincoln community members and send out Lincoln School emails about various events.

#### Recording Secretary

- Responsible for monthly minutes as described in Unit Bylaws.
- Responsible for submitting Facility Use Permits to the District as needed.
- Responsible for submitting City of Glendale Sound Permits for activities as needed.
- In conjunction with the Corresponding Secretary, make sure that the Lion's Den is adequately stocked with supplies and order more as necessary with association approval.

#### Corresponding Secretary

- Responsible for the mail boxes in the school office including updating them as necessary for new committees.
- Sort the mail and distribute it in boxes as appropriate.
- Notify Executive Board of meetings and committee chairs that need to be present.

- Responsible for bringing mail to PTA meetings for distribution.
- Remind all Executive Board Members and Committee Chairs to check their mailboxes regularly.
- Responsible for sending out invitations to August End-of-Summer Potluck, Holiday Party, Founders' Night, Lincoln 500/Scholarship Lunch and New Board/Old Board Dinner and for tallying all RSVPs to the event.
- In conjunction with the Recording Secretary, make sure that the Lion's Den is adequately stocked with supplies and order more as necessary with association approval.

#### Treasurer

- Attend the Budget Meeting to prepare budget for upcoming year.
- Attend the Lincoln School Fundraising Committee consisting of representatives from PTA, Sixth Grade, Foundation, ASB.
- Prepare monthly: PTA Treasurer's Report, Spending Pre-Approval Statement, Payment Approval Statement, Transaction Report
- Prepare and sign all checks and obtain second signature of President or Executive Vice President.
- Evaluate budget needs mid-year with President and Vice Presidents to determine additional needs.
- Other duties as stipulated in the Unit bylaws.

#### Financial Secretary

- Duties as described in Unit Bylaws.

#### Auditor

- Duties as described in Unit Bylaws.

#### Historian

- Keep records of school volunteer hours and give quarterly reports to President for submission to Council PTA.
- Coordinate the Lincoln Yearbook in conjunction with the Yearbook Chair and Committee. Determine printing costs, sale prices, discounts (for teachers/staff/needy students).
- Make a cumulative scrapbook of all events annually.
- Display historical records at PTA Expo, Founders' Night and other events as requested by the President or Executive Board (birthday celebrations, etc.).
- Maintain records of Honorary Service Award recipients and update addresses as appropriate.

#### Parliamentarian

- Duties as described in Unit bylaws.