

PTA Board Members:

**President** (1 member)

Run monthly meetings, run 2 school wide PTA meetings each year, be accessible to PTA members and school administration via email, handle contracts with vendors, lead votes at all PTA meetings, communication with school principal on a routine basis; be familiar with PTA bylaws, coordinate events with principal and committee heads

**Vice President** (can have up to 3 vice presidents; only one required)

Assist President as needed, handle all President duties in place of the president if needed, keep up with calendar and reserve rooms for meetings (?), update carpool board event announcements, be familiar with PTA bylaws

**Treasurer** (1 member)

Budget keeping, book keeping, deposits of all monies, monitor teacher grant reimbursements, reimbursement for expenses, tax prep

**Secretary** (1 member)

Meeting minutes, website updates, create and send yahoo emails to PTA group

**Advocacy** (1 or 2 members)

Provide updates on advocacy at PTA meetings, tasked with improving communications and relationships between school staff and families; educating families and caregivers on important issues related to the health and educational success of their children; and helping to make each child's potential a reality.

**Membership** (1-2 members)

Conduct membership drive each year, input information into PTA system

**Nominating Committee** (3 members)

Throughout the year, the nominating committee is tasked with identifying talented, motivated, and responsible individuals to serve as officers of this local PTA. Prior to the last general membership meeting each fiscal year, the nominating committee shall prepare a slate of nominees for officers for the coming year.

**Audit Committee** (3 members)

Responsible for audits and financial reviews, meets as needed throughout the school year

**Hospitality** (2 members)

Coordinate hospitality event dates with the President, plan and execute teachers luncheons each month, teacher/staff appreciation events, helps with 5<sup>th</sup> grade graduation

**Fall Fundraiser Challenge** (2-3 members minimum)

Plan and coordinate the fall one-and-done fundraiser; update and distribute printed materials to classrooms; coordinate dates with Principal and PTA, secure and distribute incentives to students, handle monies

**Fall Fest** (2-3 members minimum)

Plan and coordinate the major fall spirit event; handle marketing, games, prizes, food, decorations, and general planning of the event. Can recruit Cary Teen Council for help with the event, as well as create signups for overall assistance on the day of.

**Spring Fling** (2-3 members minimum)

Plan and coordinate the major spring spirit event; handle marketing, games, prizes, food, decorations, and general planning of the event. Can recruit Cary Teen Council for help with the event, as well as create signups for overall assistance on the day of. This event also includes a Silent Auction which entails securing donations from various businesses.

**Spirit Nights** (1-2 members)

Plan monthly spirit nights at local restaurants and/or businesses to raise money for our PTA

**Go, Play, Save** (1 member)

In charge of handling orders and distribution of the Go Play Save coupon books

**Book Fair** (2 members minimum)

In charge of setting up and working the week long event (usually in late fall). Responsible for coordinating dates and setup with librarian/media center, handling monies, and materials provided for the fair. Each classroom will visit the fair throughout the week, so daily coverage is needed (use signup genius to recruit help)

**Spirit Wear** (1 member)

Responsible for tracking and ordering new spirit wear items, as well as keeping up with current inventory. Will be responsible for setting up a spirit wear booth at most major school events

**Spirit Booth** (1-2 members)

Responsible for manning the booth during the week (ideally 2 mornings a week) to sell merchandise to students. Will be responsible for keeping up with inventory, ordering new items, and working with the Treasurer to make purchases.

**Grounds** (1 member)

Take the lead on planning and/or assisting with school-wide grounds cleanup days. Ideally 2 per years. Work with the Principal or VP to plan these days and recruit help.

**Cultural Arts** (1 or 2 members)

Attend the summer showcase of talent in the summer prior to the start of school. Select performers/artists to visit Briarcliff and handle their contracts and requirements. Will confer with music and/or art teachers in selection of candidates, and present options to the PTA to vote on in the fall. It's helpful to be available at the school on days performers are present.