



# Laureate Park Elementary

## Elected Board Positions

2022– 2023 School Year

### President

- Oversees and coordinates the work of an executive board to run a PTA effectively
- Presides at PTA board and association meetings
- Serves as the official contact, communicator, and representative of the PTA
- Designated as an authorized signer for PTA checks, contracts, and authorizations for payment
- Serves as ex-officio member of all committees except the nominating committee
- Works with other PTA leaders to connect families, school, and community to support student success

### Secretary

- Assumes all his/her responsibilities including volunteering when needed as well as other duties as called on by the President
- The Secretary will attend executive board and association meetings.
- The Secretary will take minutes at executive board and association meetings, type them up, and distribute them to the other officers in a timely fashion.
- The Secretary will prepare the sign-in sheet for association meetings.
- The Secretary will also maintain a complete file of all approved minutes, agendas, and materials distributed at any official PTA meeting.
- The Secretary will participate in discussions and decision making at PTA board meetings.
- Collects all mail and distribute to pertinent members.

### Treasurer

- Assumes all his/her responsibilities including volunteering when needed as well as other duties as called on by the President
- Maintains permanent records to track unit funds and financial transactions.

Responsibilities include:

- ✓ Create chairs budget committee and prepares annual budget for adoption by the association.
- ✓ Pays all PTA bills as authorized by board or association.

✓ Ensures taxes and reports required by PTA bylaws, insurance or federal and state governments are completed and submitted by the due dates.

### VP of Events

- Assumes all his/her responsibilities including volunteering when needed as well as other duties as called on by the President
- Oversees all and organizes all special event activities sponsored by the PTA including but not limited to:
  - ✓ Boohoo- Yahoo Breakfast
  - ✓ 5th Grade Celebrations
  - ✓ Fun Run
  - ✓ Family Dance
  - ✓ Book Exchange
  - ✓ Donuts with Dudes
  - ✓ Muffins with Misses
  - ✓ Holiday Shop
  - ✓ Art Show & EOY Celebration

### VP of Volunteers

- Assumes all his/her responsibilities including volunteering when needed as well as other duties as called on by the President
- Recruits help in a positive, enthusiastic, and empowering way for all PTA related activities within the school.
- Coordinates with Membership to get people involved in the school.
- This VP will assist VP of events with recruiting, scheduling, and managing volunteers for PTA events.
- They will help link interested volunteers with PTA needs for other committees and functions

### VP of Fundraising

- Assumes all his/her responsibilities including volunteering when needed as well as other duties as called on by the President
- Choose a few fundraising events throughout the year to raise money for the group.
- Work closely with VP of Events.



### VP of Membership

- Assumes all his/her responsibilities including volunteering when needed as well as other duties as called on by the President
  - Responsible for creating and implementing a membership plan, promoting membership throughout the year, providing membership reports at PTA board and association meetings, collecting dues, and distributing membership cards.
  - Maintain a list of members, updating as new members are enrolled. Provide copies to the President and Secretary.
  - Promote current member benefits to give added value to PTA membership.
  - Work with the VP of Volunteering to keep members involved throughout the year.
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- **NOTE: Position descriptions are subject to change and modification. These descriptions are meant to provide a general understanding of the responsibilities and functions of LPE PTA Officers. All positions require to volunteer, talk to people, smile, and make everyone feel welcome and included.**