

PTA Executive Board Job Descriptions

General Responsibilities

Members of the Clinton School PTA Board are required to attend monthly PTA Board meetings during the school year and in the summer months. They are also asked to attend as many general PTA meetings as possible during the school year. These meetings generally take place on the third Thursday of each month. In addition, PTA Board members will be relied upon to introduce themselves to parents and teachers throughout the school year, encourage parents and families to attend various PTA events, and serve as conduits of communication between the PTA Board and the Clinton community.

Vice President/President Elect

Time commitment: heavy, ongoing

One year term

The PTA Vice President serves a one-year term as Vice-President. The following year, the Vice President will assume the President position. Responsibilities include liaising and assisting the PTA President throughout the year; organizing and overseeing the efforts of class parents and grade coordinators throughout the year; assisting with PTA events and fundraisers throughout the year; attending monthly PTA Board Executive Board meetings as well as monthly PTA general meetings, and President's Council meetings (may require 3 evening meetings per month); communicating and liaising with parents throughout the year.

Vice President of Fundraising

Time commitment: heavy, ongoing

Two year term

The Vice President of Fundraising organizes, oversees, promotes, and troubleshoots all PTA fundraising efforts including, but not always limited to, the Entertainment Book, Sally Foster, Cheesecake and Cookie Dough, Display My Art, and the Walkathon. Responsibilities include soliciting committees and volunteers to organize and assist with fundraising efforts, liaising with treasurer and turning over money that is collected from various fundraisers in a timely and organized manner; creatively thinking about fundraising efforts that do not require Clinton families to spend money, examples include the printer cartridge and cell phone recycling effort, clipping Campbell's labels and Box Tops for Education, and collaborating with local restaurants who are willing to donate a percentage of their proceeds when Clinton families buy food at their establishment. It is also in the interest of the VP of Fundraising to support Committee Chairs of other fundraising events including the Tricky Tray, the Election Day Bake Sale, and The Scholastic Book Fair. The VP of Fundraising is also responsible for presenting updates and reports about fundraising to the PTA Executive Board throughout the year.

Assistant to the Vice President of Fundraising

Time commitment: moderate, ongoing

Two year term

The Assistant to the Vice President of Fundraising will help the Vice President of Fundraising carry out their responsibilities. See description above.

Vice President of Membership

Time commitment: heavy, especially in first few months of school year, then moderate, ongoing

Two year term

The Vice President of Membership is responsible for recruiting, retaining, promoting, and increasing local PTA membership. Responsibilities include planning and conducting membership enrollment efforts while targeting numerical goals; encouraging member participation and selling membership benefits; managing administrative duties such as collecting membership dues; distributing and accounting for membership cards; maintaining paperwork and accurate records; and completing reports for submission to NJPTA.

Cultural Heritage Month Coordinator

Time commitment: moderate, ongoing

Two year term

The Cultural Heritage Month Coordinator provides information and resources to students and staff about the months that recognize the culturally diverse and women. Responsibilities include creating and maintaining a resource file; writing relevant articles for the school newsletter; developing a diverse committee to assist in these efforts; and assembling displays and other materials for use during the months that are being celebrated.

Members-at-Large (1)

Time commitment: moderate, ongoing

Two year term

The two members-at-large assist other PTA Executive Board members and committee and event chairs wherever help is needed. Other responsibilities include organizing and distributing sunshine gifts for various members of the Clinton School community when necessary; coordinating teacher appreciation gifts during teacher appreciation week; keeping up-to-date on events and happenings concerning Clinton School staff (weddings, engagements, new babies, death in family, etc.) and recognizing these events with cards or gifts.