

TRAVILAH PTA EXECUTIVE OFFICER POSITION DESCRIPTIONS 2007-2008

President – Work with and provide support to PTA Chairs for all committees. Work with school staff when planning PTA calendars and events. Represent parent and community concerns with staff. Conduct monthly PTA meetings. support programs, initiatives, and activities, which continue to enrich our children’s education through the years. Ensure that proper training is available to all volunteers. In charge of PTA newsletter and electronic mailing list service. Maintain list of PTA members.

President Elect – Work closely with and assist PTA President with duties while learning responsibilities for the following year. Preside over some PTA meetings. It is expected that this person will automatically become President the following year. In the event of an emergency preventing the Secretary from attending a scheduled PTA meeting, this position serves as back up to the Secretary for taking PTA meeting minutes.

VP for Programs – Manage all PTA programs and assist program Chairs where necessary. Work with Board to determine which programs to continue/eliminate each year. Assist committee chairs in determining budgets if necessary.

VP for Fundraising – Work with Board to develop fundraising plan for the year. Review plan with committee chairpersons and adjust plan if necessary. Manage fundraising efforts throughout the year.

Community Service Representative – Plan and coordinate with Board, staff, and Student Government to develop and execute plan for community service projects that the PTA can participate in during the year, including those involving our sister school Summit Hall Elementary.

Secretary – Attend every scheduled PTA meeting, take notes, and produce minutes for distribution and posting on PTA website. Assist President with PTA NL and electronic mailing list service as needed. Sort and distribute PTA mail and maintain inventory of items in the PTA storage room.

Treasurer – Record deposits for PTA membership and programs, process payments for PTA expenditures, maintain accurate and complete records for PTA financial transactions, and serve as liaison with banks. Must work with many committee chairs. Responsible for the preparation of monthly financial statements/reports and all federal and state tax filings. Some prior financial background is helpful for those considering this position.

Delegate – Attend monthly meetings of Montgomery County PTA (MCCPTA) and vote on countywide PTA issues. Report back to our school at Travilah PTA meetings.

Cluster Representative – Attend periodic meetings of the Wootton Cluster, representing Travilah, when issues impacting our cluster are addressed and report back to our Board at Travilah PTA meetings. This position also serves as the alternate delegate.

Parliamentarian – Responsible for ensuring that Travilah PTA meetings and Board actions are accomplished in accordance with the current bylaws. Also responsible for updating the bylaws as needed. Often this position is filled by someone with legal experience.