

# Jacobs Road Elementary PTA

## President Job Description

Responsibilities include:

Per the Bylaws

- Preside at all meetings of the association
- Perform such other duties as may be prescribed in the bylaws or assigned by the association
- Be a member ex officio of all committees except the nominating committee
- Submit local unit officers form and verification of the local unit's employer identification number (EIN) to the state office immediately upon the election of officers and no later than June 15 annually
- Coordinate the work of the officers and the committees of the association in order that the Purposes may be promoted

Of President as member of the Executive Committee

- Develop goals for the association for the presentation to the executive board and general membership for approval
- To appoint standing and special committee chairmen and members of the standing and special committees (within 30 days after their election)

Of President as member of the Executive Board

- Transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association
- Create standing and special committees
- Approve the plans of work of the standing and special committees
- Present a report at the regular meetings of the association
- Select and auditing committee or professional auditor as outlined in Article VI-*We attend the County Coucil PTA Audit Swap day during the summer*
- Prepare and approve the proposed budget to be presented to the membership for adoption
- Obtain general membership approval for any changes to the adopted budget over three hundred dollars (\$300)
- The President, or alternate, shall be represented in meetings of the Chesterfield County Council of Parents and Teachers-*Legislative Committee Chairman has been present for 2015*
- Report activities of the council to the local unit and present to the council such matters as may be referred to it by the local unit.
- Vote on all issues as instructed by their association

- The President, or alternate, shall be represented at the Annual District Meeting (April Dinner) and the District Legislation Workshop
- Report activities of the district to their associations and present to the district such matters as may be referred to it by their associations.
- Vote on all issues as instructed by their associations

#### For the Local PTA level

- Be aware of and understand how to implement the rules in our by-laws and keep members on track if needed
  - JRES PTA is a non-profit organization and must be careful not to compromise that status. The by-laws are available to download through the PTA website ([www.jrespta.org](http://www.jrespta.org)) and include things like:
    - The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the Purposes of the organization
    - Notwithstanding any other provision of these articles, the organization shall not carry on any activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code
    - A PTA/PTSA member shall not serve as a voting member of a constituent organization's board at the local, council, district, region, state or national level while serving as a paid employee of, or under contract to, that constituent organization.

#### At Jacobs Road Elementary

- Coordinate with PTA and School administration to determine which events are appropriate and what dates are available for events throughout the year.
- Fill out and file paperwork for facilities reservations (required to be done a minimum of two weeks before the date of use). Note that the President is required to be in attendance for all hours of every event for which school facilities use is approved.
  - Answer any questions Chesterfield County Risk Management has regarding PTA event

Because the President is automatically a member of every PTA committee, you also have the responsibility:

- Stay in touch with all committees and know their preparations and plans. This usually can't wait for the monthly PTA meeting, you need another way to keep up to date.
- Approve all communications coming from committees to students and parents.

- Make sure the Principal has also approved any communications that go home to students.
- If an event has been planned and the committee fails to follow through or doesn't have enough volunteers to run the event, you will have to make the decision how to continue or whether to cancel. Be sure the information gets to all the people affected.

#### Sign contracts for the PTA

- With fundraiser companies
- Yearbook publisher
- Skate A Way, Chick Fil A, Chuck E Cheese, which ever companies require that to partner with us and donate proceeds

Work with the Treasurer to make sure all monies flowing in and out are accounted for – you will be one of two signatures required for any checks written on the PTA bank account

Although we try to have committees and individuals responsible for each area/event that the PTA participates in or hosts, the President is ultimately responsible to find the right people to fill the positions, to manage the consequences if the jobs aren't being done well, to ensure that we have enough income for the budget and that expenses follow the budget as closely as possible. Even if you are not participating in an event, you are the one who will be called if something goes wrong, so you have to be aware of the status of all things PTA all the time.

Some of the annual and new or attempted events at Jacobs Road this year:

- Back to School orientation presence - August
  - To encourage PTA membership and volunteers
- 1<sup>st</sup> day of Buses - Sept
  - Helping Kindergarten and new students off the buses help them find their classroom
- 1<sup>st</sup> two weeks of lunches - Sept
  - Helping Kindergartners open packages, juice boxes, buy lunch
- Book Fairs – Coordinated by the Volunteer Committee Chairman
  - Ruby Purifoy (librarian) hosts two of three book fairs. We supply volunteers during the day to help younger students during their library time. Also staff the Fall Book Fair with volunteers during Pumpkin Lighting.
- Box Tops – Coordinated by the Ways and Means Committee Chairman
  - Also, Campbell's Labels for Education, My coke Rewards, Tyson A+, Sunny D Book Spree.
- Carnival – Coordinated with the help of Volunteer Chairman, Vendor Liasion, Ways and Means (Silent Auction)
- Chick Fil A
- Fall Fundraiser-Ways and Means Chairman
- Field Day
- Hardship supplies
- Holiday Shoppe
- Hospitality-Hospitality Chairman

- Legislation/Council Reps-Legislative Chairperson
- Membership-Membership Chairman
- Movie Night(s)-Vice President of Programs
- Newsletter (paper)-Secretary
- Newsletter (electronic)-Secretary
- PTA bulletin Board
- Pumpkin Lighting-Vice President of Programs
- Reflections-Reflections Chairman
- Skate A Way
- Spirit Wear
- Vendors-Vendor Liaison
- Volunteers-Volunteer Chairman
- Website-Secretary or Web master
- Yearbook-Yearbook Committee
- Envelope stuffing for back to school packets
- Parent helpers on picture day
- Bingo Night-Vice President of Programs
- Teacher Cookie Exchange- Hospitality Chairman
- Family Fitness Night
- 5 th grade Celebration
- Support for Graduation
- Support for Kindergarten registration day
- Teacher Appreciation Week-Hospitality Chairman