

Ideal candidates can commit to monthly meetings and the monthly PTA General Membership/SLT meetings. We've worked hard so that no one person carries a disproportionate amount of responsibilities in this all-volunteer organization. Procedures and protocols are all clearly established, roles clearly-defined and checks and balances are transparently in place.

See positions and responsibilities along with candidates interested in running below.

All interested parents are encouraged to run regardless of how many parents are already running, but please let us know if you'd like to discuss the positions to determine the best match for you!

Email [ps29nominatingcommittee@gmail.com](mailto:ps29nominatingcommittee@gmail.com).

### **Co-Presidents (two positions)**

The Co-Presidents responsibilities shall include:

- Presiding at all meetings of the Executive Board and the General Membership and in all other ways act as the Executive Officer for the Organization
- Making sure all PTA activities and communications are in line with the vision/mission of the school
- Overseeing all fundraising activities – along with the Fundraising VPs
- Overseeing all PTA communications – along with the Communications VPs
- Meeting regularly with the executive board members in accordance with these bylaws to plan the agendas for the general membership meetings
- Delegating responsibilities to other association members and shall encourage meaningful participation in all parent and school activities.
- Acting as a liaison with the Administration of P.S. 29 expressing parent wishes and concerns and reporting back to parents.
- Attending all regular meetings of the presidents' council and shall be a mandatory member of the school leadership team.
- Serving as eligible signatories on checks.

How much time per week:

This year, our Co-Presidents have spent approximately five hours per week on Co-President duties, though there are probably 4-5 weeks where it has been significantly more.

What qualities/skills might be good for this job:

Someone who is okay talking in front of a crowd (though you can still be terrified to do it!) and has some work flexibility. The Co-Presidents meet biweekly with the administration during the school day, so having a full-time must-always-be-in-the-office kind of job would be difficult. Being organized and a good networker is helpful, too.

### **Co-Treasurers (two positions)**

Duties include, but are not limited to the following.

The Co-Treasurers:

- count, secure, deposit and maintain custody of all monies of the organization.
- record all income and expenses.
- maintain complete, accurate, up-to-date financial records.
- ensure the PTA follows established financial policies and procedures.
- provide financial reports to the Executive Board, General Membership and DOE as required.
- interact with the PTA's bookkeeper, accountant and lawyer as needed.
- provide financial procedures and guidance to all Event Chairs (cash handling instructions, forms, etc.).
- be available to put cash and checks in safe or in bank night drop after all PTA events.
- work with PS29+ After School Program team on all financial operations, including processing payroll and course payments, and following up on all declined payments
- lead the Budget Committee in developing the next fiscal year's budget.
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Some comments:

This is a two-year commitment. Next year the person would be working with Laura Mitchener. This is a very well defined role (see below) with lots of checks and balances in place to make it a reasonable job.

How much time per week:

We estimate this is about 2-5 hours per week. There are probably 4-5 weeks where it has been significantly more.

What qualities/skills might be good for this job:

Wednesday, October 19, 2016

Attention to detail and frugality! Back when people used “checkbooks” did you balance your checkbook? Do you manage your family’s budget at home? Then you have what it takes to be a treasurer! Some financial and excel skills are useful, but not required.

### **Co-Vice Presidents Communications (two positions)**

The Co-VP Communications responsibilities shall include:

- Leading communication efforts, in conjunction with the Co-Presidents. this includes:
- Overseeing communication for all events, in conjunction with event co-chairs (these are primarily the responsibility of event chairs).
- Writing PTA emails, along with the Co-Presidents
- Creating, or overseeing, creation of content for the website
- Checking the PTA email and responding to parent/teacher questions
- Creating a parent handbook, along with the Volunteers and Membership Director
- Working with translation teams for non-English speaking parents, if necessary
- Working with committees to publicize their meetings (including adding this info in emails and putting up signs), in conjunction with SLT
- Ensuring local politicians are invited to appropriate events at PS 29
- Reviewing, maintaining and responding to all correspondence addressed to the association.
- Getting the mail from the main office
- Supervising content/copy for different events that need to be promoted (website, email, flyers, etc.)
- Supervising designers creating designs for events
- Supervising the creation of and putting up/taking down flyers for events
- Supervising photocopying of flyers, etc. to be backpacked home for events

### **Co-Secretaries (Two positions)**

The Co-Secretaries responsibilities shall include:

- Maintaining an accurate record of all meetings of the Executive Board and General Membership meetings, although the actual note-taking at the meetings may be performed by the Co-Secretaries’ designee.
- Preparing notices, agendas, sign-in sheets and materials for distribution at Executive Board and General Membership meetings

- Preparing, distributing, and having available, previous minutes for approval at each General Membership and Executive Board meeting
- Maintaining custody of the PTA's records on school property
- Incorporating all amendments into the bylaws and ensuring that signed copies of the bylaws with the latest amendments are on file in the principal's office.
- Assisting with the June transfer of records to the incoming executive board
- Working with committees to get their minutes and file them in the PTA office
- Performing other secretarial duties as necessary.

Some comments:

Ideally, we are looking for people who are willing to give a two year commitment, but it isn't a requirement. We have updated the job responsibilities so that the Co-Secretaries are only responsible for the notes at meetings, they don't have to take the notes themselves.

How much time per week:

1-2 hours for most weeks, but probably more than that if you are preparing the meeting minutes.

What qualities/skills might be good for this job:

If you are interested in getting involved in the PTA, but aren't quite ready for some of the other roles, this is a great way to get involved. Organization and attention to detail are important, but being able to stand up in front of a crowd, ask your friends for money, etc. are not really part of this role.

### **Co-Vice Presidents – Fundraising (two positions)**

The Co-VP Fundraising responsibilities shall include:

- Ensuring that fundraising efforts are in line with the mission/vision of the school
- Overseeing fundraising events throughout the year, including
  - Providing guidance/best practices to event chairs
  - Recruiting parents to lead fundraising events
  - Recruiting parents to leading other fundraising activities, including:
    - Direct appeal
    - Revenue sharing (amazon, box tops, etc)
    - Other fundraising activities

- Note: Running an event is not a requirement of this role. This role is primarily to oversee and recruit for all fundraising events and activities.

Some comments:

Ideally this position is a two-year, overlapping position in order to staggered the two positions like the Co-Presidents and Co-Treasurers and ensure longer institutional memory.

How much time per week:

This is a new position, so we don't really know. The Co-Presidents typically help with all the fundraisers and events, so we are trying to spread this responsibility out. This position can really be what you want it to be!

What qualities/skills might be good for this job:

Are you social? A good networker? An out-of-the-box thinker on getting others to tap into their skills and networks? Then this position is for you! You do NOT have to run an event (unless you want to). You just help others run awesome events!

### **Director, Technology (one position)**

The Technology Director's responsibilities shall include:

- Leading efforts to create a comprehensive PTA technology strategy
- Helping the PTA use technology to communicate effectively, including:
  - The PS 29 website
  - Creating a school-wide directory
  - Email communication for the PTA membership, class parents, individual grades, individual classes, committees, etc.
  - Updating the PS 29 website (basic WordPress skills preferred)
  - Sending emails to PTA membership (along with Co-Presidents and Communications Co-VPs)
  - Helping the administration with the school's technology vision, if needed
  - Helping teachers and staff to strengthen their technology skills, if needed
  - Recruiting other PTA members work lead these topics
  - Leading/participating with the technology committee
- Some comments:
  - Technology is so critically important, but for the past few years, we haven't had anyone specifically focused on technology, and it's a gap we want to address.

What qualities/skills might be good for this job:

Someone who is passionate and (somewhat) knowledgeable about technology and has a few hours a week or month to spare to help us all!

### **Director, Volunteers and Membership (one position)**

The Membership and Volunteers Director's responsibilities shall include:

- Overseeing the volunteer fair in the fall
- Leading overall efforts to recruit volunteers for events and committees (in conjunction with the rest of the Executive Board, class parents, event chairs, and committee chairs), including:
  - Providing volunteer best practices to event chairs
  - Helping event chairs sign up and schedule volunteers (i.e. volunteer spot)
  - Volunteer list management
  - Keeping list of volunteers from the volunteer fair
  - Keeping lists of volunteers from each event
  - Thanking volunteers
- Leading class parents. This includes:
  - Collecting family information for school-wide directory
  - Recruiting volunteers for events and committees
  - Overseeing class art project, along with the art teacher
  - Leading other teacher appreciation initiatives, as appropriate
  - Overseeing creating FAQs for parents and teachers
- Leading, or working with the lead of, the membership committee
- Planning or overseeing event(s) for new PS 29 families

### **Director, After School (one position)**

The After School Director's responsibilities shall include:

- Participating in setting strategy/policies for after school and camps
- Attending after school committee meetings
- Working with the after school team and administration to deal with any family financial issues
- Along with the rest of the after school team, making sure after school is meeting the needs of PS 29 families
- Overseeing liability and insurance issues
- School Leadership Team

(SLT)

Parent SLT members are expected to attend one SLT meeting and one school sub-committee meeting each month in order to align committee activity with the mission of the school.

**School Leadership Team members:**

participate in the review and development of the Comprehensive Education Plan (CEP),  
assist in the evaluation and assessment of the school education plan and their effects on student development,  
consist of equal parts parent and staff membership, along with the school's principal,  
share the views of their constituencies with the team,  
represent all of the school committees, and  
coordinate with the committees (including the PTA Executive Board) to ensure that all school-wide committees are working toward the same goals set forth in the CEP.