



PS 29 PTA Elections Spring 2023

Dear PS 29 Families,

Each spring, our PTA elects new PS 29 PTA Executive Board members to serve during the following school year. When the current school year comes to an end, our board will have **MANY** open positions.

The PTA relies on a dedicated group of parent volunteers that work together to enrich our school community. Please consider joining our team if you answer "yes" to any of the following questions:

- Does your child attend Kids Club or PS29+ courses?
- Do you like getting important updates from your class parents?
- Did you or your child enjoy Super Science Saturday, Eat Pie & Shop, or Movie Night?
- Does your child enjoy PS 29 grade wide enrichment programs, such as yoga, chess, ballroom dance, or improv?

It is crucial that we fill our open positions at the June General PTA meeting. The PS 29 PTA operates as a registered **501c3 nonprofit organization**, and in order to keep fundraising AND operating our PS29+ after school program, ***we are required to have an executive board.***

If you'd like to run for any of these positions or have any questions, email ps29pta@gmail.com. Ide

See positions available and responsibilities below:



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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 PS 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:

Co-Presidents spend approximately 5-7 hours per week on Co-President duties, though there are probably 4-5 weeks especially in the first few months of school where it has been 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.



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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.).
- Assist in getting mail from the main office.
- 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.

Some comments:

This is a two year commitment. 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 more.

What qualities/skills might be good for this job:

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.



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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 stagger the two positions like the Co-Presidents and Co-Treasurers and ensure longer institutional memory.

How much time per week:

1-2 hours per week, but possibly more during the first few months while kicking off campaigns. 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!



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Co-VP 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 and social media
- Reviewing, maintaining and responding to all correspondence addressed to the association.
- Assist in 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

Some comments: This position is great for someone who works in marketing, communications, and/or graphic design. (But is not a requirement!)

How much time per week: 1-2 hours per week

What qualities/skills might be good for this job: Must be comfortable working with Mailchimp and/or Canva/Adobe products and utilizing social media platforms.



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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.

How much time per week:

4-5 hours a month, including attendance at monthly Executive Board and General PTA meetings.

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.



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Co-VP's Class Parents & Volunteers (two positions)

The Class Parents & Volunteers Co-VPs 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
- Overseeing creating FAQs for parents and teachers
- Planning or overseeing event(s) for new PS 29 families

Some comments: Just like the Co-Secretaries roles, this is a great entrance to the Executive Board.

How much time per week: 1-2 hours per week

What qualities/skills might be good for this job: This position is perfect for anyone who has already been a PS 29 class parent, and enjoys working with PS 29 families, fellow volunteers, and teachers/staff.