

THE KIRK ACADEMY

Parent Teacher Association
EXECUTIVE BOARD POLICY

KA PTA EXECUTIVE
BOARD MEMBERS
6 POSITIONS



PRESIDENT * VICE PRESIDENT
TREASURER * SECRETARY
FUNDRAISING * SOCIAL MEDIA

PURPOSE

- 1.To run an orderly meeting
- 2.Ensure PTA carries out its mission statement.
- 3.Be loyal to PTA
- 4.Set short and long term goals
- 5.Monitors budget expenditures
- 6.Provides financial reports to members
- 7.Poll/Survey members for ideas and spending

STAFFING THE BOARD

To ensure everyone has a voice in choosing or being on the executive board positions- Positions will go to a member vote each school year in April.



Executive board member changes:

- Vice President, President, and Fundraising Slide Positions Each Year
- Secretary slides into Treasurer Each Year.
- Vice President, Secretary and Social Media are elected each year from current member roll.
- Current board members may stay in their position or move into another position and serve a total of 3 years before having to stay off of the board for 1 year.
- Once any past board members have been off for 1 year, their name may be brought back up for a position

KA PTA PRESIDENT JOB DESCRIPTION

RESPONSIBILITIES

- Preside over executive and member meetings
- Keep meetings on topic
- Focus on upcoming current topics/events in agenda
- Review Treasurer Report
- Meet with School Leaders
- Meet with School Teachers
- Ensure Bank Account Signatures are current executive members

DUTIES

- Check elementary and high school offices in a timely manner and collect any PTA items
- Communicate with PTA Secretary about items that need to be on the current agenda and those to postpone until next agenda
- Communicate digitally and in print with administrators, teachers, parents and students to determine School Needs
- Communicate with executive committee monthly.
- Work closely with fundraising chair on each project to help understand next years role

SERVING TERM

3 YEAR SLIDE COMMITMENT

DEFINED

Vice President is expected to slide into President Position and then into Fundraising Position

PRESIDENT

Leader of the Pack

We want YOU to be our next parent group president! Our fearless leader's term expires at the end of the school year. We're looking for a creative problem-solver who is comfortable delegating and who can help us focus on the



agenda instead of talking about our kids or the latest episode of *This Is Us*. A sense of humor is a big plus—and if you know how to say “no” without provoking a tantrum, even better. If you're ready to play a substantial role in supporting our school, we want to hear from you!

PTOTODAY

KA PTA VICE PRESIDENT JOB DESCRIPTION

RESPONSIBILITIES

- Assist the PTA President
- Perform the duties of the President if President is absent
- Participate in meeting discussion and decision making
- Report an accurate/new membership log to secretary for keeping

DUTIES

- Lead Annual Membership Drive
- Head up creation of PTA Membership Shirt
- Order and Deliver PTA Membership Shirts
- Add / Remove Members from GroupMe
- Prepare notes of thanks to donors
- Cross-Train in other executive positions by being actively involved and assisting in any/all committees/activities.

SERVING TERM

3 YEAR SLIDE COMMITMENT

DEFINED

Vice President is expected to slide into President Position and then into Fundraising Position

VICE PRESIDENT | *Partner in Crime*

So you'd like to get more involved in the school parent group, but you're not sure you're ready to take the lead role? Our vice president position has your name written all over it! You'll learn behind-the-scenes intel and be



part of decisionmaking on important issues throughout the year. You'll help the president get things done—kind of like a superhero's sidekick, but without the silly costume.

PTOTODAY

KA PTA TREASURER JOB DESCRIPTION

RESPONSIBILITIES

- Keeper of debit card and Checkbook
- Receives monthly bank statements
- Provides financial report to Executive Board for approval
- Provides approved financial report to members
- Has access to any digital e-payment options such as Venmo
- Participate in meeting discussion and decision making

DUTIES

- Collect fundraising money
 - Report timely to board
 - Once board reviews expense vs profit is correct report to members
- Make deposits of funds in a timely fashion, as needed
- Pays expenses in a timely fashion as approved by the executive board and voted on by the members.
- Maintain a complete file of bank statements, invoices, and deposits
- Communicate with secretary on agenda items

SERVING TERM

2 YEAR SLIDE COMMITMENT

DEFINED

Treasurer serves one year term as Treasurer but a total of two including prior year secretary position

TREASURER

Number Cruncher

We have big plans to raise money and fund important projects for our school, and we need someone who likes to count every penny to help us do it. If you secretly love to



categorize expenses and create color-coded pie charts, you have what it takes to be our parent group treasurer. Bonus points if your spouse teases you about how often you log in to the personal finance app on your smartphone.

KA PTA SECRETARY/ASSISTANT TREASURER JOB DESCRIPTION

RESPONSIBILITIES

- Prepare agendas for meetings.
- Record minutes for executive and member meetings
- Participate in discussion and decision making
- Photocopy the minutes from the last general meeting for distribution (and approval) at the next general meeting or distribute them virtually to members within the next 30 days.
- Maintain a complete file of all approved minutes, agendas, and material distributed at any executive or member meeting
- Maintain a complete file of past newsletters
- Participation in meeting discussions and decision making
- Maintain a completed year accurate membership roll provided by the Vice President

SERVING TERM

2 YEAR SLIDE COMMITMENT

DEFINED

Secretary is expected to slide into Treasurer Position

DUTIES

- Review PTA Newsletter
- Assist Treasurer
- Cross Train for Treasurer position.
- Volunteer in some or all fundraising efforts
- Communicate with each PTA position when creating each meeting agenda

SECRETARY

Fact Finder

Be honest—you're the one in your friend group who filled out every page in your child's baby book...at the right time, no less. If you're the kind of person who documents everything, from your toddler's first steps to how far you jogged yesterday, we have the perfect role for you. You'll get to put your stellar



recordkeeping skills and attention to detail to good use as our parent group secretary. You must have good

listening and computer skills—and extra credit if you can follow what's on TV and play Candy Crush at the same time.

PTOTODAY

KA PTA FUNDRAISING COORDINATOR JOB DESCRIPTION

RESPONSIBILITIES

- Communication with PTA President about needs
- Recruitment of PTA members for funding opportunities
- Organization of funding opportunities including dates and workers

DUTIES

- Be aware of needs and share them in a positive way to members
- Use online tools to manage and solicited volunteers
- Create detailed sign up forms for each fundraising activity
- Keep a list, year to year of volunteers and fundraising activities
- Communicate with secretary on agenda items

SERVING TERM

3 YEAR SLIDE COMMITMENT

DEFINED
from Vice President to President to
Fundraising

FUNDRAISING COORDINATOR

Team Cheerleader

Our parent group does a lot more than fundraising, but let's face it, without fundraising, we wouldn't be able to do much. We're seeking an upbeat, detail-oriented parent to coordinate our fundraising efforts this year. The ideal candidate is able to motivate students and parents, can think on her feet, and



can handle last-minute surprises without totally freaking out (like product deliveries getting delayed because of a freak weather event—but, really, there's almost no chance of that happening again...right?).

PTOTODAY

KA PTA SOCIAL MEDIA JOB DESCRIPTION

RESPONSIBILITIES

- Gather information from KA website
 - News
 - Yearly Calendar
- Gather information from Executive Committee
- Submit Newsletter to executive committee for review
- Submit Newsletter to elementary principal and high school contact at the middle of month for review and additions.
- Maintain a complete file of past newsletters
- Participation in meeting discussions and decision making

DUTIES

- Check PTA Email, find/reply answers
- Check Facebook Private Messages, find/reply answers
- Email a pdf copy of PTA Newsletter and any fundraising events to the
 - Headmaster for email blast
 - Elementary Website Admin to add to News Link
- Social Media Posts -
 - Facebook Images of Newsletter
 - Upcoming PTA fundraising events
 - Images of students performing academic activities
- Volunteer in some or all fundraising efforts

SERVING TERM

Social Media **MAY** serve three consecutive years if members vote current and current accepts

