

Position: President

Term Length: One year

Weekly Time Commitment: 5-8 hours

Elected Position: Yes

Serving as president of the Deer Crossing PTA includes the responsibility to lead that PTA toward specific goals chosen by its members. The goals must be consistent with the Policies and Purposes of the PTA.

The president is the presiding officer and the official representative of the association. Determine, with the PTA Executive Board, including the Principal, strategic and tactical plans for the PTA. Manage the affairs of the PTA on a daily basis and represent DCES at district and city events and meetings, when applicable.

RESPONSIBILITIES

- Conduct the administration of the PTA in accordance with its By-Laws
- Meet with board during the early summer to review all areas of responsibility and formulate time-tables. At that time preliminary budget discussions should take place.
- Review Job Descriptions to have an understanding of what each position is responsible for.
- Contact School Staff at the beginning of the year and keep contact up throughout the year; discuss any issues.
- Attend PTA Board meetings. Attend or send a representative to relevant School or District meetings with county delegate.
- Chair all PTA meetings
- Chair the Executive Board meeting. Develop the agenda and notify, at least one week in advance with agenda ideas.
- Contact on a regular basis the board who report to you to remain apprised of issues within each area.
- Be prepared to speak at various school functions including New Student and Kindergarten Orientations, Open Houses, and when requested by parents groups.
- Work with Communications Board Member for curation of the monthly newsletter
- Assist along with appropriate Board members to get orientation information out late summer to new and returning families
- Work with treasurer and membership to make sure an accurate list of current and paid members are sent to the state with dues owed
- Oversee and approve PTA budget with Treasurer
- Follow up with each board member and the sub-committees they oversee
- Keep directory contact list of board members and key committee chairs
- Work with Treasurer to make sure bank account as signature cards and process is in place for banking and signing checks and make sure the PTA has appropriate insurance for the organization and it is up to date
- Support and recruit new membership each year

Position: Membership Coordinator

Term Length: One year

Weekly Time Commitment: 2-3 hours

Elected Position: Yes

Membership is responsible for recruiting, retaining, promoting, and increasing the DCES PTA membership. PTA is a membership association, and membership is the heart of PTA. Crucial to any PTA's health and success is a membership that is representative of its community. Along with the entire board, the president and the membership coordinator are partners in guiding and directing the membership committee in an effective and successful yearlong membership campaign and in growing a membership that is representative of the entire community.

Note: The bulk of the duties for this position begin in the summer and mostly culminate with the publishing of the directory, usually by the beginning of October.

RESPONSIBILITIES

- Planning and conducting membership enrollment efforts
- Encouraging member participation and selling membership benefits
- Managing administrative duties such as collecting membership dues; distributing and accounting for membership cards; maintaining paperwork and accurate records; and completing reports for submission.
- Most information is collected through the website, so will also need to coordinate with chair to organize all information in one place.
- Responsible for collecting Directory information, compiling, organizing, publishing, and distributing to PTA members.
- Providing Membership updates at Board meetings.

Position: Programs Coordinator

Term Length: One year

Weekly Time Commitment: 2-3 hours, can be more during peak event times

Elected Position: Yes

Programs Coordinator is responsible for oversight of the major non fundraising events at DCES. This includes providing support and guidance to Program Committee Chairs. Chairs include: Family Fun Night, Assemblies, Clubs, Variety Show, Room Parent Coordinator.

RESPONSIBILITIES

- Maintain regular communications with Program Committee Chairs.
- Provide guidance in planning events and creating a calendar with Program Committee Chairs.
- Ensuring all events and functions under the Coordinator's purview follow proper school and county policies and procedures. This includes function forms, insurance, and safety regulations.
- Provide support and help curate volunteers for events planning by the Program Committee.
- Provide Program updates at Board meetings.

Position: Ways and Means Coordinator

Term Length: One year

Weekly Time Commitment: 2-3 hours, can be more during peak event times

Elected Position: Yes

Ways and Means Coordinator is responsible for oversight of the major fundraising events at DCES. This includes providing support and guidance to Ways and Means Committee Chairs. Chairs include: Read-a-thon, Deer Dash, Box Tops for Education, Teacher Grants, and Spiritwear.

RESPONSIBILITIES

- Maintain regular communications with Ways and Means Committee Chairs.
- Provide guidance in planning events and creating a calendar with Ways and Means Committee Chairs.
- Ensuring all events and functions under the Coordinator's purview follow proper school and county policies and procedures. This includes function forms, insurance, and safety regulations.
- Provide support and help curate volunteers for events planning by the Ways and Means Committee.
- Provide Ways and Means updates at Board meetings.

Position: Spiritwear

Term Length: One year

Weekly Time Commitment: 1-2 hours per week

Elected Position: No

Spiritwear Chair is responsible for coordinating at least one Spiritwear fundraiser per year.

RESPONSIBILITIES

- Scheduling the Spiritwear fundraiser(s)
- Coordinating with the vendor on products and order dates/timelines
- Communicating Spiritwear ordering information to all students.
- Coordinating paper order for Spritwear.
- Reporting the Board and Ways and Means Chair.

Position: Newsletter

Term Length: One year

Weekly Time Commitment: 1-2 hours per week

Elected Position: No

Newsletter Chair is responsible for creating the monthly PTA Newsletter, Bucks Blast.

RESPONSIBILITIES

- Soliciting new items for the monthly newsletter.
- Curating a list of members to send newsletter.
- Editing submitted items for newsletter.
- Coordinating with DCES staff and administration for newsletter items.
- Creating and distributing e-newsletter and providing publication notification to communications chair for website.
- Reporting to the Board.

Position: Reflection Program Co-chair

Term Length: One year

Weekly Time Commitment: 1-2 hours per week, or more during peak times

Elected Position: No

Manage the Reflections Program, an art contest that the National PTA Holds.

RESPONSIBILITIES

- Send out notifications to school about the current year's contest
- Coordinate with National PTA contacts on the submission requirements
- Create timeline for program, including marketing, collections, and submission
- Reporting to the Board

Position: Teacher Grants Chair

Term Length: One year

Weekly Time Commitment: 5 hours per week during grant period

Elected Position: No

Manage the DCES Teacher Grant program.

RESPONSIBILITIES

- Distribute grant forms to teacher teams
- Collect and present grant forms to the DCES board for approval.
- Work with teachers to coordinate the approved items ordered and delivered.
- Reporting to the Board