



Crescent Heights Elementary PTA

President

Time Commitment: 5-10 hours per week

Busiest Times of Year: Busiest at the beginning of the year but flattens out until about April and then busy through June; additional special projects as desired

- Manage overall objectives and strategies of PTA
- Act as liaison between parents and principal / staff
- Coordinate goals and strategy for the PTA plans for the school year
- Coordinate board planning sessions as necessary
- Assist in the recruiting for needed PTA Committee Chairs
- Create agenda and facilitate monthly PTA meetings
- Create agenda and facilitate about 3-4 PTA board meetings
- Collaborate with Principal to create school calendar
- Collaborate with PTA Treasurer to create PTA annual budget, financial review schedule and designate a member to complete monthly bank statement review.
- Attend (or designate someone else to attend) quarterly Superintendent Breakfast events
- Attend (or designate an alternate exec board member) monthly CORE Team meetings
- Attend Tacoma Council PTA meetings when possible (consortium of the PTA Presidents from all Tacoma Public schools)
- Ensure local council is in compliance with WSPTA training requirements
- Key speaker for PTA talking point events such as Ice Cream Social, Open House, in-School Assemblies as needed



Crescent Heights Elementary PTA Vice-President

Time Commitment: 3-5 hours per week

Busiest Times of Year: Busiest at the beginning of the year but flattens out until about April and then busy through June; additional special projects as desired

- Preside at meetings in the absence of the President
- Acts as an assistant to the President
- Assist in the formulations of short and long term goals of the PTA
- Assist in the recruiting for needed PTA Committee Chairs
- Oversee committee chair activities
- Liaison between exec board and committee chairman
- Oversee fundraising selection, planning, and evaluation
- Primary contact for PTA printing and graphics orders, order deliveries and sorting
- Schedule school-wide assembly programs
- Secure and coordinate general meeting guest speakers
- Engage in strategic planning for the PTA
- Coordinate daycare, snacks and door prizes for general membership meetings.
- Participate in board planning sessions and work with executive board to implement plans.
- Regularly check and respond to PTA voicemail and messages left at school for PTA executive board
- Maintain frequent communication with other exec board members of committee updates, PTA response to messages and other related information.
- Maintain accountability of PTA storage locker keys and lockbox keys.
- Maintain & update PTA bulletin boards with current events

Crescent Heights Elementary PTA Secretary



Time Commitment: 5-10 hours per month

Busiest Times of Year: Immediately leading up to and following each meeting

- Take minutes at all PTA related meetings (Executive Board, Committee, and general membership Meetings)
- Forward general membership meeting notes to President for review, then submit minutes for inclusion on website.
- Prepare copies of agenda, prior month's meeting minutes, and sign in sheets for general membership meetings
- Participate in board planning sessions and work with executive board to implement plans.
- Assist and in the recruiting for needed PTA Committee Chairs
- Periodically checks and archives messages received in PTA org electronic mailbox
- Records and responds to all inward and outward correspondences via Social Media, Website commentary and the like.
- Maintains the PTA hard copy files and keeps files in easily accessible manner.
- Maintains the PTA soft copy files; located in archived messages and in Drop Box.
- Acts as the subject matter expert for PTA laws, rules and governing regulations for local, council and regional requirements
- Oversees and assists with the PTA directory committee
- Spearheads the PTA back to school packet content and delegates tasks for resource inclusion as needed to accomplish this project
- Maintains the current bylaws, stand rules and membership lists.
- Maintains the current logins and passwords for all PTA accounts.

Crescent Heights Elementary PTA

Treasurer



Time Commitment: 5-10 hours per week

Busiest Times of Year: Beginning of the year, due to learning curve.

- With the President, generate the annual PTA budget
- Prepare annual tax return postcard
- Pay bills and reimbursements as required
- Process deposits to the bank
- Inform committees of budgeted funds
- Oversee ongoing PTA finances; ensure adherence to approved PTA budget
- Prepare and present budget report for each PTA meeting
- Submit financial reports for inclusion on website
- Participate in board planning sessions and work with executive board to implement plans.
- Keep an accurate and detailed account, in the books and records of the PTA, of all funds received and all funds disbursed.
- Assist and in the recruiting for needed PTA Committee Chairs
- Maintain accountability of PTA electronic credit card hardware (square readers)
- Prepare and issue donor receipts as requested
- Comply with all due dates set by council and district PTA for remittance of monies and forwarding of reports in a timely manner
- Maintain all correspondence related to PTA financials to include tax forms, IRS letters, money matters reports etc.
- Ensure monthly bank statement review is completed and documented
- Renew PTA insurance and mail appropriate fee to AIM insurance office by due date