

Officer Job Descriptions and Duties

Per Murwood PTA By-laws

President

In addition to duties outlined in the Bylaws Article VI, Section 1, the president also does the following:

- Attends Executive Board and Association meetings and participates in general decision making.
- Attends regular Las Trampas Creek Council of PTA's 32nd District meetings and functions
- Attends Community Coordinating Council meetings
- Attends PTA-sponsored Parent Education events
- Holds meetings with the Principal (monthly or as needed)
- Speaks at Back to School Night, Open House and Founders Night/Volunteer Recognition
- Participates in PTA training workshops and attends PTA convention
- Meets with officers for goal setting
- Organizes and maintains Board and information files, distributes training information and facilitates proper upkeep of Procedures Notebooks and mailbox
- Ensures that all Las Trampas Creek Council deadlines are met
- Regularly updates Board/Committee Roster and distributes copies to Board members, committee chairs and principal
- Regularly updates PTA calendar of events and distributes copies to Board members, committee chairs and principal
- If the Parliamentarian is absent from a meetings, appoints "acting-Parliamentarian"
- If the Secretary is absent from a meetings, appoints "acting-Secretary"
- Maintains PTA postings
- Reviews and approves Enews communications prior to distribution
- At President's discretion, hold welcome to New Executive Board meeting in summer

Executive Vice President

In addition to duties outlined in the Bylaws Article VI, Section 2, the executive vice-president also does the following:

- Attends Executive Board and Association meetings and participates in general decision making.
- Assists the president in all aspects of the presidency

Treasurer

In addition to duties outlined in the Bylaws Article VI, Section 5, the Treasurer also does the following:

- Attends Executive Board and Association meetings and participates in general decision making.

Secretary

In addition to duties outlined in the Bylaws Article VI, Section 4, the secretary also does the following:

- Attends Executive Board and Association meetings and participates in general decision making.
- Maintain the sign in/attendance sheet for both executive board and association meetings
- Takes and posts minutes of all association and executive board meetings, provides executive board with copies of all minutes and posts minutes for the association
- Provides the president with a draft of the minutes within one week following each meeting so that the appropriate person or committee can follow up outstanding items

Financial Secretary

In addition to duties outlined in the Bylaws Article VI, Section 6, the Financial Secretary also does the following:

- Attends Executive Board and Association meetings and participates in general decision making.

Auditor

In addition to duties outlined in the Bylaws Article VI, Section 7, the Auditor also does the following:

- Attends Executive Board and Association meetings and participates in general decision making.
- Serves as advisor to the Treasurer
- Attends LTCC training for unit auditors

Historian

In addition to duties outlined in the Bylaws Article VI, Section 8, the Historian also does the following:

- Attends Executive Board and Association meetings and participates in general decision making.
- At the April PTA meeting, asks Association for suggestions regarding topic for the Annual Unit Report.
- In conjunction with the president, files two copies of the Annual Unit Report with LTCC
- Chairs volunteer recognition committee that selects Honorary Service Award recipients.
- Maintains permanent record of HSA/Volunteer recipients.
- Works with Hospitality in providing refreshments for Volunteer Awards/Founders Day event in April

Parliamentarian

In addition to duties outlined in the Bylaws Article VI, Section 9, the Parliamentarian also does the following:

- Attends Executive Board and Association meetings and participates in general decision making.

Teacher Rep

- Attends Executive Board and Association meetings and participates in general decision making.
- Is a member in good standing of the association
- Is appointed by the Principal for a term of one year
- Acts as liaison between the teachers and the association, communicating pertinent PTA-related information to the faculty and staff-related information to the board

1st VP – Program Support

In addition to duties outlined in the Bylaws Article VI, Section 3, the 1st VP also does the following:

- Attends Executive Board and Association meetings and participates in general decision making.
- Recruits chairs and coordinators for, communicates with, and oversees the following school committees:
 - ASE
 - Keyspot Liason
 - MNN Coordinator
 - RAP
 - Refelctions
 - Teacher Appreciation
 - Track & Field
 - Video Club
- On a regular basis, collects and forwards to the Historian the volunteer hours from each committee.
- Ensures that articles are submitted to the enews editors in a timely fashion
- Requests budget line items in the spring for the following school year.

2nd VP- Communications

In addition to duties outlined in the Bylaws Article VI, Section 3, the 2nd VP also does the following:

- Attends Executive Board and Association meetings and participates in general decision making.
- Recruits chairs and coordinators for, communicates with, and oversees the following school committees:
 - Copy Club
 - Directory
 - Enews
 - Hospitality
 - Membership
 - PR Liaison
 - Red Ribbon Week
 - Welcome Back Days
 - Webmaster
 - Yearbook
- Publicizes all upcoming events, including agenda and minutes.
- Works to communicate in several mediums all PTA events, activities and PTA decisions.
- Requests budget line items in the spring for the following school year.

3rd VP – Ways & Means

In addition to duties outlined in the Bylaws Article VI, Section 3, the 3rd VP also does the following:

- Attends Executive Board and Association meetings and participates in general decision making.
- Recruits chairs and coordinators for, communicates with, and oversees the following school committees:
 - Auction
 - Book Fair
 - Education Fund
 - Escrip Marketing
 - Grants & Matching
 - Gift Wrap
 - Box Tops
- Coordinates all Murwood PTA fundraising activities.
- Ensures that accurate records of all monies received through fundraising activities are maintained and delivered to the Financial Secretary and Treasurer.
- Requests budget line items in the spring for the following school year.

4th VP - Outreach

In addition to duties outlined in the Bylaws Article VI, Section 3, the 4th VP also does the following:

- Attends Executive Board and Association meetings and participates in general decision making.
- Recruits chairs and coordinators for, communicates with, and oversees the following school committees:
 - Books for Breakfast
 - Book Club (2nd-5th Grades)
 - CCC Representative
 - Eco Club
 - Emergency Preparedness
 - Family Fun Nights
 - Halloween Carnival
 - Legislative Rep
 - Odyssey of the Mind
 - Parent Education
 - Pumpkin Contest
 - Spiritwear
 - WCEF
 - Wastebusters
 - Wellness
- Reports to the Executive Board as to the status of all committee activities as needed.
- Requests budget line items in the spring for the following school year.