

RC Hinsdale Elementary School PTA Roles – Short Descriptions

Executive Committee

- All Executive Committee positions are required to:
 - Maintain detailed documents, records, outlining all duties and activities of their role.
 - Upload all documents to the Google Drive
 - Attends all EC, Board, Board Transition, and General Membership meetings.
 - Submit receipts, funds received and other documentation as appropriate in a timely manner to the President and/or Treasurer.
- All documents belong to the PTA.

President

- Works with the Principal, Admin Staff, and the PTA Board regarding school community needs.
- Plans for the year, including the PTA calendar, budget & goals with the PTA Board.
- Collaborates with the EC to determine the vision and goals for the coming year in alignment with the PTA mission.
- Prepares meeting agendas and presides over General Membership meeting, Executive Committee meetings and Board Meetings.
- Responsible for the Booster/External support group application and similar paperwork required by the School Board.

1st VP of Membership

Reports to President

- Promotes and actively recruits membership for the PTA throughout the year.
- Educates families on the benefits of joining the PTA.
- Organizes the Fall PTA membership drive and other membership drives throughout the school year.
- Oversees Staff Appreciation and coordinates the SBDM election and Scholarship Applications.

2nd VP of Fundraising

Reports to President

- Leads annual Monster Dash fundraiser, held in October.
- Leads additional fundraising activities, including fundraiser(s), Brick Pavers, Redemption Programs and School Supply Kits.
- Ensures fundraising goals align with the PTA mission, goals, objectives, and current budget needs.
- Oversees the chairpersons for Carnival, Restaurant Nights, and Spirit Wear.
- Holds a PTA credit card and acts in accordance with credit card policies/procedures.

3rd VP of Special Programs + Events

Reports to President

- Responsible for programs sponsored to support the academic enrichment, character development, health, and welfare of our students.
- Responsible for overseeing the chairpersons of new and recurring events, such as but not limited to: Breakfast with Buddies, Family Events (Color Me Mine, Y'all's game, Touch-A-Truck, Dance, Field Day, etc.), Popcorn Friday, and the Holiday Shop.
- Holds a PTA credit card and acts in accordance with credit card policies/procedures.

4th VP of Communication

Reports to President

- Must be fluent in Word, Social Media Platforms, Google Drive and Canva.
- Ensures effective communication between parents, teachers, and administration.
- Maintains communication plan for the entire PTA.
- Responsible for the design, production and distribution of the PTA newsletter and Social Media (PTA website, Givebacks (formerly MemberHub), PTA Facebook page).
- Responsible for overseeing the Teacher Representatives.

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5th VP of Volunteers

Reports to President

- Recruits, trains, and manages volunteers for all PTA sponsored events and programs.
- Works closely with the VP of Membership, VP of Programs & Special Events, and VP of Fundraising to develop recruiting plans, build teams, and guide new volunteers.
- Creates Sign-Up registrations for all PTA sponsored events and reports back to each point of contact on the status.
- Oversees the pod and room parent activities during the school year.
- Collects and tracks reimbursement forms from all volunteers to be turned in to the Treasurer.
- Informs pod/room parents of remaining funds on a regular basis.
- Holds a PTA credit card and acts in accordance with credit card policies/procedures.

Secretary

Reports to President

- Keeps minutes from all PTA meetings.
- Keeps attendance records from all meetings; checks for quorum.
- Presents prior minutes for approval at all PTA meetings.
- Maintains a copy of current bylaws, standing rules, and a current membership list (including a list of officers and chairs).

Treasurer

Reports to President

- Sends bank statements to designated person monthly for review.
- Maintains permanent records to track unit funds and financial transactions.
- Chairs finance committee and prepares annual budget for adoption by the association.
- Pays all PTA bills as authorized by board or association.
- Prepares reports for every board and association meeting and an annual financial report.
- Ensures taxes and reports required by PTA bylaws, insurance or federal and state governments are completed and submitted by the due dates.
- Reconciles credit card and bank transactions against statements monthly

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Board Members

- All Board Member positions are required to:
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 - Attends all Board, Board Transition, and General Membership meetings.
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5th Grade Achievement Chair

Reports to VP of Volunteers

- Coordinates with the Principal and 5th grade teacher's plans for 5th grade promotion.
- Coordinates with the 5th grade teachers on:
 - T-shirts
 - Silhouettes
 - Last Will + Testaments
 - Decorations of gym
 - Programs

Breakfast with Buddies Chair

Reports to VP of Special Programs + Events

- Coordinates with the Principal the date and timing of both event days.
- Organizes and plans the event with the VP of Programs Events.
- Determines volunteer requirements for both days of event and communicating them with the VP of Volunteers.

Carnival Chair

Reports to VP of Fundraising

- Organizes the Carnival from planning through conclusion with support from the VP of Fundraising and fundraising committee.
- Works with the VP of Fundraising to develop and gain approval of the Carnival budget, including rental items, games, prizes, tickets, concessions, and petty cash.
- Determines volunteer needs/requirements for Carnival and communicates with the VP of Volunteers to activate.
- Submits documentation in a timely manner, including program/event plan, check requests, receipts and funds received forms, to the President and/or Treasurer.

Holiday Store Chair

Reports to VP of Special Programs + Events

- Plans and organizes the event with VP of Programs and Events and committee members.
- Recruits committee members to help with shopping duties or planning duties.
- Oversees shopping/delegating shopping duties to committee members during specific times through the year after budget approval for the following categories: Men, Women, Boys, Girls, and Pets
- Maintains detailed inventory of items and expenses of current shopping items.

Staff Appreciation Chair

Reports to VP of Membership

- Organizes and plans various appreciation events throughout the year.
- Gathers quotes/donations from local restaurants for meal plans throughout the week.

Teacher Representatives

Reports to VP of Communication

- Primary + Intermediate (2)
- Provides reports to the Executive Board from staff members at all Executive Board Meetings.
- Informs RC Hinsdale Elementary PTA of any concern's teachers have regarding procedures or programs PTA is sponsoring.
- Gives advice to the RC Hinsdale Elementary PTA about issues or ideas that the PTA may want to work on during the school year.
- Advocates for the RC Hinsdale Elementary PTA by encouraging teachers and faculty to join the PTA.
- Encourages a partnership between teachers and the parents by supporting RC Hinsdale Elementary PTA activities after school hours and in the community.

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Committee Members

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- All documents belong to the PTA.
- Encouraged to attend PTA Meetings

Carnival Committee

Reports to Carnival Chair

- Supports planning and execution of the Carnival, including gathering vendor quotes, soliciting donations, game and prize planning, and event set-up, execution, and clean-up.
- Encouraged to attend General Membership meetings.

Family + Friends Events Committee

Reports to VP of Special Programs + Events

- Organizes the planning throughout the event conclusion with the VP of Special Events.

Finance Committee

Reports to Treasurer

- Supports Treasurer

Fundraising Committee

Reports to VP of Fundraising

- Supports fundraising activities throughout the year as available, including school-wide fall and spring fundraisers, Brick Pavers, Redemptions, School Supply Kits, and Restaurant Nights.

Holiday Store Committee

Reports to Holiday Store Chair

- Supports the Chair of the Holiday Store throughout the year as deemed necessary.
 - This may require helping purchase gifts for Women, Men, Pets, Boys or Girls

Popcorn Friday Committee

Reports to VP of Special Programs + Events

- Coordinates with VP of Special Programs and Events dates when Student of the Month will take place
- In charge of:
 - purchasing popcorn, bags, cleaning supplies, etc. each month for event
 - popping the popcorn the morning of the event to have ready for students at the time of the assembly

Spirit Wear Committee

Reports to VP of Fundraising

- Oversees development of spirit wear designs and selection twice yearly (typically August and late fall).
- Works with vendors to get estimates for pricing, production, and delivery of spirit wear items.
- Creates and distributes order forms to drive sales.
- Oversees distribution of spirit wear items to students and manages backorders (when necessary).

Staff Appreciation Committee

Reports to Staff App Chair

- Supports the Staff Appreciation Chair throughout the year as deemed necessary