

## 2024-2025 SCES PTA Board Positions

We are looking for PTA Executive board members for the 2024-2025 school year. This is a great way to get involved! Board members plan fundraisers and determine where those funds go to enhance our children's experience. Board members are also eligible to attend the annual PTA Leadership Conference in Orlando over the summer.

### Available elected positions:

**President** - Responsible for leading PTA toward specific goals chosen by its members. Creates agendas for, and is presiding officer at, Board and Association Meetings. Oversees and coordinates the work of an executive board to run the PTA effectively. A person must have served on the SCES PTA Board for one (1) year before being eligible to serve as President.

**VP Fundraising** - Responsible for raising the funds needed to meet the proposed unit budget.

**VP Programs** - Plans a year-long schedule of PTA events that may include parent education, health/safety presentations (such as Red Ribbon Week) and special events.

**VP Membership** - Develops and deploys year-round **membership** recruitment and retention plans. Coaches other PTA leaders in how to present the PTA and membership to others.

**Treasurer** - Serves as the authorized custodian of all funds of the PTA. **Receives and disburses all monies as prescribed in the local bylaws.**

**Recording Secretary** - Keeps an accurate, concise, permanent record of proceedings at all PTA Board and General Membership Meetings.

If interested, please email [scesptaboardinterest@gmail.com](mailto:scesptaboardinterest@gmail.com) with this information no later than April 30, 2024:

Name

Phone

Email address

What position or positions are you interested in?

What are your skills that you can bring to the Board?

Why are you interested in becoming a Board Member?

## Long job descriptions

**President:** Responsible for leading PTA toward specific goals chosen by its members. Creates agendas for, and is presiding officer at, Board and Association Meetings. Oversees and coordinates the work of an executive board to run the PTA effectively. Serves as the official contact, communicator and representative of the PTA. Designated as an authorized signer for PTA checks, contracts, and authorizations for payment. Serves as ex-officio member of all committees except the nominating committee. Works with other PTA leaders to connect families, school and community to support student success. A person must have served on the SCES PTA Board for one (1) year before being eligible to serve as President.

**VP, Fundraising:** Responsible for raising the funds needed to meet the proposed unit budget. Develops, coordinates, and reviews PTA contracts and commitments with fundraising organizations. Works with PTA Chairpersons to understand PTA commitments to other organizations. In accordance with Florida PTA, understands the correct procedures for handling PTA monies, insurance issues, etc. Researches and evaluates new fundraising opportunities. Attends PTA Training, as required.

**VP, Programs:** Plans a year-long schedule of PTA events that may include parent education, health/safety presentations (such as Red Ribbon Week) and special events. Does not include fundraising. Attends conventions, classes, or workshops to remain abreast of rules and regulations outlined in PTA guidelines. Collaborates with principal, PTA president, other committee chairmen and campus student groups to coordinate, plan and implement programs for the school year.

**VP, Membership:** Develops and deploys year-round **membership** recruitment and retention plans. Coaches other PTA leaders in how to present the PTA and membership to others. Provides membership updates at board meetings, or as necessary.

**Treasurer:** Serves as the authorized custodian of all funds of the PTA. **Receives and disburses all monies as prescribed in the local bylaws.** Keeps financial records and prepares reports to comply with State PTA policies as well as local, state and Federal laws. Ensures all authorized bills are promptly paid and gives a financial accounting at regular intervals. Maintains permanent records to track unit funds and financial transactions. Ensures taxes and reports required by PTA bylaws, insurance or federal and state governments are completed and submitted by the due dates. Chairs budget committee and prepares annual budget for adoption by the association.

**Recording Secretary:** Keeps an accurate, concise, permanent record of proceedings at all PTA Board and General Membership Meetings. Takes minutes at board and General Membership meetings. Prepares notices, agendas, sign-in sheets and materials for distribution. Maintains and preserves PTA records and important documents to pass on at the end of the term.