

RC Hinsdale Elementary PTA
Elected Officers and PTA Board Members

Executive Committee

President: (average 4-5 hrs. per week, busy during summer and beginning of school year)

- Works with Principal, Admin Staff & PTA Board regarding school community wants & needs
- Plans for the year, including calendar, budget & goals with PTA Board
- Required to attend all EC, PTA Board & General Membership meetings
- Required to maintain a Procedure Book (detailed documents and records, outlining all duties and activities)
- Required to attend the Board Transition Meeting at the end of term
- Determines the vision and goals for the coming year in alignment with the PTA mission and vision
- Review membership from previous year and determine our goal with VP of Membership and develop and action plan for current year
- Meet with the Principal prior to school year to review plans and goals for the year
- Oversees the work of the PTA Board & Committee Chairs
- Prepare PTA meeting agendas with help of the Secretary
- Presides over PTA Membership meetings & Executive Board meetings
- Be familiar with Robert's Rules of Order
- Sign all contracts after approval from PTA Board
- Answers membership emails
- An ex-officio member of all committees except nominating committee
- Reviews all PTA correspondence, in conjunction with the Principal prior to distribution to school, community, or staff
- Plan to attend KY PTA Convention/Leadership Training
- Share the date of the 14th district Back to PTA Conference and make plans for your board to attend
- Appoints a financial review committee at the end of the year

1st VP of Membership: (average 4 – 6 hrs. per month, busiest at membership campaign)

- Required to attend all EC, PTA Board & General Membership meetings
- Reports directly to the President
- Responsible for sending the President a report by the 15th of each month for work in progress/completed in their respective role
- Required to maintain a Procedure Book (detailed documents and records, outlining all duties and activities)
- Required to attend the Board Transition Meeting at the end of term
- Review the Back to School Kit and Leader Notebook at the National PTA website
- Sets membership goal at the beginning of the school year with the President
- Responsible for promoting and actively recruiting membership for PTA throughout the year

- Educates families on the benefits of joining PTA
- Organize and run the Fall PTA membership drive and other membership drives throughout the school year
- Keep members informed and create enthusiasm to become active in the PTA
- Responsible for introductions/welcoming new faces at General Membership meeting.
- Responsible for following up with new PTA members after each meeting to engage them so we keep them interested/involved
- Work directly with the Treasurer to remit membership money
- Keep names, addresses, telephone numbers, and e-mail addresses of members and provide a duplicate copy for the Secretary's official Procedure Book
- Attend district workshops, leadership training and state convention to be informed on all PTA issues
- Provides membership updates during PTA meetings and to VP of Communications and VP of Volunteers

2nd VP of Fundraising: (average 2 hrs. per week, busiest during fall fundraiser)

- Required to attend all EC, PTA Board & General Membership meetings
- Reports directly to the President
- Responsible for sending the President a report by the 15th of each month for work in progress/completed in their respective role
- Required to maintain a Procedure Book (detailed documents and records, outlining all duties and activities)
- Required to attend the Board Transition Meeting at the end of term
- Oversees the following fundraising activities during the school year
 - School-wide fundraiser (with committee), Brick Pavers, Restaurant Nights, Redemptions
- Works closely with fundraising chairpersons to make sure fundraising goals are met and ensure timely execution (School Supply Kits, Scripps Fundraiser, Spirit Wear)
- In charge of researching new options for fundraising
- Lead the organization to seek fundraising activities that consider the PTA's current goals and objectives and ensure board approval is received

3rd VP of Programs & Special Events: (average 3 hrs. per week, busiest during events)

- Required to attend all EC, PTA Board & General Membership meetings
- Reports directly to the President
- Responsible for sending the President a report by the 15th of each month for work in progress/completed in their respective role
- Required to maintain a Procedure Book (detailed documents and records, outlining all duties and activities)
- Required to attend the Board Transition Meeting at the end of term
- Responsible for the programs sponsored to support the academic enrichment, character development or health and welfare of our students
 - National PTA School of Excellence, Take Your Family to School Week, PTA Family Reading Experience, STEM + Families, Healthy Lifestyles, Healthy Habits Program, Safety

at Home and at Play, Connect for Respect, Digital Safety, The Smart Talk, Parent's Guide to Data Privacy

- Responsible for promoting Arts in Education by working with the Reflections Chair
 - Reflections & Reflections Theme Search Contest
- Responsible for Seeking Grants & Awards through KY PTA & National PTA
 - STEM + Family, Outstanding Personnel Award, Outstanding Educator Award, Outstanding Local Unit Newsletter Award, Outstanding Local Unit Website Award, Outstanding Membership Campaign Award, Outstanding School Nurse Award, Outstanding Volunteer Award, Outstanding Volunteer Participation Award, Rising Star Award, Self Esteem Award
- Oversee and coordinate the Opening Day Celebration
- Responsible for overseeing and supporting the chairpersons for the following annual recurring programs & events
 - Donuts with Dad, Morning with Mom, Family Events, Reflections, Popcorn Friday, Art Fair, 5th Grade Recognition, Staff Appreciation
- Recruit chairs for events and maintains regular contact to ensure they have the help they need for specific programs and ensure timely execution of all activities
- Chair events when there is a vacancy
- Works with VP of Communications and VP of Fundraising on creating the PTA calendar of events for the year

4th VP of Communications: (average 6-8 hrs. per month)

- Required to attend all EC, PTA Board & General Membership meetings
- Reports directly to the President
- Responsible for sending the President a report by the 15th of each month for work in progress/completed in their respective role
- Required to maintain a Procedure Book (detailed documents and records, outlining all duties and activities)
- Required to attend the Board Transition Meeting at the end of term
- Works with Principal & Teacher Representatives regarding school community wants & needs as well as information they would like to be communicated
- Ensures effective communication between parents, teachers, and administration
- Maintains "big picture" view of communication activities and master calendar of activities
- Maintain public relations plan to advance awareness of the PTA programs and events
- Responsible for the design, production and distribution of the PTA newsletter, Social Media (PTA website, PTA Twitter, PTA Instagram, PTA Facebook page)
- Oversees and coordinates the SBDM election and Scholarship Applications
- Work with committee chairs and VP's to coordinate surveys and ways to receive feedback following events and/or fundraising
- Reviews all print material prior to distribution and forwards to President for final review
- Take photographs (or recruit personnel) at all PTA sponsored events

5th VP of Volunteers: (average 4 – 6 hrs. per month, busiest around special events & programs)

- Required to attend all EC, PTA Board & General Membership meetings
- Reports directly to the President
- Responsible for sending the President a report by the 15th of each month for work in progress/completed in their respective role
- Required to maintain a Procedure Book (detailed documents and records, outlining all duties and activities)
- Required to attend the Board Transition Meeting at the end of term
- Shall recruit, train, and manage volunteers for all PTA sponsored events and programs
- Shall work 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
- Shall create Sign-Up Genius registrations for all PTA sponsored events and report back to each point of contact on the status
- Oversees and supports the Room Parent Chair with activities during the school year

Treasurer: (average 2-3 hrs. per week, busiest at end of year and tax preparation time)

- Required to attend all EC, PTA Board & General Membership meetings
- Reports directly to the President
- Responsible for sending the President a report by the 15th of each month for work in progress/completed in their respective role
- Required to maintain a Procedure Book (detailed documents and records, outlining all duties and activities)
- Required to attend the Board Transition Meeting at the end of term
- Makes sure books have been reviewed before accepting them
- Makes sure signature cards are on file for all check signors
- Oversees all financial records and keeps permanent books of accounts & payments
- Prepare financial records for yearend audit review
- Reviews monthly bank statements, prepares monthly financial reports & budget to actuals report for the PTA Board and General Membership meetings
- Keeps all forms, receipts, bank statements, canceled checks and other records
- Keeps all deposit slips and cash received statements on file
- Pays bills and files financial forms (1099s, tax returns, etc.)
- Serves on the Budget Committee as Chair
- Sends bank statement, bank reconciliation, and budget to actual report to President each month for review
- Makes sure internal controls are set in place for all treasury procedures
- Pay all bills and reimbursements in a timely manner
- Deposits funds promptly
- Ensures that the PTA has liability and bonding insurance

Secretary: (average 4-6 hrs. per month – busiest after meetings)

- Required to attend all EC, PTA Board & General Membership meetings
- Reports directly to the President

- Responsible for sending the President a report by the 15th of each month for work in progress/completed in their respective role
- Required to maintain a Procedure Book (detailed documents and records, outlining all duties and activities)
- Required to attend the Board Transition Meeting at the end of term
- Keep minutes from all PTA General membership (including Special meetings) and Board meetings
- Prior to meetings
 - Sends a reminder of the meeting (date and time)
 - Works with President to create an agenda
 - Sends out the agenda and any pertinent documents necessary prior to the meeting, including the draft of the minutes of the previous meeting
- Advises the President of any unfinished business that needs to go on the agenda
- Keeps attendance records from all meetings; checks for quorum
- Present prior minutes for approval at all PTA meetings
- Maintain a copy of current bylaws, standing rules, and a current membership list (including a list of officers and chairs)
- Counts a rising vote when requested by the presiding officer

PTA Board Commissioners (voting Board Members)

Spring Carnival Chair: (average 3-5 hrs. per week for 3 months prior to event)

- Appointed by the Executive Committee
- Reports directly to the VP of Fundraising
- Required to attend all PTA Board, Committee & General Membership meetings
- Required to maintain a Procedure Book (detailed documents and records, outlining all duties and activities)
- Required to attend the Board Transition Meeting at the end of term
- Organizes the Spring Carnival from planning through event conclusion with the VP of Special Events and Fundraising
- Responsible for determining volunteer requirements and communicating them with the VP of Volunteers
- Responsible for promoting the Spring Carnival and working with the VP of Communications to get pertinent information to the parents, students, teachers and community
- Responsible for communicating with vendors and setting up delivery/pick-up times for items needed
- Responsible for purchasing games (if needed), prizes, tickets, wrist bands, concessions, etc.
- Responsible for coordinating donations from community sponsors for the silent auction
- Responsible for creating classroom projects for the silent auction
- Responsible for coordinating donation of goods & items from families for basket raffles and games
- Coordinate with janitorial staff for access to the building the night before for set-up as well as clean-up

Candy Cane Corner Chair (average 2-4 hrs. per week throughout the year)

- Appointed by the Executive Committee
- Reports directly to the VP of Programs & Special Events
- Required to attend all PTA Board, Committee & General Membership meetings
- Required to maintain a Procedure Book (detailed documents and records, outlining all duties and activities)
- Required to attend the Board Transition Meeting at the end of term
- Organizing the planning throughout the event conclusion with the VP of Special Events
- Responsible for determining volunteer requirements and communicating with the VP of Volunteers
- Responsible for promoting Candy Cane Corner and working with the VP of Communications to get pertinent information to the parents, students and teachers
- Responsible for shopping throughout the year for the following categories: Men, Women, Boys, Girls, and Pets
- Responsible for meeting with the President and Principal to determine when and where the event will take place

Room Parents Chair (average 8 hrs. prior and at the conclusion of each event)

- Appointed by the Executive Committee
- Reports directly to the VP of Volunteers
- Required to attend all PTA Board, Committee & General Membership meetings
- Required to maintain a Procedure Book (detailed documents and records, outlining all duties and activities)
- Required to attend the Board Transition Meeting at the end of term
- Coordinate with the Principal the time and dates for classroom parties (Christmas, Valentine's, and End of Year)
- Request a total head count of students by grade from the front office (check back throughout the year as student enrollment can change)
- Request and appoint volunteers for Room and Pod Parents for each grade
- Coordinate with pod/room parents party ideas in order to be consistent throughout each grade
- Coordinate with pod/room parents in order to receive group discounts (i.e. Kona Ice, pizza, etc.)
- Collect a Plan of Work from each grade to get approval from the Executive Board
- Collect and track reimbursement forms from all volunteers to be turned into the Treasurer
- Inform pod/room parents of remaining funds on a regular basis
- At the conclusion of parties collect items that can be re-used in the future to store in PTA closet

Teacher Representatives Primary and Intermediate (2): (average 3-5 hrs. per month)

- Appointed by the Executive Committee
- Reports directly to the VP of Communications
- Required to attend all PTA Board & General Membership meetings
- Required to maintain a Procedure Book (detailed documents and records, outlining all duties and activities)
- Required to attend the Board Transition Meeting at the end of term

- Provide 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 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.

PTA Board Consultants (non-voting Board Members)

Popcorn Friday Coordinator: (average 3-5 hrs. per month)

- Appointed by the Executive Committee
- Reports directly to the VP of Programs & Special Events
- Required to attend all General Membership meetings
- Encouraged to attend all PTA Board meetings, but not required
- Required to maintain a Procedure Book (detailed documents and records, outlining all duties and activities)
- Required to attend the Board Transition Meeting at the end of term
- Coordinate with Principal and School Administration dates when Student of the Month will take place
- In charge of purchasing popcorn, bags, cleaning supplies, etc. each month for event
- In charge of popping the popcorn the morning of the event to have ready for students at the time of the assembly

Art Fair Coordinator: (average 5-10 hrs. for event)

- Appointed by the Executive Committee
- Reports directly to the VP of Programs & Special Events
- Required to attend all General Membership meetings
- Encouraged to attend all PTA Board meetings, but not required
- Required to maintain a Procedure Book (detailed documents and records, outlining all duties and activities)
- Required to attend the Board Transition Meeting at the end of term
- Responsible for coordinating with the Art Teacher the timing of the Spring Art Fair
- Responsible for helping set up/take down items at the event
- Responsible for collecting money for purchases during the event

5th Grade Promotion Chair: (approximately 120 hrs. total throughout year)

- Appointed by the Executive Committee
- Reports directly to the VP of Programs & Special Events
- Required to attend all General Membership meetings
- Encouraged to attend all PTA Board meetings, but not required

- Required to maintain a Procedure Book (detailed documents and records, outlining all duties and activities)
- Required to attend the Board Transition Meeting at the end of term
- Coordinate with the Principal, Guidance Counselor and 5th grade teacher's plans for 5th grade promotion
- Coordinate with the 5th grade teachers a time & date to take pictures of all students for silhouettes
- Create silhouettes for each student
- Set up time & date to take class picture
- Coordinate with Spirit Wear Chairperson to create and distribute 5th grade t-shirts
- Collect information for each student's Last Will & Testament to be included in the Program
- Create and print the program for 5th grade promotion
- Send out invitations for 5th grade promotion
- Coordinate with Turkeyfoot Middle School time & date available to hold 5th grade promotion in their gymnasium
- Set up and decorate Turkeyfoot Middle School gymnasium for 5th grade promotion

Reflections Chair: (average 30-40 hrs. in the Summer/Fall)

- Appointed by the Executive Committee
- Reports directly to the VP of Programs & Special Events
- Required to attend all General Membership meetings
- Encouraged to attend all PTA Board meetings, but not required
- Required to maintain a Procedure Book (detailed documents and records, outlining all duties and activities)
- Required to attend the Board Transition Meeting at the end of term
- Recruit Reflections committee members, Reflections judges, and volunteers in collaboration with the VP of volunteers
- Oversee the committee planning and implementation of the school Reflections Program
- Establish a Program timeline
- Represent the school at state-wide arts-related events and collaboration
- Promote the Reflections theme search and program to students, teachers, parents and the community as a whole
- Distribute and answer questions about the rules, deadlines, and student entry forms
- Collect student artwork
- Host recognition activities for participants and winners
- Register the school and prepare winning artwork for admission to the next round of judging
- Return artwork to students
- Evaluate the process at the end of the program and make recommendations for improvements to the successor at the end of the year
- Collaborate with the VP of Communications to promote Reflections activities and art advocacy messages through social media and traditional media

School Supply Kits: (approx. 10-15 hrs. total, busiest at end of year scheduling & Open House)

- Appointed by the Executive Committee
- Reports directly to the VP of Fundraising
- Required to attend all General Membership meetings
- Encouraged to attend all PTA Board meetings, but not required
- Required to maintain a Procedure Book (detailed documents and records, outlining all duties and activities)
- Required to attend the Board Transition Meeting at the end of term
- Responsible for contacting vendors to purchase school supplies for the following school year
- Coordinate with the selected vendor the school supply list by grade for the following year
- Create a flyer to be sent home around the April/May timeframe for orders to be submitted
- Send out a reminder via e-blast around April/May and continuously throughout the remainder of the school year
- Coordinate with the vendor the delivery date to be received at the school
- Sort kits and have available for Open House in the month of August

Scripps Fundraiser: (approximately 40 hrs. total; 25 for Fall Fundraiser/15 EOY)

- Appointed by the Executive Committee
- Reports directly to the VP of Fundraising
- Required to attend all General Membership meetings
- Encouraged to attend all PTA Board meetings, but not required
- Required to maintain a Procedure Book (detailed documents and records, outlining all duties and activities)
- Required to attend the Board Transition Meeting at the end of term
- Responsible for the coordination of Scripps Fundraising Events throughout the year (Christmas holiday, and end of year)
- Responsible for visiting shopwithscrip.com to update the gift card list with available vendors year to year
- Create letters to send home to the families for both staff/faculty gift card requests as well as holiday gift cards for personal purchase
- Create a document to help track all staff/faculty gift card purchases
- Verify that order forms and amount paid match prior to purchasing gift cards
- Keep track of each student that donates to each specified staff/faculty members

Breakfast with a Buddy (approx. 8 hrs. 2x per year)

- Appointed by the Executive Committee
- Reports directly to the VP of Programs & Special Events
- Required to attend all General Membership meetings
- Encouraged to attend all PTA Board meetings, but not required
- Required to maintain a Procedure Book (detailed documents and records, outlining all duties and activities)
- Required to attend the Board Transition Meeting at the end of term

- Responsible for coordinating with the Principal the date and timing of both events
- Organizes the events from planning through event conclusion with the VP of Special Events
- Responsible for determining volunteer requirements and communicating them with the VP of Volunteers
- Responsible for promoting the events and working with the VP of Communications to get pertinent information to the parents, students, teachers and community
- Responsible for contacting the school cafeteria and notifying them of the events date and time
- Responsible for contacting vendors to purchase food and supplies for the events
- Coordinate with janitorial staff for access to the building the night before for set-up and the morning of the event, as well as clean-up
- Coordinate with resource officer for parking/traffic control

Family & Friends Events (Varies based on the # of events)

- Appointed by the Executive Committee
- Reports directly to the VP of Programs & Special Events
- Required to attend all General Membership meetings
- Encouraged to attend all PTA Board meetings, but not required
- Required to maintain a Procedure Book (detailed documents and records, outlining all duties and activities)
- Required to attend the Board Transition Meeting at the end of term
- Organizing the planning throughout the event conclusion with the VP of Special Events
- Responsible for determining volunteer requirements and communicating with the VP of Volunteers
- Responsible for promoting and working with the VP of Communications to get pertinent information to the parents, students and teachers
- Responsible for meeting with the President and Principal to determine when and where the events will take place
- Responsible for gathering quotes for pricing on event

Staff Appreciation (approx. 30 – 40 hours)

- Appointed by the Executive Committee
- Reports directly to the VP of Volunteers
- Required to attend all General Membership meetings
- Encouraged to attend all PTA Board meetings, but not required
- Required to maintain a Procedure Book (detailed documents and records, outlining all duties and activities)
- Required to attend the Board Transition Meeting at the end of term
- Responsible for organizing the planning throughout the event conclusion with the VP of Special Events
- Responsible for determining volunteer requirements and donation requests for Staff Appreciation Week and communicating with the VP of Volunteers
- Responsible for promoting and working with the VP of Communications to get pertinent information to the parents, students and teachers

- Responsible for meeting with the President and Principal to determine when Staff Appreciation Week will take place
- Responsible for gathering quotes from local restaurants for meal plans throughout the week
- Responsible for coming up with a theme and decorating the week of Staff Appreciation
Coordinate with janitorial staff for access to the building the night before for set-up and the morning of the event, as well as clean-up

Spirit Wear (approximately 5 – 8 hours each order; 3 hours 5th grade t-shirts)

- Appointed by the Executive Committee
- Reports directly to the VP of Fundraising
- Required to attend all General Membership meetings
- Encouraged to attend all PTA Board meetings, but not required
- Required to maintain a Procedure Book (detailed documents and records, outlining all duties and activities)
- Required to attend the Board Transition Meeting at the end of term
- Responsible for ordering Spirit Wear (t-shirts, hoodies, various merchandise) twice a year (beginning of the school year and in the late Fall in time for the Christmas holiday).
- Responsible for communicating with vendors on pricing and various designs
- Responsible for sending home order forms with students to purchase items.
- Responsible for collecting payment and placing orders with the vendor
- Responsible for distributing Spirit Wear once orders are received back from the vendor