Duties of Officers, Committee Chairs and Coordinators

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| Position | Time Commitment | Busiest Times | Duties |
| **Officers** |
| **President** | 4-8 hours/week | Summer prior to and beginning of school yearAdditional special projects as needed  | Manage overall objectives, strategies of Rosemont Elementary School PTAAct as liaison between parents and administrative and teaching staffRecruit Committee ChairsWith Board, create PTA calendar before start of school yearCreate agenda for and facilitate monthly meetings. Provide copies of agenda for meeting attendeesCreate agenda for and facilitate Board meetings at least quarterlySpeak at Back-to-School Night, Kindergarten Orientation, and other PTA and school eventsWrite and forward PTA news and announcements for school’s monthly newsletter (Rosemont News, or “Yellow Sheet”) to School PrincipalSubmit to Treasurer necessary paperwork for bill payment or reimbursement |
| **First Vice President (Membership)**  | 50 hours across school year | August and September  | Starting in July prior to school year:* With President, establish goals for fall membership campaign
* Chair Membership Committee: recruit committee members, guide and direct committee to achieve membership goals
* Update, revise as needed membership flyer
* Proposes membership fee for Individuals, Teachers/Staff, and Families. May choose to change categories; Gains BOD approval of fees
* Updates membership form

By Sept. 15, make copies and distribute membership flyer for student take-home. (If working parent, may need assistance during daytime hours with copying/distribution) This will involve:* printing bulk copies, back-to-back
* folding copies in half
* counting out adequate numbers by classroom size (get list of current classroom size from School attendance secretary)
* placing flyers in respective teachers’ mailboxes.

Provide copies of membership flyer for table-top distribution at all PTA and school meetings and eventsDisplay extra copies of membership flyer in “magazine” rack in school’s front lobbyDistribute membership cards. Return unused membership cards to Maryland PTA at end of fiscal year.Record receipt of membership dues received and prepares deposit slip for Treasurer Report membership enrollment counts, as per Maryland PTA requirements * Returns unused cards to MD PTA by the deadline

Submits request for payment for MD PTA and MCCPTA to PTA Treasurer* May need to request additional membership cards

Compile directory of Rosemont students and staff by December* Requests all student contact info by mid-September from Mrs. Senft
* Lays out directory
* Obtains printer quotes
* Distributes final directories to all families.

Attend Board and general PTA meetings. Represent PTA at Back-To-School night, Open House, and other PTA and school events, such as Kindergarten OrientationPreside over Board and general PTA meetings in absence of presidentSubmit to Treasurer necessary paperwork for bill payment or reimbursement  |
| **Second Vice President (Fundraising)** | 5-10 hours/week during peak times; ~2 hrs per week non-peak | During fall and spring fundraising campaigns | Starting in July prior to school year:* With President, establish goals for school-year fundraising efforts
* Serve as chair for Fundraising Committee: recruit committee members; guide and direct committee to achieve fundraising goals, including deciding and scheduling fundraising activities – such as restaurant “nights” – for school year

By Early August, choose fall fundraising campaign activity, and by 2nd week of school, begin distributing fundraising materials. If distributing materials via student take-home, prepare flyers if necessary and have translated into Spanish, count out adequate number of print materials by classroom size (get list of current classroom size from School attendance secretary), and place in respective teachers’ mailboxes. Follow up with print and electronic media and School “morning announcement” reminders. Set up restaurant nights, one a month. These can be set up as far as 6 months in advance. Once those nights are set up, prepare flyers and leave time to have them translated into Spanish. Then hand out in teachers mailboxes a few days prior to event. Follow up with electronic media and School “morning announcement” reminders.Handle passive fundraisers, such as Amazon.com, and grocery store cards. Monitor success of fundraising efforts and seek out new activities as needed; recommend changes to board for approvalAttend Board and general PTA meetings. Represent PTA at Back-To-School Night and other PTA and school events, such as Kindergarten OrientationPreside over Board and general meetings in absence of both President and First Vice PresidentSubmit to Treasurer necessary paperwork for bill payment or reimbursement |
| **Secretary**  | 30 hours/year | Before and after each PTA Board and general meeting | Take minutes of Board and general meetings. Type up and forward draft of minutes to Board for review. Make corrections as needed. Make copies of corrected version for distribution to all attendees at general meetings. Make corrections, if any noted during membership meetings; send final approved copy to Webmaster for posting on website.  Attend all Board and general PTA meetings. Represent PTA at Back-To-School Night and other PTA and school events, such as Kindergarten Orientation.Preside over meetings if President, First Vice President and Second Vice President are absent.Submit to Treasurer necessary paperwork for bill payment or reimbursement  |
| **Treasurer** | 92-120 hours/year (8-10 hours/month) | Record-keeping and reporting tasks keep Treasurer evenly engaged throughout school year | In summer, work with Board to prepare budget for school year Take appropriate training as mandated by Maryland PTA to maintain 503c complianceEducate officers, committee chairs and School staff on proper deposit, bill payment, and reimbursement procedures. Update, revise and maintain supply of billing and reimbursement forms (see Attachment G, Request for Payment Form) for their use.Manage ongoing PTA finances and ensure adherence to approved PTA budget, keeping electronic and/or physical records as neededReport on behalf of PTA (chronologically listed)* State Sales Tax (January-June) – due July\*
* Conduct and Report on Fiscal Review/Audit of previous fiscal year (FY) books
* Financial reporting of non-profits to IRS – due Nov. 15
* Renewal as charitable organization with Maryland – due Jan. 1
* State Sales Tax (July-December) – due January\*
* Personal Property Taxes with Maryland, April 15, 2013 – (submitted 02/06/13)
* Pay liability insurance before close of FY for following FY

\*If signed into law. According to HB232, effective July 1, 2013, PTAs in Maryland will no longer be responsible for collecting and remitting sales tax on items they sell.  If bill signed into law, on PTA’s last sales and use tax report, you must indicate that it is the PTA’s final payment. (**Needless to say, if this passes, we’ll hear about it, and the sales tax-related bullets will need to be removed.)**Prepare and present budget report (see Attachment H, Treasurer’s Report) for PTA Board and general meetings. * Make and distribute copies for all attendees.
* Forward final copy to Webmaster for posting on Rosemont PTA’s website.

Keep committee chairs abreast of budgeted funds Attend PTA Board and general meetingsRepresent PTA at Back-To-School Night and other PTA and school events, such as Kindergarten Orientation |
| **Delegates** | 3-4 hours per month | 4th Tuesday of the month (Delegates Meeting) | Attend monthly MCCPTA meetingReport back to PTA BODReport to General Membership at PTA meeting |
| **Coordinators** |
| **Babysitting Coordinator** |  |  | Done by Global – President to confirm with Global prior to each meeting. |
| **Book Fair Coordinator** | 60-70 hours/school year | 1 month before and up to and during fall and spring book fairs | Select and confirm Book Fair dates with PTA Board and Scholastic companyAttend Scholastic’s Book Fair Coordinators meeting Coordinate with PTA President to schedule “Family Night” (for “Scholastic dollars”)Update, revise flyers to announce event and request volunteers. Have both translated into Spanish. Print bulk copies, back-to-back, on pink paper. Count out adequate numbers by classroom size (get list of current classroom size from School attendance secretary). Place flyers in respective teachers’ mailboxes.Prepare volunteer schedule. Complete volunteer reminder forms and distribute to respective teachers for student take-home.Post sign-up sheets in school mailroom for teachers to schedule their classes for book fairRecruit staff to help during book fairSet up book fairClose and reconcile cash registers with another PTA member dailyDeposit money in bank Breakdown and pack up books for Scholastic pick upComplete Scholastic's Financial Summary |
| **Cultural Arts Coordinator** | 16 hrs per school year | Fall, to set up dates for year + dates of assemblies | Responsible for booking cultural arts assemblies for the school. Attend cultural arts expo hosted by MCPS to view approved performances. Work with the school to ensure quality performances Attend cultural arts assemblies at the school |
| **Dance Party and Ice Cream Social Coordinator** |  |  | 1. Reserve the gym and the multi-purpose room sometime in August, as soon as the PTA is allowed to make reservations with MCPS. Only certain individuals who have received training can make reservations. In the past, the PTA president, the principal, and the school secretary have made reservations for us.2. Know your budget as this impacts hiring of DJ and purchasing of ice cream and decorations.3. As soon as you decide on a DJ company, contact the DJ and inform them of the date of the event so they can put us on their calendar. Their contact person will then send you a contract to be signed. Use the Rosemont PTA address and contact information. For the past 5 years, we have worked with Ultrasound Deejay of Gaithersburg and have asked for James Kennedy as our DJ. Their rate has remained the same for the past 5 years, $345.00 for two hours, which may be subject to change in the future. Other companies may require a deposit, but this company was willing to wait for payment at the time of the event. 4. Inform the DJ company to include the PTA Hold Harmless statement in their insurance form. This should be done as soon as possible as the DJ company’s insurance company needs time to modify their form to include this statement.5. Request a check from PTA treasurer with the amount for the DJ. 6. Inform the school’s head of maintenance/housekeeping about the upcoming event by email about needs for tables, chairs, and trash bins. Remind him/her as the event approaches. For the gym, the DJ uses 1 long table, and we’ve asked about 50-75 chairs on the perimeter of the gym. We’ve asked for trash bins inside the gym as well as outside the gym. In the multi-purpose room, we’ve reserved a couple of tables for dispensing ice cream (they have been ice cream sandwiches the past few years), 6 cafeteria tables for people to sit while eating, some trash bins inside and outside the multi-purpose room. We’ve also requested tables at the entrance for people to check in. It would be a good addition to have bottles of water if we are able to get donations. 7. Shop for best deals for ice cream. We have purchased ice cream cups in the past, the ones that come in a package of 10, but have settled for ice cream sandwiches the past few years because of their availability. The packages of ice cream cups have disappeared. We have purchased ice cream sandwiches at Food Lion because of affordability. At one time, it was suggested that the PTA approach Carvel or another ice cream company for donations or perhaps to sell ice cream for a very low price at the dance. The dance has never been considered a fund-raising event so it has always been free, until the PTA decides otherwise. One thing to keep in mind in determining what form the ice cream will come in (sandwich vs. cones or cups to be served) is the time it takes to dispense them. There is the potential danger of needing to stand in line a long time for ice cream because only a couple of people are serving them and it takes a little longer to serve them, which will then take away from the time spent at the dance floor. 8. Contact teachers ahead of time who have freezers on the first floor and ask to store the ice cream sandwiches in their freezers the afternoon of the dance. The Food Lion brand comes in boxes of 10 or 12. In the past, ice cream sandwiches were purchased ahead of time (a week before) and stored in a member’s freezer and then transferred to the school the afternoon of the dance. 9. Gathering/purchasing decorations. Some decorations for the dance have been kept at the PTA office for recycling, others were borrowed (mainly lights), and others purchased (balloons, more streamers, other types of decorations. This is where creativity, your time, and availability of volunteers meet to make the gym look like a dance place. 10. Coordinating volunteers with help from PTA Volunteer Coodinator. We have utilized student volunteers before as they need SSL hours (Student Service Learning). The coordinator has typically signed this form, but the PTA president can also sign the form. |
| **Family Fitness Event Coordinator** | 20 hours | 1 month before and up to and including event  | 1-2 months before event:* Decide on venue for event. (In fall 2012, Rosemont school gym was used.)
* Contact possible fitness providers (for example, Kicks Karate and Michael & Sons SportsPlex)

2 weeks before event:* Prepare flyer to announce event and have translated into Spanish.
* Make copies of PTA Participant Waiver forms (see Attachment I, Maryland State PTA Waivers)
* Decide whether to provide refreshments. (In 2012, PTA purchased snack and small bottles of water.)
* Work with volunteer coordinator to recruit volunteers. In 2012, volunteers were used to:
	+ Buy and bring refreshments to event
	+ Help with gym set up
	+ Check in participants and ensure completion of waiver forms
	+ Distribute refreshment tickets at door; pass out refreshments

1 week before event:* Distribute event flyer via student take-home. This involves:
	+ printing bulk copies, back-to-back, on pink paper
	+ counting out flyers by classroom size (get list of current classroom size from School attendance secretary)
	+ placing flyers in respective teachers’ mailboxes.
* Get approval from School secretary to discuss set up and clean up with Building Services and follow through
* Seek additional volunteers if needed
* Decide on breakdown of groups for fitness stations; establish rotation schedule
* Draft announcement blurb for school morning announcements and email to principal and ask him or her to read announcement at morning announcements two days before and day of event
* Call or email fitness providers to confirm participation

Day of event, arrive at venue at least 45 minutes before start time to coordinate set up and other logisticsSubmit to Treasurer necessary paperwork for bill payment or reimbursement  |
| **After School Enrichment Class Coordinator** |  |  |  |
| **Movie Night Coordinator** | 10 hours | 1 month before and up to and including event  | 1 month before scheduled event:* Visit <http://www.movlic.com/k12/family.html> to:
	+ Review FAQs
	+ Review movie selection
	+ Download licensing form
* Choose movie; complete, submit licensing form with requested fee
* Determine whether PTA will provide snacks and/or invite commercial vendor(s) to sell or donate food

3 weeks before event:* Prepare flyer to announce event and have translated into Spanish.
* Work with volunteer coordinator to recruit volunteers to assist at event. Assign volunteers to following tasks:
	+ Pick up and deliver refreshments
	+ Pass out event tickets at door
	+ Serve popcorn and beverage

2 weeks before event:* Seek additional volunteers, if needed

1 week before event:* Distribute event flyer via student take-home. This will involve:
	+ printing bulk copies, back-to-back, on pink paper
	+ counting out flyers by classroom size (get list of current classroom size from School attendance secretary)
	+ placing flyers in respective teachers’ mailboxes.
* Arrange audio video with Principal
* Get approval via School secretary to discuss set up and clean up with Building Services and follow through
* Confirm event with food vendor and popcorn provider
* Remind volunteers of their tasks
* Request additional volunteers, if needed

Day of event:* Demo audio/video with Principal
* Coordinate and direct room set up with food vendor(s), Building Services
* Be available to help volunteers distribute tickets and serve refreshments

Submit to treasurer necessary paperwork for bill payment or reimbursement   |
| **Newsletter Coordinator** | 4 hours per month | Evenly engaged throughout the year | Prepare and distribute email-based newsletter to promote PTA and School activities. [Newsletter prepared via [www.mynewsletterbuilder.com](http://www.mynewsletterbuilder.com) Have content translated into Spanish for Spanish versionWork with First Vice President (Membership) to compile distribution listCompile content for Yellow Sheet and have translated into Spanish, and send to Mayte Nusbaum/Nancy Senft by Wed. before the first Friday of every month. |
| **Teacher-Staff Appreciation****Coordinator** | 8 hours/school year | Busiest around times of scheduled events. | Coordinate back-to-school gifts/Valentines giftsCoordinate Teacher Appreciation week events, including luncheon.Work with school to coordinate honors for retiring and non-returning teachers. |
| **Volunteer Coordinator** | 1- 2 hours/month | Evenly engaged throughout year | Recruit PTA members for committees, to serve as coordinators and to help with various PTA activities, including photocopying and distribution of PTA print materials; translations; and event management |
| **Webmaster/****Social Media** |  | Evenly engaged throughout year | Update PTA website as neededUpload BOD and general membership minutes, treasurer reports and other documents.Maintain Google calendarManage Facebook Page |