



**Executive Board
General Duties and Position Descriptions**

General Responsibilities – (All Executive Board Members)

- Attend eleven (11) Executive Board meetings monthly August – June
- Attend three (3) general PTA meetings during the school year
- Volunteer to work during **at least** three (3) PTA fundraising and/or community events annually
- Participate in community outreach with families and teachers throughout the school year (e.g.: welcome new families, introduce yourself to teachers, help the PTA share accurate information with the Clinton Community)
- Encourage parents, guardians and families to attend PTA events
- Limit spending to allotted budget for event/activity
- Complete and submit expense reports and end of activity reports in a timely basis

Position Descriptions:

Position: <i>President</i>	
Voting Member:	Yes
Term:	1 year
Time Commitment:	Heavy, ongoing
Position Summary	Direct efforts of the PTA in collaboration with the other members of the PTA Executive Board and the various committee chairs.
Duties:	<ul style="list-style-type: none"> • Oversee two (2) Kindergarten playdates at Clinton School during the summer (July, August) • Prepare a letter for inclusion in the teacher assignment packets welcoming families to the new school year (August) • Coordinate calendar of PTA events/activities • Work with PTA Treasurer and Vice President to create and maintain PTA budget • Communicate and liaise with parents/guardians and community throughout the year • Educate community about the role of the PTA, its various events and activities, and encourage active participation from Clinton families • Approve PTA communications (including e-blasts, Facebook and website posts, and articles and press releases); Liaise with Principal for his/her approval prior to releasing communications • Set monthly agenda and run Executive Board meetings • Set agenda, publicize and run general meetings • Liaise with school principal, Board of Education members, and other PTA presidents (via the Presidents Council) • Attend 1-2 Presidents Council meetings per month • Coordinate PTA board designee for school tours • Advise Executive Board/General Membership, as appropriate, about key issues that arise involving the school district and the Board of Education • Liaise with chairs of all PTA sponsored events, as well as oversee and attend these events • Write a monthly column for the Clinton Courier (August – June) • Write a weekly Clinton Happenings e-mail • Check PTA mailbox on a regular basis and distribute mail accordingly • Liaise with State and Essex County PTA as necessary • Ensure PTA is complying with State PTA requirements and fulfilling regulatory requirements • File PTA and government reports as specified in State PTA Handbook

Position: <i>First Vice President / President Elect</i>	
Voting Member:	Yes
Term:	1 year
Time Commitment:	Heavy, ongoing
Position Summary	Assists PTA President with directing efforts of the PTA in collaboration with the other members of the PTA Executive Board and the various committee chairs.
Duties:	<ul style="list-style-type: none"> • Serve a (1) year and then assume the President position the following year. • Liaise and assist the PTA President throughout the year • Oversee and coordinate class parents, including class parent communications (must be copies on all emails to the class) • Oversee annual volunteer interest survey, collate responses and provide information to appropriate board members for events; maintain volunteer database. • Assist with executive board meetings, and general PTA meetings • Liaise with school principal, Board of Education members, and other PTA presidents (via the Presidents Council) • Attend 1-2 President's Council meeting per month and provide report back to the PTA Executive Board • Communicate and liaise with parents and community throughout the year • Oversee and coordinate school-wide Halloween celebration • Work with PTA Treasurer and President to create and maintain PTA budget • Assist with PTA events, fundraisers and activities throughout the year

Position: <i>Vice President of Membership</i>	
Voting Member:	Yes
Term:	2 year
Time Commitment:	Heavy September - November, then moderate; ongoing
Position Summary	Responsible for recruiting, retaining, promoting and increasing local PTA membership
Duties:	<ul style="list-style-type: none"> • Plan and conduct membership enrollment efforts • Create annual numerical membership goals • Encourage member participation and promote membership benefits • Collect and track membership dues • Work with PTA Treasurer to deposit membership payments and No Frills donations • Coordinate with VP Fundraising to track No Frills donations • Submit accurate membership records and reports to the NJPTA on a timely basis • Present updates to the PTA Executive Board • Other duties as assigned by the PTA President or First Vice President

Position: <i>Co-Vice President of Fundraising</i>	
Voting Member:	The Co-Vice Presidents share one vote
Term:	2 year, staggered with each other
Time Commitment:	Heavy September - February, then moderate; ongoing
Position Summary	The Vice President of Fundraising organizes, oversees, promotes and troubleshoots all PTA fundraising efforts
Duties:	<ul style="list-style-type: none"> • Coordinate with the Co-Vice President, Fundraising to oversee annual fundraisers including, but not limited to: <ul style="list-style-type: none"> • No Frills Fundraiser • Sales and promotions (e.g., School Supply Kits, Display My Art, Coupon Books, Wrapping Paper) • Events (e.g., Auction and Tricky Tray, Locomania, Book Fair) • Affiliate Programs (e.g., Amazon link, Box Tops) • School Store • Food and Bake Sales at various community building events • Provide oversight of various fundraising activities and serve as Board liaison for committee chairs • Ensure that an Event Chair is at all fundraising events • Solicit committees and volunteers to assist with fundraising efforts • Market and promote fundraisers • Liaise with Treasurer to account for and deposit money in a timely and organized manner • Develop creative ideas for new fundraising events, particularly those that do not require Clinton families to spend money • Present updates and reports to the PTA Executive Board • Other duties as assigned by the PTA President or First Vice President

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Position: *Vice President of Cultural Arts*

Voting Member:	Yes
Term:	2 year
Time Commitment:	Moderate, ongoing
Position Description	The VP of Cultural Arts is responsible for researching, scheduling, organizing, promoting and overseeing all PTA-sponsored cultural arts events and assemblies and working within the allocated budget determined by the PTA Executive Board.
Duties:	<ul style="list-style-type: none">• Handle mail from various cultural arts organizations about assembly programs• Investigate suggestions for cultural arts assemblies provided by the principal, teachers or other members of the Clinton School community• Liaise with other schools in the district for suggestions, ideas and opportunities to negotiate pricing for assemblies taking place at multiple schools within our district• Meet with the Principal several times throughout the year to discuss cultural arts programming• Schedule and oversee all PTA cultural arts programming• Attend all cultural arts programs or appoint someone to attend in your place• Assist with other cultural arts events that take place throughout the year and are PTA generated (e.g., International Dinner, Artist in Residence)• May also (upon request): coordinate with teachers to oversee cultural arts programming that has resulted from grants, overseeing and organizing any matching grants that the PTA Executive Board has agreed to pay• Present updates and reports to the PTA Executive Board• Other duties as assigned by the PTA President or First Vice President

Position: Vice President of Public Relations	
Voting Member:	Yes
Term:	2 year
Time Commitment:	Moderate, ongoing
Position Summary	The Vice President of Public Relations is responsible for generating press and community attention for Clinton School.
Duties:	<ul style="list-style-type: none"> • Act as a liaison between organizers of various Clinton events and the general press, as well as the school district public relations office • Coordinate with PTA President and Principal to obtain prior approval for all press releases and materials • Prepare press releases and other press materials and distribute these materials to the press and the school district • Liaise with the editors of the <i>Clinton Courier</i> to obtain information and articles about school events that are press-worthy • Liaise with organizers of school events to gather material, generate public relations ideas, and discuss publicity requirements/wishes • Present updates and reports to the PTA Executive Board. • Other duties as assigned by the PTA President or First Vice President

Position: <i>Vice President of Community Events</i>	
Voting Member:	Yes
Term:	2 year
Time Commitment:	Moderate, ongoing
Position Summary:	The Vice President of Community Events organizes, oversees, promotes and troubleshoots all PTA community building event
Duties:	<ul style="list-style-type: none"> • Oversee annual community events including, but not limited to <ul style="list-style-type: none"> • Ice Cream Social • Pumpkin Patch • Winter Craft Fair • International Dinner • Spring Fair • Memorial Day Parade • Provide oversight of various community events and serve as Board liaison for committee chairs • Attend all community events or appoint someone to attend in his/her place • Solicit committees and volunteers to organize and coordinate events • Market and promote events • Liaise with Treasurer to account for and deposit money in a timely and organized manner • Develop creative ideas for new community events, particularly those that do not require Clinton families to spend money • Present updates and reports to the PTA Executive Board • Other duties as assigned by the PTA President or First Vice President

Position: <i>Treasurer</i>	
Voting Member:	Yes
Term:	2 year
Time Commitment:	Heavy, ongoing
Position Summary	The Treasurer managed and oversees all financial aspects of the PTA.
Duties:	<ul style="list-style-type: none"> • Work with the PTA President and Vice President to create and maintain PTA annual budget • Keep a detailed account of all money received and paid out • Make all bank deposits, pay all bills and handle all reimbursements • Reconcile bank statements • Provide monthly financial reports to the PTA Executive Board and make presentations about the PTA budget the general PTA membership, as required by the PTA Bylaws and NJPTA Treasurer Handbook • Provide all PTA Board members and committee chairs with the information they need about handling money and submitting it to the Treasurer • Oversee and coordinate all tax filings and reports required by NJPTA and/or the government, as stated in the PTA Bylaws and PTA Treasurer Handbook • Other duties as assigned by the PTA President or First Vice President

Position: <i>Secretary</i>	
Voting Member:	Yes
Term:	2 year
Time Commitment:	light, ongoing
Position Summary	The Secretary keeps records of PTA proceedings and handles internal and external correspondence on behalf of the PTA
Duties:	<ul style="list-style-type: none"> • Create and maintain PTA Board contact list • Confirm meeting attendance • Take minutes at monthly PTA Executive Board meetings and general PTA meetings • Coordinate review of meeting minutes with PTA President and First Vice President • Finalize and distribute monthly minutes to Executive Board • Present minutes for approval at PTA Executive Board meetings • Maintain attendance list for each board meeting • Maintain standing rules • Chair by-laws review committee when required by NJPTA • Oversee and coordinate all filings and reports required by NJPTA and/or the government, as stated in the PTA Bylaws and PTA Secretary Handbook • Other duties as assigned by the PTA President or First Vice President

Position: <i>Special Education Parent Liaison</i>	
Voting Member:	No
Term:	2 year
Time Commitment:	Moderate, ongoing
Position Summary	Serve as liaison between PTA Board, Special Education PTO and families
Duties:	<ul style="list-style-type: none"> • Attend monthly Special Education, PTO and SEPAC meetings • Serve as a liaison for families regarding Special Education needs/questions • Keep abreast of district and/or community events targeted at students with special needs and make this information available to the Clinton Community • Serve as a resource for Special Education teachers at Clinton Elementary • Serve as Class Parent for Self-Contained classroom Present updates and reports to the PTA Executive Board Other duties as assigned by the PTA President or First Vice President



Position: <i>ELL Parent Liaison</i>	
Voting Member:	No
Term:	2 year
Time Commitment:	Moderate, ongoing
Position Summary	Serve as liaison between PTA Board and ELL families.

Duties:	<ul style="list-style-type: none"> • Work with ELL teachers to do outreach to ELL families for PTA-sponsored events and initiatives • Assist with coordinating translations when needed • Present updates and reports to the PTA Executive Board • Other duties as assigned by the PTA President or First Vice President
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Position: <i>Honorary Emeritus</i>	
Voting Member:	No
Term:	N/A
Time Commitment:	Light

Position Summary	The Honorary Emeritus status is provided to all past President Emeritus following the completion of the term; Honorary Emeritus status may also be conferred on other PTA executive officers by the Principal at his/her discretion. The position is voluntary, and those who qualify may choose whether to serve in this capacity at the beginning of each school year.
Duties:	<ul style="list-style-type: none"> • Provides support to Clinton School PTA, administration and staff as needed • Other duties as assigned by the PTA President or First Vice President

Position: <i>Communications Team: Editor, Clinton Courier</i>	
Voting Member:	No
Term:	N/A
Time Commitment:	Heavy, ongoing
Position Summary	The Editor of the <i>Clinton Courier</i> is responsible for publishing ten issues per year of the Clinton Courier, the monthly newsletter of the Clinton PTA.
Duties:	<ul style="list-style-type: none"> • Generate ideas for monthly articles, features and interviews • Edit monthly letters from the Principal and the PTA President • Liaise with members of the PTA Executive Board and chairs of various committees and events to promote all Clinton events and fundraisers in a timely manner • Liaise with the VP of Public Relations to generate ideas for wider press coverage • Write content for the Courier and edit all content that is written by others • Edit, proofread, arrange for printing, and distribute the Courier during the first full week of each month of the school year • Other duties as assigned by the PTA President or First Vice President

Position: <i>Communications Team: Layout Editor, Clinton Courier</i>	
Voting Member:	No
Term:	N/A
Time Commitment:	Moderate, ongoing
Position Summary	
Duties:	<ul style="list-style-type: none"> • Work with and assist the Courier Editor in developing ideas for each issue • Light fact-checking and occasional editing • Design, format and upload the newsletter to the Clinton PTA website • Other duties as assigned by the PTA President, First Vice President or Editor, Clinton Courier

Position: <i>Communications Team: Webmaster</i>	
Voting Member:	No
Term:	2 year
Time Commitment:	Moderate, ongoing
Position Summary	The webmaster works closely with the President, VP of Public Relations and the Editor of the Clinton Courier to manage the Clinton PTA website and social media sites.
Duties:	<ul style="list-style-type: none"> • Maintains accounts • Uploads and publishes information • Assists and advises the Board with layout and design changes to the website

Position(s): *Members-at-Large (4),*

Voting Member:	No
Term:	2 year
Time Commitment:	Moderate, ongoing
Position Summary	The Members-At-Large assist other PTA Executive Board members, committee and event chairs.
Duties:	<ul style="list-style-type: none">• May chair one or more events throughout the year• Coordinate teacher appreciation activities for Teacher Appreciation Week in May• Coordinate “Sunshine” activities for Clinton Community members on behalf of the PTA Executive Board, (Must keep up-to-date on events and happenings concerning Clinton School staff - weddings, new babies, deaths in family, etc.)• Present updates and reports to the PTA Executive Board• Other duties as assigned by the PTA President or First Vice President