



Executive Board Job Description Summary 2016/ 2017

President

- Oversees the operation of the PTA
- Parent representative and liaison for Lincoln, the school principal, Harbor Council PTA, 4th District PTA, Zone PAC, teachers and staff
- Oversees the Executive Board and General PTA meetings
- Responsible for signing checks and contracts
- Authorizes payment and contracts
- Approves e-blast and outgoing correspondence to the school

Executive Vice President / Ways & Means

- Performs the duties of the President in his or her absence
- Aides the President as needed
- Oversees & represents all fundraising chairs
- Board representative for the fundraising chairs & attends their committee meetings
- Contact person for Book Fairs, Spring Parent Party, eScrip, Lincoln Spirit Wear, Jog-A-Thon, Dine-In / Dine-Out Days & attends meetings when necessary
- Reviews fundraising contracts and signs with the PTA President
- Responsible for keeping committee chairs informed with the workings of the PTA guidelines and is the voice on the Board for assigned committees
- Responsible for updating the sign-up sheets, electronic and any paper forms, for the Back to School Parent Coffee

1st Vice President / TLC Commitment

- Creates the theme for the campaign
- Oversees, coordinates and runs annual campaign drive
- Sends out thank you letters to donors

TLC Financial Secretary

- Collects monies for the TLC Campaign and manages all electronic transactions
- Reports to the Treasurer
- Keeps accurate record of donors and amounts
- Reconciles all electronic transactions for paypal account
- Sends TLC donation Tax return letters

2nd Vice President / Communications

- Oversees Chair responsible for all aspects of the PTA membership campaign
 - ✓ Back to School Membership Drive with Directory flyer
 - ✓ Membership Forms in Back to School Packets
 - ✓ Provides Treasurer a monthly update on new members
- Oversees and coordinates the directory chair
- Point person for Lincoln publicity
- Contacts the media for publicity coverage
- Contact person for: Calendar, Directory, Emails, Marquees, Website, Lincoln App, Welcome Committee, and Yearbook
- Oversees Room Parent Coordinator and communications sent via the Room Parents. Ensures Room Parent Coordinator works with Hospitality Team under 4th VP Community for Teacher Appreciation Week.
- Responsible for keeping Chairs informed with the workings of the PTA guidelines and is the voice on the Board for these committees

3rd Vice President / Programs

- Acts as chair of on-campus enrichment programs (school wide and grade level)
- Educates self on available programs by attending workshops, program previews, etc.
- Coordinates and oversees programs (school-wide)
- Oversees and is contact person for all school program chairs:
 - ✓ Enrichment Grade Level Liaisons (K-6)
 - ✓ Art Liaison
 - ✓ Reflections Art Chair
 - ✓ Science Fair
- Attends meetings for these committees when necessary
- Reviews contracts; President signs
- Responsible for keeping Chairs informed with the workings of the PTA guidelines and is the voice on the Board for these committees

4th Vice President / Community

- Oversees the following programs and attends meetings for these committees when necessary:
 - ✓ Blood Drive
 - ✓ Family Fun Events
 - ✓ Hospitality:
 - Parents' Coffees (Kindergarten – Library; Grades 1-6 – MPR)
 - Teachers Breakfast / Teacher Appreciation Luncheon
 - Holiday Program MPR Decorating (decorations in the MPR)
 - Teacher Appreciation Week - Work with Room Parent Coordinator
 - ✓ Positive Teacher Appreciation Grams
 - ✓ Lost & Found
 - ✓ Open House
 - ✓ Recycling
 - ✓ Green Team
 - ✓ Red Ribbon Week
 - ✓ Military Support Liaison
 - ✓ S.O.S. Programs (Canned Food Drive, Giving Tree, Shoebox Snacks)
 - ✓ Talent Show
 - ✓ Legislation/Advocacy
 - ✓ Neighborhood Welcome, Back to School Picnics/Events - Events in each neighborhood ie: Baywood Apts., Bonita Canyon, Harbor Cove, Balboa Island, Spyglass, One Ford etc. to involve parents / families in the Lincoln Community
- Responsible for keeping chairs informed of the workings of the PTA guidelines and is the voice on the Board for these committees

Treasurer

- Keeps permanent books of account and records
- Chairs the Budget Committee and prepares the budget for adoption by the association
- Receives and retains copies of the deposits made
- Coordinates with the auditor
- Pays bills
- Presents a Treasurer's Report at each meeting
- Makes annual financial report to the PTA
- Prepares and files taxes as per CA PTA bylaws

Recording Secretary

- Keeps accurate meeting minutes for the Board and general PTA meetings
- With the president, signs all authorizations for payment (expenditures of funds following approval by association or executive board)
- Records all expenditures in minutes
- Keeps accurate list of paid members of PTA
- Keeps current copy of bylaws and standing rules

Corresponding Secretary

- Conducts all necessary correspondence of PTA on authorization of the President and Executive Board
- Sends out notices of executive board meetings
- Sends flowers when needed by the President
- Orders the PTA stationery, if necessary
- Plans and coordinates the December PTA Holiday Luncheon and the June Installation Dinner

Financial Secretary

- Reports to the Treasurer
- Receives all PTA monies and deposits them immediately in the name of the association
- Gives receipts for all monies received to the Treasurer
- Gives copy of deposit to Treasurer
- Keeps an accurate record of all receipts

Parliamentarian

- Attends all meetings and gives necessary advice in parliamentary procedures when needed/requested
- Coordinates and chairs the Nominating Committee for new slate of officers and committee chairs
- Notifies officers of their election and chairs of their appointments
- Chairs the Bylaws Committee and reviews the bylaws bi-annually

Historian

- Assembles and preserves a record of activities, achievements and volunteer hours of the association
- Acts as custodian of records and other materials pertinent to history of association
- Keeps binders in parent lounge organized and updated
- Assists the President with the preparation of annual report required by the CA PTA
- Oversees and coordinates volunteer awards, "Lincoln Legends," Honorary Service Awards and the Hal Maloney Memorial Award
- Oversees the CDMHS Scholarship Program
- Updates plaques to reflect new award winners