



Executive Board Job Description Summary

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
- Writes/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, excluding TLC
- Board representative for the fundraising chairs & attends their committee meetings
- Oversees the following areas: Book Fairs, Spring Benefit, Lincoln Spirit Wear, Jog-A-Thon, Dine-In / Dine-Out Days
- 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 volunteer sign-up sheets at the Back to School Parent Coffee

1st Vice President / TLC Commitment

- Creates the theme for the campaign
- Oversees, coordinates and runs annual TLC campaign drive
- Updates Donor Lists and 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 TLC donors and amounts
- Reconciles all electronic transactions for paypal account
- Sends TLC donation receipt letters
- Provides weekly financial reports to the Treasurer and President

2nd Vice President / Communications

- Generates weekly e-blast with content from the President and others
- Oversees the following areas: Calendar, Directory, Membership, Emails, Marquees, Website, Lincoln App, Welcome Committee and Yearbook
- Oversees Room Parent Liaison and communications sent via the Room Parents

- 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 school-wide assemblies
- Oversees the following areas: Enrichment Grade Level Liaisons (grades 1-6), Art Liaison, Reflections Art Chair, Science Fair
- 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 areas: Family Fun Events, Positive Teacher Appreciation Grams, Open House, Green Team, Recycling, Garden Club, Conscious Cooks, Talent Show, Kindergarten Summer Playdates, Hospitality, Lost & Found, Legislation/Advocacy, Blood Drive, SOS Community Donations
- Responsible for keeping chairs informed of the workings of the PTA guidelines and is the voice on the Board for these committees

Treasurer

- Maintains and reconciles all PTA financial accounts 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
- Coordinates with Membership to get new member information so dues can be paid to Harbor Council PTA
- Presents a Treasurer's Report at each meeting
- Makes annual financial report to the PTA
- Coordinates with the PTA's outside accountant to file taxes per CA PTA bylaws (all taxes prepared by accountant)

Recording Secretary

- Keeps accurate meeting minutes for the Board and General PTA meetings
- With the president, signs all authorizations for payment
- Records all expenditures in minutes
- Keeps accurate list of paid members of PTA
- Keeps current copy of bylaws and standing rules

Corresponding Secretary

- Conducts necessary correspondence of PTA on authorization of the President and Executive Board
- Sends out notices of Executive Board meetings
- Plans and coordinates the December PTA Holiday Luncheon and the May PTA Installation Dinner

Financial Secretary

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

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
- Assists the President with the preparation of annual report required by the CA PTA
- Oversees and coordinates volunteer awards, Lincoln Legends and Honorary Service Awards
- Oversees the CDMHS Scholarship Program
- Updates plaques to reflect new award winners