



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: AmazonSmile, Book Fairs, Dine-In / Dine-Out Days, Jog-A-Thon, Lincoln Spirit Wear, Spring Benefit
- 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

- 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

2nd Vice President / Communications

- Generates weekly e-blast with content from the President and others
- Acts as steward of the Calendar
- Oversees the following areas: Directory, Marquees, Membership, Social Media, Website, Welcome Committee, 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: Art Contest Submission, Art Liaison, Art Reflections, STEAM Week, Talent Show
- 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: Blood Drive, Conscious Cooks, Family Fun Events, Garden Club, Green Team, Hospitality, Kindergarten Summer Playdates, Legislation/Advocacy, Lost & Found, Open House, 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

5th Vice President / Electronic Finances

- 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 (TLC and non-TLC) for paypal account
- Sends TLC donation receipt letters
- Provides weekly financial reports to the Treasurer and President

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)

Paper 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

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

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

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