

Golden Fields PTA Needs YOU!



PTA BOARD DESCRIPTIONS

- **President (6-12+ hours a month)**
 - Leads the PTA towards specific goals chosen by the members; helps sets the vision for the PTA; appoints committee and event chairs; works closely with the Principal; creates agendas for and presides at Executive Board and General meetings; works with the treasurer and executive board on developing and implementing budget; attends monthly Council meeting, serves as ex-officio member of all committees; trouble-shoots in all areas of PTA/school involvement. 6-12 hours a month
- **President Elect (2-12+ hours a month)**
 - Oversees Events and Activities; Partners with the President in fulfilling duties; Performs duties of the President in his/her absence; oversees events and activities by working closely with chairman and/or event overseer; overseeing organization and implementation of volunteers. Will be following years president.
- **Treasurer (2-6+ hours a month)**
 - Keeps financial books in order, receives all payment vouchers and writes all checks for payment of bills; receives all cash and other income and makes bank deposits; chairs the budget committee; remits PTA membership dues and other fees to the PTA council; makes a monthly financial report; keeps the membership informed of all items relating to the PTA finances; works closely with the President and other event chairs; prepares books for semi-annual audit.
- **Fundraising Chairperson (10+ hours for whole year)**
 - Coordinates all major school fundraisers; researches fundraiser ideas; works with fundraising companies; helps committees in forming goals and proposed calendar for the year; work with room parent coordinator and executive VP to recruit adequate volunteers at all fundraisers; make a report to the general membership after each event.
- **Membership Coordinator (2-6 hours a month)**
 - Create a membership drive theme; coordinate membership drive in the fall; set up a booth at the Back to School Night; maintain records of members; pass out membership cards as they arrive.

- **Communications and Public Outreach Coordinator (2-12 hours a month depending on events and postings)**
 - Partnering with the Publicity and Outreach Coordinator in building communication within the school and community. Working with School Principal, staff and PTA to better reach our whole community via website, Instagram, Facebook, and school calendar. Partnering with Communication Coordinator to build communication within the school and the community.
- **Secretary (2-4 hours a month)**
 - Keeps and prepares minutes of all meetings.
- **Teacher Appreciation and Conference Dinner Chairperson (2-8 hours depending on month)**
 - Coordinates and organizes Parent-Teacher Conference Meals. Helps prepare and coordinates Teacher Appreciation week. Recruiting other to help with these tasks.
- **Spirit Night Coordinator (2+hours a month)**
 - Our school goal is to have a spirit night every other month to help bring in additional funds. This person is the contact person to set up and organize the spirit nights. They will send out fliers and prepare information for these to present at board meetings.
- **Health Commissioner (2+ hours a month)**
 - Health Commissioner focuses on advocating for the best interest of children for mental and physical wellness, as well as safety week.
- **Bookfair Chairperson (6+ hours during bookfair month)**
 - Organizes and runs Bookfair twice a year. Finds volunteers to run bookfair tills and set up/ take down.
- **Ribbon Weeks Chairperson (6+ hours during ribbon week month)**
 - Decides programs to run for ribbon weeks; Red ribbon Week and White ribbon week. Finds volunteers to participate in activities during the ribbon week lunches and/or class activities.
- **Reflections Chairperson (10+ hours during reflections activities month)**
 - Advocate for the arts. Plans and Organizes Reflections programs for students to participate in. Plans and follows through with the Reflections awards assembly and submits artwork and awards to council for next rounds of Reflections contests.
- **Spirit Fridays Coordinator (2+ hours a month)**

- (Most months) The 3rd Friday of each month is Sprit Friday. Classes will wear Spirit Wear. This person is in charge of advertising, creating fliers, distributing and collecting count magnets, and handing out prizes, as well as taking pictures of winners for the Memory Book.
- **Memory Book Coordinator (2-12+ hours a month, depending on how work is spread out)**
 - Memory Book Coordinator will collect photos of activities, events, spirit winners, and classroom activities from teachers and parents during the year. The person is in charge of creating and coordinating the Memory Book cover, interior, and sales. This person can coordinate a group or individuals to collect and create our Memory Book sold in the Spring.
- **Field Day Chairperson**
 - Field Day is the last week of school. This person will work closely with the PTA board to organize and arrange activities and volunteers for field day. This person is in charge of collecting items for field day and organizing volunteer sign-ups.