

Monroe May PTA BOARD POSITION DESCRIPTIONS

PRESIDENT	Organize and oversee the various officers and committees of the PTA. Serve as a liaison between the Principal and PTA. Schedule and preside at meetings. Assist all chairs with various activities when needed. Attend CCCC of PTA meetings.
VP 1 Programs	Assist School Counselor with Red Ribbon week activities. Organize parent and student programs during the school year.
VP 2 Ways and Means aka Fundraising	Plan and execute the fall fundraiser. Plan And execute the spring fundraiser (which has been the school carnival "Road Runner Romp" for the last four years)
VP 3 Membership	Chair the membership campaign including providing membership information to all prospective members. Mail membership roster and dues to Texas PTA on a timely bases
Secretary	Record the minutes of all meetings, prepare minutes for approval and track attendance and quorum for meetings.
Treasurer	Manage the PTA funds responsibly and keep accurate financial records. Write checks and make deposits in a timely manner. Prepare and file appropriate state and federal taxes.
Box Tops Coordinator	Educate the school and students about Box Tops for Education. Collect, count and award box tops winners
Teacher Rep	Serve as a liaison between staff and PTA.
Hospitality	Coordinate Membership Drive Dinner in Sept. and coordinate the purchase and distribution of snacks for students taking STAAR tests. Coordinate and plan teacher appreciation luncheons and Assist with Teacher Appreciation Week activities. Help out with the 5 th grade graduation, Veteran's Day and other special school days
Room Rep	Solicit volunteers to serve as room parents, coordinate communication before and during school and PTA activities.
PALS	Create volunteer database, solicit volunteers when needed and keep communication flowing before and during school and PTA events.
Student Safety	Market PACK program to students, parents and faculty. Coordinate the daily schedules and reminders for volunteers (Consider starting up a Watch D.O.G.S. unit to replace PACK)
Webmaster	Update and maintain the Monroe May PTA website. Manage and oversee posts to Social Media.
Yearbook	Take photos throughout the year of various school event, organize the yearbook sales, and ordering as well as final distribution.
Art/ Reflections	
Newsletter	Prepare quarterly newsletter for electronic distribution.
Scholarships	BRS, Jack Jordan penny drive, Teacher Scholarship
Book Fair	
Recruiter	
Wrap Packs	
Multi-Cultural Fest	