

PTSA Roles & Responsibilities

All positions are a one-year commitment- two year max term

Executive Board:	Main Responsibilities:	Time Commitment:
President	Conduct monthly meetings for Executive Board and 4 Association meetings; oversee all programs and finances; liaison between community and school	Heavy, but very doable with a strong team! Need to write agendas, attend Foundation and Palomar Council meetings as well; need to check in with all parties
Executive VP	Works with the President	Medium, attends monthly meetings
1 st VP Membership	Create and implement a membership plan, track membership item purchases with PTAReg, reconcile monthly numbers with Treasurer and report at meetings. Collect dues and deliver membership items.	Heavy, especially during August, registration and early in the school year. Otherwise, weekly/monthly tracking, reconciliation, collection and delivery.
2 nd VP Programs	Oversees programs	Light, especially when most or all chair positions are filled
3 rd VP Volunteers	Liaison between programs and volunteers that are needed; such as registration week or homecoming	Light, mostly organizing on-line sign ups get volunteers
4 th VP Ways & Means	Organizes and orders the Discount card used for registration week; supports finding fundraising ideas	Light
5 th VP Grad Nite	Organizes and oversees Grad Nite chair positions and budgets	Heavy, but with a team of chair people and support, Grad Nite runs smoothly.
Recording Secretary	Records & attends monthly minutes	Light
Treasurer	Write and record check disbursements, record deposits, reconcile membership activity, perform bank reconciliations, initiate bank transfers, generate financial and budget reports and file tax returns. Collaborate with President and Chairs on budgeting.	Medium. Should have good organizational skills. Presents at Executive and Association meetings.

Auditor	Audit books and financial records of the treasurer and financial secretary twice a year.	Light. Approximately 10-15 hours total for each audit.
Historian	Attends monthly meetings and sends volunteer hours to Council at the end of the year	Light
Parliamentarian	Assist the president in managing meetings and advises on parliamentary procedure, conduct Bylaw review and set up annual board election.	Light. Attend meetings, Bylaw review and guidance.
Financial Secretary	Deposit checks and prepare monthly report, work with treasurer to make sure that the numbers match.	Medium, usually busier at the beginning of the school year.
Chair Positions:		
Adopt a Family	Supports and works with local teams to help families receive food and items during the winter holiday season	Light, but medium during holiday season
Career Connections	Work with small committee to plan and implement 4 career panels per year. Coordinate volunteers to recruit and prepare panelists and advertise event.	Light, depending on how many meetings are scheduled, but very few for now
Community Inclusion & Outreach	New position! Work on Safety and Inclusion Task Force started this year with school/district	Light, depending on how many meetings are scheduled, but very few for now
Honorary Service Awards	Recognizes outstanding service in our community at the end of year	Light
Hospitality	Back to School Staff Breakfast (August - prior to school starting) Staff and Student Recognition Breakfasts (one in Jan, one in May) Staff Appreciation Week (usually in April or May for one week)	Time commitment is required for these events but not on a regular basis throughout the year. Hospitality Chair(s) work with ASB and Westview Staff to coordinate these events with programs on campus (i.e. coordinate with ASB for Staff Appreciation Week "theme"). It has

	<p>Snacks for staff quarterly meetings (every other month)</p> <p>Misc treats for special events (as needed and not many)</p>	<p>worked well to have this be a “co-chair” position and chairs can ask for volunteers to help with events.</p>
Mental Health & Wellness	<p>Provide and support student body with games and events at school</p>	<p>Light</p>
Mock Testing	<p>Organize 3 testing dates and follow-up nights with Hamilton Testing Company; find rooms and proctors if testing on campus</p>	<p>Light</p>
Info Sheet	<p>Monthly email to school secretary about items to go into weekly email update</p>	<p>Light</p>
Reflections	<p>This program fosters and promotes art. Every year there is a theme that all art work should address. This is a national program. See National PTA Reflection website for more details. There are 6 art categories: Dance Choreography, Film Production, Literature, Photography, Music composition, and Visual Arts.</p> <p>The Reflection Chair needs to attend the Association meetings to give updates on this program. And keep the president updated when there are any other updates from Palomar or Ninth District regarding Reflections winners and/or award ceremonies. Publicize the program via flyers and the online Info Sheet. Be in good communication with Palomar and Ninth District Reflection chairs. Attend the orientation.</p>	<p>Heavy in October when art work is handed in by students. Artwork needs to be processed and judged and winning entries need to be taken to Palomar Council. Award ceremony needs to be set up (usually around January). Artwork needs to be returned by the end of the year.</p>

Senior Scholarships	Publicize, collect and review scholarship applications. Setup committee and prepare “blind” applications for review. Collect feedback, communicate with selected recipients, prepare check requests and token gifts.	Medium. Most of work in May with some publicity during March/April.
Social Media/Website	Usually run by Westview Student; update social media/website as needed.	Light
Staff Mini Grants	Works with the president and treasurer to help establish how many staff grants will be rewarded for the current academic year. Helps publicize and create the grant application. Forms a committee to review grant applications filled out by staff to choose which grants will be funded.	Medium. Leadership is needed with the committee to guide reviewer in the process to select which grants will be funded for the academic year.
Student/Staff Recognition	Usually 2 award breakfast events a year to honor those staff and students who were selected	Light/Medium