

# Lakeview PTSA Board of Directors

## – Short Job Descriptions

Lakeview PTSA Executive Committee consists of the President, Vice President, Treasurer and Secretary. These positions are elected annually by April 30 and assume office on July 1.

### **President**

- Organization Leadership
- Strategic Planning ( Mission, Vision and Goals development for the upcoming year)
- Lead calendaring and event scheduling
- Ensuring that all appointed roles are filled
- Ensure the attendance of the WAPTA Council meetings
- Meeting Facilitation
- Principal Liaison
- Oversee Finances and be a member of the Ways and Means committee
- Oversee Fundraising

### **Vice President**

- Works with PTSA President on all PTSA programs, events and meetings

### **Treasurer**

- Handling Donations
- Reimbursements
- Financial Records
- Tax Reporting
- Lead Ways and Means Committee
- Insurance Compliance
- State & Federal Permitting

### **Secretary**

- Meeting minutes
- Send meeting reminders & collect agenda items for meetings
- Create meeting agendas and distribute

The Lakeview PTSA Board of Directors consists of the Executive Committee and the following committee chairs:

- Academic Support Chair
- Advocacy Chair
- Before/After School Enrichment Chair
- Communications Chair
- Fundraising Chair
- Membership Chair
- School Services Chair
- Special Events Chair

**Academic Support Chair**

- Art Enrichment (including Art Walk)
- Special Needs Liaison
- Library Support
- Science Fair Coordinator
- LWSF Ambassador
- Teaching Grants
- Book Clubs
- Math Clubs
- Marathon
- Reflections

**Advocacy Chair**

- Legislative Assembly
- Legislative Roundtable
- PTA Focus Day
- State & Local Legislation Issues

**Before/After School Enrichment Chair (completed)**

- Manage after school enrichment program
  - Select, vet and secure vendors for program.
  - Manage the operations of the program (e.g. chaperones, enrollment of students, manage payment of vendors and students)

**Communications Chair (completed)**

- Newsletter
- Web site
- Public Relations
- Yearbook
- Bulletin Board
- First Day Packets with Membership

**Fundraising Chair**

- Fundraising Events
- Box Tops for Education
- Grant Writing

**Membership Chair (completed)**

- PTSA/WSPTA Membership Database Management
- Student Directory
- Volunteer Coordinator/Recognition/Room Parent Support
- Kindergarten Hospitality
- First Day Packets with Communication

**School Services Chair**

- Lost & Found
- Children’s Fund
- Emergency Preparation
- Health Screening
- Nutrition Program
- Scholarships
- School Pictures
- Winter Wishes

**Special Events Chair (completed)**

- Back-to-School Ice Cream Social
- Walk-to-School Week
- Back-to-School Coffee
- Family Dance Night
- Art Walk (with Art Enrichment)
- School Play
- Staff Appreciation
- 5th Grade Celebration