

Description of Executive Board and SLT Positions

Below please find descriptions of the Executive Board positions as well as the School Leadership Team Parent Member position. This information is pulled from our bylaws so that you can have a better understanding of the roles and responsibilities for these positions.

If you are considering running, please email us at president@lowerlabpta.org.

President or (up to 3) Co-Presidents: The President or Co-Presidents shall preside at all meetings of the PTA and shall be an ex-officio member of all committees except the nominating committee. The President or Co-Presidents shall provide leadership for its members. The President or Co-Presidents shall appoint chairpersons of PTA committees with the approval of the Executive Board. The President or Co-Presidents shall delegate responsibilities to other PTA members and shall encourage meaningful participation in all parent and school activities. The President, or Co-Presidents shall attend all regular meetings of the district presidents' council and shall be a core member of the School Leadership Team. In the event that the PTA elects Co-Presidents, the Co-Presidents will determine which Co-President will serve as the core member on the School Leadership Team and which Co-President will serve as the school's representative to the district presidents' council. If the President or Co-President is unable to attend district presidents' council meetings, the President or Co-President must transfer all voting rights to a designee of her/his choosing. Designees must be approved by vote of the membership. The results of such vote must be recorded in the minutes of the meeting. The President or Co-Presidents shall meet regularly with the Executive Board members in accordance with these bylaws. The President or Co-Presidents shall be one of the eligible signatories on checks. The President or either of the Co-Presidents or his/her designee shall represent the PTA on district committees as necessary. The President or Co-Presidents shall assist with the June transfer of PTA records to the incoming Executive Board.

Vice President of External Affairs or (up to 2) Co-Vice-Presidents of External Affairs: The Vice President of External Affairs or Co-Vice-Presidents of External Affairs shall attend the Community District Educational Council (hereinafter referred to as the "CDEC") meetings and other meetings requiring the representation of the PTA. The Vice President of External Affairs or Co-Vice Presidents of External Affairs shall report back to the general membership of the PTA and keep the PTA informed on issues that affect the school.

Vice President of Fund Raising or (up to 3) Co-Vice Presidents of Fundraising: The Vice President of Fund Raising or Co-Vice Presidents of Fundraising shall plan, coordinate and supervise all fundraising efforts.

Treasurer: The Treasurer shall be responsible for all financial affairs and funds of the PTA. The Treasurer shall also be responsible for maintaining an updated record of all income and expenditures on school premises and shall be one of the signatories on checks. The Treasurer shall adhere to and implement all financial procedures established by the PTA. The Treasurer shall be prepared to present and provide copies of financial reports at all PTA meetings. The Treasurer shall also prepare and

provide copies of the January 31 interim and June annual financial accounting reports. He/she shall make available all books or financial records for viewing by members upon request and for audit. The Treasurer shall prepare all financial records and assist with the June transfer of all PTA records to the incoming Executive Board.

Assistant Treasurer: The Assistant Treasurer shall assist the Treasurer.

Secretary or (up to 2) Co-Secretaries: The Secretary or Co-Secretaries shall record minutes at all PTA meetings (including but not limited to Executive Board and General PTA meetings). The responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials for distribution. The Secretary or Co-Secretaries shall prepare the minutes of each general PTA meeting and shall distribute copies of the minutes at the next scheduled general PTA meeting for review and approval by the general membership. The Secretary or Co-Secretaries shall make copies of all meeting minutes available upon request. In the absence of a Secretary or the Co-Secretaries, the President shall appoint a Secretary pro tem for the meeting. The Secretary or Co-Secretaries shall maintain custody of the PTA's records on school premises. The Secretary or Co-Secretaries shall incorporate all amendments into the bylaws and shall ensure that signed copies of the PTA bylaws with the latest amendments are on file in the principal's office. The Secretary or Co-Secretaries shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the PTA. The Secretary or Co-Secretaries shall send notices for all regular and special meetings. The Secretary or Co-Secretaries shall keep an accurate list of the members of the PTA. The Secretary or Co-Secretaries shall assist with the June transfer of all PTA records to the incoming Executive Board.

Director of Communication and Technology or (up to 2) Co-Directors of Communication and Technology: The Director of Communication and Technology or Co-Directors of Communication of Technology shall be responsible for communication between the PTA and parents via e-mail and/or backpack in consultation with the President or Co-Presidents. The Director of Communication and Technology or Co- Directors of Communication of Technology shall also be responsible for maintaining and/or overseeing the maintenance of the PTA's website in consultation with the President or Co-Presidents.

Grade Representatives: There shall be two (2) Representatives per grade. The primary function of the Grade Representatives is to facilitate communication among parents in their respective grade, the PTA and the Executive Board. They are responsible for communicating grade specific ideas and concerns to the administration and report back to their grade. The two Grade Representatives for each grade shall be responsible for running or overseeing one fundraising event during the school year. At least one grade representative shall attend the monthly executive board meetings.

School Leadership Team Parent Member: The role of the School Leadership Team is advisory in nature. The Team shall promote communication and cooperation among the parents, faculty and administration, encourage parent involvement, and shall support the Principal. At all times, there should be 5 parent/guardian SLT member positions, excluding the PTA President or Co-President SLT representative position.