



VOLUNTEER OPPORTUNITIES – PTA Board **2014-2015**

PRESIDENT (Executive Committee)

The president presides over the Mill Hill PTA board and PTA activities. Responsibilities include August mailing, organizing PTA calendar for school year, preparing updated information to all board members, speaking at Open House, organizing Kindergarten bus volunteers for first week of school, present staff with PTA staff gift certificates in August, approve all information for newsletter and proof it before it goes out, make necessary updates on PTA website, run all PTA meetings, meet with the principal monthly, continually work with all board members and chairs to make sure all event chairs have what they need, and plan end of year board cocktail party.

PRESIDENT-ELECT (Executive Committee)

Acts as an aide to the President, performs the duties of the President in the absence or inability of that officer to serve. The President Elect assists the president in coordinating the work of the officers and Mill Hill PTA committees. The Elect also assumes the responsibilities of the President the following year.

PAST PRESIDENT

Offers guidance to current president if needed. In charge of Nominating Committee which solicits recommendations and fills any empty Board positions for the following year.

1ST VICE PRESIDENT, PROGRAMS (Executive Committee)

Aids the Chairs in the implementation of such PTA Programs as: Art in the Classroom, Diversity Day, Field Day, Mill River Wetlands, Student and Adult Programs, and Reflections. Manages and distributes Grants from the PTA's Curriculum Enrichment Grant Fund through outreach to the faculty and staff as well as to third party Fund recipients/presenters/educational materials providers. Acts as liaison between the PTA and above-listed PTA Programs and Curriculum Enrichment Grant Fund. Finds and organizes speakers/performers to come to the school for the children and parents.

ASSISTANT PROGRAM COORDINATOR

Responsible for assisting the 1st Vice President, Programs on managing and distributing Grants from the PTA's Curriculum Enrichment Grant Fund, and overseeing the committees that report to the 1st Vice President.

2ND VICE PRESIDENT, FUN & FUNDRAISING (Executive Committee)

Responsible for all fundraiser committee chairs, approving expenses and correspondence with school community.

3RD VICE PRESIDENT, VOLUNTEERS (Executive Committee)

Responsible for recruiting parent volunteers for all Committee Chair positions and helps Past President fill Board Member positions. Also works closely with other PTA committees to assess their volunteer and helps to broadcast volunteer needs to the parent community.

ASSISTANT VOLUNTEER COORDINATOR

Responsible for assisting the 3rd Vice President with recruiting parent volunteers for special school and PTA events and/or projects. The Coordinator works closely with our other PTA committees to assess their volunteer needs.

4th VICE PRESIDENT, MEMBERSHIP (Executive Committee)

Actively recruit PTA members and promote PTA membership. Maintain the Membership database on the PTA Website. Collect membership envelopes and forward collected money to the Assistant Treasurer. Create, print and distribute the directory and membership cards. Report on membership statistics at monthly PTA meetings. Responsible for the youngest and only lists for the PTA directory.

ASSISTANT MEMBERSHIP COORDINATOR

Responsible for assisting the 4th Vice President, membership in recruiting PTA members and promoting PTA membership. Aids the 4th Vice President in maintaining the Membership database, collecting membership dues and assembling the PTA school directory.

5th VICE PRESIDENT COMMUNICATIONS (Executive Committee)

ASSISTANT COMMUNICATIONS COORDINATOR

TREASURER (Executive Committee)

Pay bills associated with PTA expenses. Manage PTA bank accounts including monthly reconciliation reports. Prepare monthly budget report for PTA meeting.

ASSISTANT TREASURER

Collects money for all PTA run activities and makes the deposits. Meets with the Treasurer once a month to reconcile checkbook and budget.

CORRESPONDING & RECORDING SECRETARY (Executive Committee)

Attends PTA meetings and takes notes. Distributes notes at following meeting. Create monthly agenda, make room reservations and correspondence as necessary.

RECORDS & BYLAWS SECRETARY (Executive Committee)

Be familiar with current bylaws and distribute when asked to. Review them every 3 years for re-approval. Assure all PTA waivers are signed and filed.

BOARD OF EDUCATION REPRESENTATIVES

Attends Board of Education meetings one evening a month. Take notes from the meeting and report back to the PTA. It's a great chance to find out what's happening in the school district. There are currently three (3) representatives that sit on the PTA Board.

PTA COUNCIL REPRESENTATIVES

Attends meetings one evening a month with the PTA Council & represents Mill Hill School. They report to the Council any new events happening at the school, take notes from the meeting and report back to the PTA their notes from the meeting each month. It's a great opportunity to find out what's happening at other schools and also what is going on in our school district. There are currently two (2) representatives that sit on the PTA Board.

PUBLICITY

Assist in marketing various functions for Mill Hill by contacting the newspapers, taking photos, and/or making signs.

NEWSLETTER

Combines information on activities related to the school into the newsletter form & sends out to the Mill Hill Community on Mondays. Also updates e-mail addresses in the newsletter system. There are currently three (2) representatives that sit on the PTA Board.