



Hopewell Middle School PTA Board Responsibilities

CO-PRESIDENTS

- Presides at any Executive Committee, PTA Board and General Membership meetings.
- Executive Committee meetings are scheduled as needed. PTA Board Meetings are held once a month.
- Reviews all meeting minutes.
- Reviews and makes any changes to weekly PTA newsletter
- Communicates and meets with the principal as needed.
- Assists Treasurer in developing overall PTA budget.
- Conducts any Executive Committee training which may include yearly goals/focus/calendar; expectations of positions (tasks, timelines, meeting attendance, meetings with committee chairs, bylaws; voting protocol; communications guidelines and treasurer procedures.
- Reviews and approves all PTA correspondence to the school community.
- Signs all contracts on behalf of the PTA
- Signs all bank checks for reimbursements and payments.
- Appoints chairs and special committees in conjunction with the Executive Committee.
- Initiates Nominating Committee process.
- Consults with Officers and Committee Chairs as needed.
- Attends PTA sponsored events at the school.
- Updates procedure book/transition template for successor.

SECRETARY

- Attends all Executive Committee, PTA Board and General Membership meetings.
- Drafts all meeting agendas for distribution prior to meetings.
- Records all business transacted at each meeting of the PTA and presents minutes for approval at the next meeting of the same body.
- Maintains and circulates PTA Board Member Directory with each members contact details, including email and phone number(s) to the PTA Board.
- Compiles the PTA calendar for the school year, and maintains it on the website; notifies front office of any changes; provides copies for front desk if needed
- Obtains PTA-related documents and adds them to the PTA website as needed.
- Sends out notices and agendas of meetings.
- Post meeting minutes on PTA website.
- Prepares in advance of each meeting (in consultation with the Presidents) an agenda showing the order in which business should come before the body.
- Reserves room for PTA meetings if needed.
- Assists in determining a quorum.
- Serves as custodian for all records except those specifically assigned to other individuals.
- Updates procedure book/transition template for successor. Distributes transition templates to all board members for completion. Uploads completed documents to website; maintains hard copy of all transition templates and distributes to members as needed.

TREASURER

- Attends all Executive Committee, PTA Board and General Membership meetings.
- Holds custody and maintains a full and accurate account of the funds of the PTA.
- Deposits all revenues and disburses expenses as authorized by the Executive Board.
- Reconciles bank statements monthly.
- Develops an annual budget, distributes written statements at meetings, and provides annual financial report.

- Coordinates financial review at the end of the fiscal year and/or upon change of treasurer.
- Determines gross receipts for the previous fiscal year and coordinate filing appropriate federal tax forms.
- Coordinates counting of all monies at school wide events.
- Prepares and distributes cash boxes, petty cash, and payment methods (e.g. iPads, and squares) for all school events as needed.
- Coordinates employee match funds for membership donations, works with membership committee members.
- Keeps track of free money opportunities and works with the committee chairs as needed (Amazon Smile, BoxTops, Publix, etc.)
- Updates procedure book/transition template for successor.

1st VICE PRESIDENT of WAYS AND MEANS

- Attends all Executive Committee, PTA Board and General Membership meetings.
- Provides guidance, knowledge, and budget recommendations for Membership, Business Partners, Spirit Wear, Box Tops (any free money opportunities), and Teacher Mini-Grants.
- Assists below Chairs with planning as needed
- Meets with Chair below at the beginning of the year to make sure they understand their role and establish any workflow if needed.
- Provides an update from their chairs/committees when needed and at any Executive Board or General PTA Board Meetings.
- Updates procedure book/transition template for successor.

Membership Co-Chairs:

Updates membership form yearly or as needed. Works with VP and Co-Presidents yearly to reexamine fees and make any changes if needed. Works with Webmaster to make sure membership levels and form is updated on website before school year begins. Updates procedure book/transition template for successor.

Business Partners Co-Chairs:

Develops mutually beneficial partnerships with local area businesses, coordinates PTA committee donations, updates Partners list on website, and updates

partnership forms and benefits. Coordinates all BP signage displays in the front of the school. Meets with VPs each year to make any changes to BP forms and offerings. Responsible for following up and obtaining any funds received from business partners and submitting to the Treasurer. Updates procedure book/transition template for successor.

Spirit Wear Co-Chairs: Designs and sells clothing items with the HMS logo at specified times throughout the school year. Duties include selecting a vendor, choosing items to design and sell, market the items at school activities, and maintain inventory. Coordinates with Webmaster for online sales. Updates procedure book/transition template for successor.

Teacher Mini-Grants: Runs grant campaign for teachers. Updates guidelines and form yearly or as needed. Working with VPs and Co-Presidents, determines grant awards. Updates procedure book/transition template for successor.

Box Tops Co-Chairs: (*Box Tops, Publix Partners, Amazon Smiles*). Promotes these programs to HMS families (flyer, poster, social media, PTA newsletter). Collects labels and responsible for redeeming labels/box tops/bottle caps and collecting/submitting all programs revenues. Updates procedure book/transition template for successor.

2ND VICE PRESIDENT of GRADE LEVEL SUPPORT

- Attends all Executive Committee, PTA Board and General Membership meetings.
- Meets and consults with Committee Chairs as needed.
- Updates procedure book/transition template for successor.
- Determines curriculum needs yearly to be included in the PTA's budget

6th Grade Activities Co-Chairs: Coordinates fall dance for grade, including any committees. Decide on theming and décor. Ensure event is promoted through website, social media, and flyers if needed. Assist grade level teachers with Culture Day activities as needed. Updates procedure book/transition template for successor.

7th Grade Activities Co-Chairs: Coordinates fall dance for grade, including any committees. Decide on theming and décor. Ensure event is promoted through

website, social media, and flyers if needed. Updates procedure book/transition template for successor.

8th Grade Activities Co-Chairs: Coordinates spring dance for grade, including any committees. Decide on theming and décor. Ensure event is promoted through website, social media, and flyers if needed. Updates procedure book/transition template for successor.

8th Grade Trip Coordinator: Assists school staff with coordinating snacks, drinks for bus trip. Updates procedure book/transition template for successor.

8th Grade Career Day Coordinator: Assists school staff as needed with planning and/or providing refreshments for volunteers on the day of. Event takes place in the spring. Updates procedure book/transition template for successor.

8th Grade Promotion Ceremony: Assists school staff as needed with décor and refreshments for the ceremony. Updates procedure book/transition template for successor.

Exceptional Children's Week: Assists school staff with planning week's event which may or may not include refreshments, guest speakers, volunteers etc. Updates procedure book/transition template for successor.

3rd VICE PRESIDENT of STANDING COMMITTEES

- Attends all Executive Committee, PTA Board and General Membership meetings.
- Meets and consults with Committee Chairs as needed.
- Provides a Plan of Work and area budget for PTA Treasurer.
- Updates procedure book/transition template for successor.

Hospitality Co-Chairs:

Manage a budget and a small committee of volunteers who organize and provide refreshments and/or decorations for PTA-sponsored teacher events. Current activities may include the Welcome Back Teacher Breakfast (August), Holiday Staff Lunch (December), Chocolate Fountain event, Teacher Appreciation Lunch (March/April). Updates procedure book/transition template for successor.

Grounds Beautification Co-Chairs:

Work within the budget to maintain school grounds as needed/requested from, school staff (e.g. flowers, pine straw, shrub pruning). Overseas planning of Cleanup Day (optional). Gets any vendor quotes as needed. Updates procedure book/transition template for successor.

Community Outreach Co-Chairs:

Work with school Counseling staff to determine community needs. Organize Outreach events that help HMS families in need. Current events include Holiday Donation Drive and Spring Break Pantry Project. Updates procedure book/transition template for successor.

4th VICE PRESIDENT of COMMUNICATIONS

- Attends all Executive Committee, PTA Board and General Membership meetings.
- Meets and consults with committee chairs as needed.
- Oversees HMS PTA website communications including emails and weekly newsletter.
- Meets yearly to assess social media, website, and communication procedures. Consults with Co-Presidents on any changes.
- Sends weekly email to Principal with any events or PTA news to be included in principal communication (email) to HMS families.
- Creates an end-of-the-year survey for HMS teachers/staff and parents with the goal of gaining feedback on effectiveness of current programs. Survey should also gauge interest for new ideas and programs that HMS PTA may be considering.
- Oversees/creates any major communications document including directory (2017) and/or HMS Play Book (2018).
- Updates procedure book/transition template for successor.

Volunteer Coordinator:

Responsible for obtaining volunteers for school wide events throughout the year. Works with event chairs as needed to create online website sign-ups for volunteers. Maintains online volunteer form and distributes names of interested volunteers to the appropriate chairs if needed. Updates procedure book/transition template for successor.

Newsletter:

Creates a fun, informative weekly PTA newsletter that includes PTA-sponsored school happenings and alerts. Newsletter must be approved by Co-Presidents and VP of Communications. Updates procedure book/transition template for successor.

Webmaster:

Manages PTA website. Works with chairs to ensure website information is accurate. Sets up any website sale pages (Spirit, Membership, Locker Incentive). Keeps website “news” fresh and timely. Updates procedure book/transition template for successor.

Social Media:

Maintains all HMS PTA social media accounts including Facebook, Instagram, and Twitter as warranted. Updates procedure book/transition template for successor.

Legislative:

Reports to PTA Board on any Fulton County updates and meeting notes. Updates procedure book/transition template for successor.

Teacher Liaison:

Serves as the point-of-contact for all grade level teachers. Communicates PTA requests/information to teachers. Provides insight to the board on teacher needs and feedback.

5th VICE PRESIDENT of PROGRAMS AND EVENTS

- Attends all PTA Board and General Membership meetings.
- Meets and consults with Committee Chairs as needed.
- Provides guidance and/or direction on events to each chair.
- Updates procedure book/transition template for successor.

Book Fair Co-Chairs:

Works with school library staff to help organize event, including volunteers.

Red Ribbon Week Coordinator:

Works with school staff for any event needs. Updates procedure book/transition template for successor.

Reflections Co-Chairs:

Organizes and promotes contest under Fulton County guidelines. Updates procedure book/transition template for successor.

Family Event Co-Chairs:

Organizes 1 event during the year that is open to all HMS families. Previous events include Tailgate (2017) and Indoor Movie Night (2018). Updates procedure book/transition template for successor.

International Night Co-Chairs:

Works with school staff to support this event as needed, including managing volunteers, helping with décor, and/or providing refreshments. Updates procedure book/transition template for successor.

****Each chair/VP is responsible for submitting any information for the PTA Newsletter weekly****

****Document revised 4/17/19**