

Clearwater Fundamental Middle School PTA
Executive Board
Responsibilities of Elected Officers

President

The President is an elected position. The president shall serve for one year and shall not be eligible to serve more than 2 consecutive terms in the same position (Bylaws 8/27/09).

The President shall attend all meetings of the PTA and of the Executive Committee and Board, and other committee meetings as needed.

The responsibilities of the President shall be:

1. Preside over all meetings of the PTA.
2. Preside over all meetings of the Executive committee and board.
3. Determine the meeting agenda in cooperation with the secretary.
4. Build an effective PTA team that can work cooperatively to enrich the educational experiences of our children at CFMS while supporting the overall PTA mission and purposes.
5. Attend Leadership trainings and/or PTA Conventions, if possible
6. Meet with the principal as needed to ensure a cooperative relationship between PTA and Clearwater Fundamental Middle School.
7. Maintain relationship with Pinellas County Council of PTAs, Florida PTA, and National PTA to stay informed on issues and organization requirements.
8. Serve as an *ex officio* member, as requested, of all committees except the nominating committee.
9. Maintain a "Procedure Book" to be passed on to his/her successor.

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1st Vice President – Advocacy

This 1st Vice President is an elected position. The 1st Vice President of Advocacy shall serve for one year and shall not be eligible to serve more than 2 consecutive terms in the same position (Bylaws 8/27/09).

The 1st Vice President shall attend all meetings of the PTA and of the Executive Committee and Board and shall perform such other duties as may be delegated to him/her.

The responsibilities of the 1st Vice President shall be:

1. Assist the President as needed/requested
2. Preside over PTA meetings if the President is unavailable to do so.
3. Coordinate delegate attendance at no less than 2 Pinellas County Council of PTAs Meetings per year to represent CFMS PTA and qualify the local unit for insurance discounts. Give report to the Executive Board as needed.
4. Coordinate attendance at no less than 1 Advocacy training per year to represent CFMS PTA as required by Pinellas County Council of PTAs to qualify the local unit for insurance discount.
5. Stay informed of the legislative platforms and other PTA business that will be presented at the annual state PTA convention and present the information at the board meetings.
6. Attend Leadership trainings and/or PTA Conventions if possible.
7. Attend Legislative Days in Tallahassee organized by Florida PTA or PCCPTA, if possible.
8. Keep the General Membership informed of election dates, legislative issues, pending legislation, and other advocacy issues through newsletters, bulletin board postings or general meetings.
9. Represent CFMS PTA at legislative functions hosted by the district, County Council, and other events as often as possible.
10. Keep a file of current national, state, and local PTA positions.
11. Be aware of current issues and their relation to current and pending PTA positions.
12. Maintain a “Procedure Book” to be passed on to his/her successor.

**Clearwater Fundamental Middle School PTA
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Responsibilities of Elected Officers**

2nd Vice President – Organization/Membership

The 2nd Vice President is an elected position. The 2nd Vice President of Organization/Membership shall serve for one year and shall not be eligible to serve more than 2 consecutive terms in the same position (Bylaws 8/27/09).

The 2nd Vice President shall attend all meetings of the PTA and of the Executive Committee and Board and shall perform such other duties as may be delegated to him/her.

The responsibilities of the 2nd Vice President shall be:

1. Verify the receipt of blank annual membership cards and control distribution.
2. Coordinate the annual membership campaign.
3. Make announcements regarding the importance of membership at PTA General Meetings and in newsletters.
4. Counting the monies (dues and budget contributions) collected and submit to Treasurer for deposit.
5. Prepare and distribute PTA membership cards as per membership dues received.
6. Record and send the proper data to the County and State offices by the deadline dates, as needed.
7. Apply for applicable membership awards.
8. Periodically update the board and general membership regarding membership status.
9. Present any new ideas for improving the membership program.
10. Maintain a “Procedure Book” to be passed on to his/her successor.

**Clearwater Fundamental Middle School PTA
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3rd Vice President – Education/Programs

The 3rd Vice President is an elected position. The 3rd Vice President of Education/Programs shall serve for one year and shall not be eligible to serve more than 2 consecutive terms in the same position (Bylaws 8/27/09).

The 3rd Vice President shall attend all meetings of the PTA and of the Executive Committee and Board and shall perform such other duties as may be delegated to him/her.

The responsibilities of the 3rd Vice President shall be:

1. Organize the programs for the general meetings in collaboration with school administration.
2. Coordinate location with school administration
3. Communicate speakers audio/visual needs to administration
4. Communicate meeting locations and topics to membership (via email, website, newsletter)
5. Assist with distribution of materials, introduction of speaker.
6. Send thank you notes as needed to speakers/presenters.
7. Assist Reflections Chair as needed.
8. Maintain a “Procedure Book” to be passed on to his/her successor.

Clearwater Fundamental Middle School PTA
Executive Board
Responsibilities of Elected Officers

Recording Secretary

The Recording Secretary is an elected position. The Recording Secretary shall serve for one year and shall not be eligible to serve more than 2 consecutive terms in the same position (Bylaws 8/27/09).

The Recording Secretary shall attend all meetings of the PTA and of the Executive Committee and Board and shall perform such other duties as may be delegated to him/her.

The responsibilities of the Recording Secretary shall be:

1. Prepare agenda with the President for the Executive Board and General Membership Meetings. Make copies to be distributed at meetings as needed and/or posted on the PTA bulletin board/website.
2. Record the minutes at Executive Board meetings and General Membership Meetings, with special attention to motions (recorded exactly as stated) and action taken. Distribute copies to board members, school secretary, webmaster, and post a copy on the PTA bulletin board.
3. Keep attendance records of board meetings. Prepare a sign-in sheet for use at monthly board meetings.
4. Keep a notebook with copies of the budget, monthly minutes, agendas, board meeting attendance sign-in, and the monthly treasurer's report. The original copy of the local PTA unit bylaws, the current standing rules, a copy of the current insurance certification, annual audits and a current membership list should also be included.
5. Assist Board of Directors as needed.
6. Maintain a "Procedure Book" to be passed on to his/her successor.

Clearwater Fundamental Middle School PTA
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Responsibilities of Elected Officers

Treasurer

The Treasurer is an elected position. The Treasurer shall serve for one year and shall not be eligible to serve more than 2 consecutive terms in the same position (Bylaws 8/27/09).

The Treasurer shall attend all meetings of the PTA and of the Executive Committee and Board and shall perform such other duties as may be delegated to him/her.

The responsibilities of the Treasurer shall be:

1. Receive and disburse all monies as described in the bylaws or as authorized by the PTA membership.
2. Keep a proper and accurate account of all transactions.
3. Maintain check signers on file with the bank for financial transactions and requiring 2 signatures for checks.
4. Ensure that money collection procedures are followed, that is that two people must count all monies collected and then put into the locked and secure PTA location for the Treasurer to deposit.
5. Learn and follow financial requirements as dictated by the law, PTA policies and bylaws, and as applicable to 501(c) (3) organizations.
6. Communicate with Ways and Means Chair and other special project chairs in the collection of funds during fundraisers, events, and special projects.
7. Deposit all money in the PTA bank account in a timely manner.
8. Issue receipts for funds received as needed.
9. Present a financial statement – income and expenses as compared with budget - at all board and general meetings with copies for board members and post on PTA bulletin board/website. Record use of funds under various budgeted accounts.
10. Review budget frequently for potential update suggestions and prepare adjustments for membership vote.
11. Submit treasurer's records for an annual audit by June 30.
12. Complete the Internal Revenue form(s) regarding Federal Income Tax and return it to the Florida PTA State Office and/or IRS as required.
13. Keep PTA tax exempt certificate current as needed.
14. Work with the Membership Chairperson to remit state and national PTA dues.
15. Work with the Budget Committee in establishing the proposed budget for the next school year.
16. Maintain a "Procedure Book" to be passed on to his/her successor with the archived financial records.

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**Clearwater Fundamental Middle School PTA
Executive Board
Responsibilities of Standing Committee Chairpersons**

Ways and Means Committee Chairperson

The Ways and Means Committee Chairperson is a member of the Executive Board, annually selected and appointed at the discretion of the officers of the board. The Ways and Means Committee Chairperson presides over the Ways and Means Committee. Once appointed, he/she is a voting member of the board as a standing committee chairperson.

The Ways and Means Chairperson shall attend all General meetings and Board meetings, or send a non-voting delegate from his/her committee to make a report, or send a written report as requested.

The responsibilities of the Ways and Means Chairperson shall be:

1. Assist the PTA Board in raising the money needed to meet the proposed PTA Budget. Work cooperatively with the board, especially the treasurer.
2. Form and chair committee to come up with fundraising plans for the year's activities. Review previous years' successes and failures, review present companies that PTA is dealing with and present proposed Ways and Means budget, along with fundraising projects, to the board for approval.
3. Oversee major fundraising events: collect payments and coordinate payments to vendors.
4. Maintain a "Procedure Book" to be passed on to his/her successor.

**Clearwater Fundamental Middle School PTA
Executive Board
Responsibilities of Standing Committee Chairpersons**

PTA/SAC Liaison

The PTA/SAC Liaison is a member of the Executive Board, annually selected, and appointed at the discretion of the board. Once appointed, he/she is a voting member of the board.

The responsibilities of the PTA/SAC Liaison shall be:

1. Attend all SAC meetings
2. Facilitate cooperation between SAC and PTA to meet the needs of the children within our school community.
3. Give a report of SAC activities at each PTA board meeting.
4. Answer any questions from the Executive Board relating to the SAC agenda.
5. Present PTA information to SAC as needed/requested.
6. Assist Board of Directors as needed.
7. Maintain a "Procedure Book" to be passed on to his/her successor.

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**Clearwater Fundamental Middle School PTA
Executive Board
Responsibilities of Standing Committee Chairpersons**

Teacher Representative

The Teacher Representative is a member of the Executive Board, annually selected, and appointed at the discretion of the elected officers. Once appointed, he/she is a voting member of the board.

The responsibilities of the Teacher Representative shall be:

7. Attend monthly PTA Board Meetings on the designated date.
8. Provide reports to the Board from staff members at CFMS.
9. May serve on the PTA budget committee
10. Remind teachers of benefits of PTA membership and encourage participation in PTA sponsored activities.
11. Distribute and collect attendance cards at General Meetings.

Principal

The Principal is a voting member of the board.

The Principal's role on the PTA shall be:

1. To work with the parents through the PTA and PTA Board to provide quality education for all children at CFMS.
2. To provide information to assist the PTA in achieving their goals in keeping with the PTA Mission and Purposes.
3. To provide resources, when possible, to assist the PTA when PTA is working on an activity on behalf of the school.
4. To work with the PTA Board to ensure that all activities undertaken by the PTA are consistent with School Board Policy, Fundamental School Policy, PTA policy and procedures and meet the mission and the purposes of the national, state, county, and local PTAs.

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**Clearwater Fundamental Middle School PTA
PTA Special Committees
Responsibilities of PTA Special Committee Chairperson**

Reflections

The Reflections Program Coordinator is appointed at the discretion of the board. He/she is NOT a voting member of the board, however he/she will be part of all discussions concerning the Reflections Program may attend PTA Board meetings as needed.

The Responsibilities of the Reflections Program Coordinator are as follows:

1. Keep informed of the criteria of the Reflections Program via the National, State, and County Council PTA's websites.
2. Announce theme to students early in order to encourage participation.
3. Communicate criteria and deadlines to CFMS membership and CFMS students via newsletter, website, and school announcements.
4. Coordinate with appropriate teachers in order to encourage student participation.
5. Collect entries and submit for judging and/or recognition.
6. Recognize student participants – method of recognition to be determined in conjunction with the PTA Board of Directors.

**Clearwater Fundamental Middle School PTA
PTA Special Committees
Responsibilities of PTA Special Committee Chairperson**

Dance Coordinator

The Dance Coordinator is appointed at the discretion of the board. He/she is NOT a voting member of the board, however he/she will be part of all discussions concerning the PTA Dances may attend PTA Board meetings as needed.

The Responsibilities of the Dance Coordinator are as follows:

Prior to the dance:

1. Plan all PTA Dance dates with administration.
2. Book the DJ as soon as dates are confirmed with school administration.
3. Put out a request for donations and volunteers. (The Friday before). Coordinate the donations of food and drink and/or purchase items as needed. (GFS on Gulf to Bay has the best price for cups and boats (small boats) if we need any.)
4. Order Chick Filet nugget trays. Get one free for every one we buy. (When ordering nuggets have them put in metal pans. It helps them stay warm and makes transporting a lot easier.)
5. Make, print, and cut tickets.
6. Sell tickets in the morning for the day of the dance and two days prior to the dance.
7. Put in a work order with HPO for table and chairs for am ticket sales and in the front hall the night of the dance, also for the lights in the gym.
8. Place sign up sheet for volunteers in the front office starting the Monday before.
9. Confirm DJ.
10. Verify all volunteers are approved.
11. Contact volunteers ask them to be here 15 minutes prior to dance starting. (unless they are working in the cafeteria, 30 minutes prior)

The day of the dance:

1. Inventory donations that came in, then go to Sam's Club if we need more snacks. Mix the lemonade, fruit punch and Gatorade the morning of. (Can be stored in the cafeteria)
2. Pick up Chick Filet the day of (usually around 5:30).
3. Get snacks, cups, boats, bowls, napkins, and soda out of PTA room and take in the cafeteria and start set up (after you come back with the nuggets).
4. Meet (at least talk with on the phone) with volunteers to go over the rules of the dance.
5. Hand out Dance Volunteer badges. Hand out flash lights for gym chaperons. (Ask them to make sure and turn them back in.)
6. Make sure lights are put away. (carefully)

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PTA Special Committees
Responsibilities of PTA Special Committee Chairperson**

Spirit Wear Coordinator

The Spirit Wear Coordinator is annually appointed at the discretion of the board. He/she is NOT a voting member of the board, however he/she will be part of all discussions concerning PTA Spirit Wear and may attend PTA Board meetings as needed.

The Responsibilities of the Spirit Wear Coordinator are as follows:

1. Coordinate with vendor prices and inventory purchases in the summer so as to have Spirit Wear available for purchase as early as possible at school opening.
2. Coordinate sales at Back-to-School Nights, Open Houses, PTA Meetings, SAC Meetings, and other events as appropriate.
3. Collect payments for Spirit Wear items and turn monies over to Treasurer for deposit.

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**Clearwater Fundamental Middle School PTA
PTA Special Committees
Responsibilities of PTA Special Committee Chairperson**

Hospitality Coordinator

The Hospitality Coordinator is annually appointed at the discretion of the board. He/she is NOT a voting member of the board, however he/she will be part of all discussions concerning Hospitality and may attend PTA Board meetings as needed.

The Responsibilities of the Hospitality Coordinator are as follows:

1. Coordinate dates for Hospitality with PTA Board and School Administration.
2. Coordinate food and supply donations and/or purchases appropriate for Hospitality Events.
3. Arrange and decorate for events.
4. Monitor food supply and needs during Hospitality meals.
5. Break-down when completed.

2011 - 2012 School Year Events:

Back to School Breakfast – August

Great American Teach In - November

Winter Luncheon – December

Teacher Appreciation Week - May

**Clearwater Fundamental Middle School PTA
PTA Special Committees
Responsibilities of PTA Special Committee Chairperson**

Newsletter

The Newsletter Coordinator is annually appointed at the discretion of the board. He/she is NOT a voting member of the board, however he/she will be part of all discussions concerning the PTA Newsletter and may attend PTA Board meetings as needed.

The Responsibilities of the Newsletter Coordinator are as follows:

1. Communicate Newsletter distribution date and article deadlines to PTA Board, Committee Chairs and other leadership.
2. Collect information for newsletter.
3. Create and distribute PTA Newsletter as determined by the PTA Board of Directors (website, hard copy, post in office).

**Clearwater Fundamental Middle School PTA
PTA Special Committees
Responsibilities of PTA Special Committee Chairperson**

Directory

The Directory Coordinator is annually appointed at the discretion of the board. He/she is NOT a voting member of the board, however he/she will be part of all discussions concerning PTA Directory and may attend PTA Board meetings as needed.

The Responsibility of the Directory Coordinator are as follows:

1. Create Directory Information Form for distribution in the First Day Packet.
2. Collect and compile Directory information as the information is returned at the start of the year.
3. Collect from Membership Committee list of Direct Donations to be listed in the Directory as determined by the PTA Board of Directors.
4. Input Directory information and design for publishing.
5. Coordinate printing.
6. Distribute Directory to membership as determined by PTA Board of Directors.

**Clearwater Fundamental Middle School PTA
PTA Special Committees
Responsibilities of PTA Special Committee Chairperson**

Budget Committee Chairperson

The Budget Committee Chairperson is annually selected and appointed by the officers of the board after the election of new officers. The Chairperson will attend Board Meetings until the budget is approved at the first General Membership Meeting, at which time the special committee will be dissolved.

The responsibilities of the Budget Committee Chairperson shall be:

1. Work with the Principal, Faculty, and Staff of CFMS to prioritize the needs most appropriate for PTA funding, meeting the PTA mission and purposes.
2. At Budget workshop just following the end of the school year, present the list of budget priorities to the committee for review. Using input gathered from and by the PTA board, membership and Curtis community, the Budget Committee Chairperson will develop a tentative budget to be presented for approval by the board and, subsequently, the general membership.
3. In August, present the budget to the PTA Board.
4. When the final budget is approved by the Board, present the budget at the earliest time possible to the general membership for approval. During the approval process, all the Budget Committee Chairperson answers all inquiries regarding budget items.
5. Adjust budget as needed for approval by General Membership.
6. Maintain a "Procedure Book" to be passed on to his/her successor.

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Clearwater Fundamental Middle School PTA
PTA Special Committees
Responsibilities of PTA Special Committee Chairperson

Nominating Committee

As per bylaws: There shall be a nominating committee composed of 3 members who shall be elected by the association at a regular meeting at least one month prior to the election of officers. The president shall appoint a chair preterm who shall call the first meeting. The committee shall elect its own chair.

The nominating committee shall

1. Canvas membership for potential, qualified candidates. (All nominees must be members of the PTA)
2. Nominate one person for each office to be filled and report its nominees at the election meeting at which time additional nominations may be made from the floor.\
3. Organize election via voice vote, show of PTA cards, or ballot, as required by the bylaws.