



PTA Board Roles and Position Descriptions

What are the general responsibilities for all Board members?

The PTA Board positions are elected officers and represent the entire Wood Acres PTA. Board members are expected to:

- 1) ATTEND MEETINGS. There are *monthly*, evening Board meetings and three to five general PTA meetings per school year. Board members are expected to give progress reports at the Board meetings.
- 2) REPRESENT THE PTA AT EVENTS AND ACTIVITIES. This includes general PTA events such as the Back to School Coffee, Newcomers cocktail party, hearings before MCPS, etc.
- 3) SERVE A TWO-YEAR TERM. Although our bylaws stipulate one-year terms, the expected commitment for all positions is two-years in order to provide continuity in governance both at the Board level and the PTA General body.

All positions require a time commitment.

What is the role of the PTA?

The PTA has four main roles that affect our community. The first is to be a conduit between the school administration and the parent community. The second is to oversee and help execute all school-wide events for our family community. The third is to help plan our various donation drives for the community at large and our sister schools. The fourth is advocacy at the county level on behalf of our school community as part of the Whitman cluster.

President

The president's primary responsibilities are to:

- 1) Oversee the functions of the PTA Board;
- 2) Manage the administrative oversight of the PTA as a nonprofit, affiliated entity of the MDPTA and MCCPTA; and
- 3) Serve as the primary liaison to WAES administrators.

The president must possess keen communication skills – both written and interpersonal. The president is a convener of parents and their ideas. The president shepherds the PTA and the volunteer process, especially as it relates directly to supporting the core functions of the school and interacting with the school principal.

The president's job is time consuming, but outside of required meetings, the fundamental job of communicating can be done from anywhere. Here is an overview of these responsibilities.

Day-to-day responsibilities – communication:

The President spends time each day responding to emails from PTA Board members, committee chairs, the WAES Principal, MCPS, cluster reps, and parent inquiries.

Weekly responsibilities – communication and meetings:

The president communicates general information to the WAES parent body as needed, works with the VP of communications to review web page content and update the Wildcat Plan Your Week, meets with the WAES principal, and maintains ongoing communications with VPs and committee chairs regarding upcoming activities, events, etc.

Monthly responsibilities – communications, meetings, budgeting, and advocacy:

The president sets the PTA calendar, plans the PTA meeting agendas, and chairs monthly PTA Board meetings. The president, when available, attends Whitman cluster meetings. The president attends MCPS and community meetings that require attendance as well. The president works with the treasurer and trustees to oversee the budget. The president works with the PTA Board to generate and plan for PTA general membership meetings.

Executive Vice President

Traditionally, the EVP and the president have divided the work and responsibilities of the PTA president outlined above. The work of the president and EVP can be divided any number of ways. This division should be at the discretion of the president and EVP. Although it is not necessary, it's recommended that at least one of the two positions be filled by someone with prior Board experience.

Secretary

There is a secretary present at each PTA meeting to record discussion. Note taking at general membership meetings is a relatively minor task, since little business is conducted at these meetings (the secretary does not need to take notes on guest presentations). Therefore, we will only require one secretary going forward. When the secretary is unable to attend a meeting, the Board will select another Board member to take notes for the meeting.

The secretary takes notes and sends draft minutes to the president and EVP for review following the meetings. The minutes are revised and sent to the entire Board prior to the next meetings. The secretary is responsible for motioning for approval of the minutes at each meeting. The secretary is also responsible for the following:

- 1) Submitting Board contact information to the MCCPTA and MDPTA each June;
- 2) Maintaining the PTA table and adjacent PTA bulletin boards (i.e., before school starts in August, checking in monthly or quarterly);
- 3) Submitting and posting the Nominating Committee slate to the PTA body (via Membership Toolkit, Wildcat Plan Your Week, Web page, etc.).

The secretary job requires minimal time at school other than attending PTA general and Board meetings. This job is ideal for a full-time working parent who cannot otherwise commit to volunteering during the school day.

Treasurer

The treasurer, along with the president and executive vice president, is a member of the PTA Executive Committee. The treasurer is responsible for:

- 1) Preparing, maintaining, and reporting on the PTA budget;
- 2) Maintaining the PTA's financial records;
- 3) Coordinating with the PTA's accountant for tax filings and our annual audit;
- 4) Processing payments and bank deposits;
- 5) Submitting the PTA's annual Maryland Personal Property filing and charitable organization registration;
- 6) Submitting membership payments to the MD PTA and MCCPTA as applicable; and,
- 7) Coordinating with PTA committee chairs, including the Online Payment Systems chair.

Candidates for this position should be organized, detail-oriented and comfortable working with numbers. Most treasurer activities can be done from home, but the time commitment is quite significant.

Vice President, Academic Support

This VP oversees the following PTA endeavors and activities: Cultural & Visiting Arts; Planetarium; Space Night (2022); and all fee-based, PTA supported activities – FLES, Chess, STEM, Science Fair, and Wizard of Oz. The VP of Academic Support must:

- 1) Recruit and communicate regularly with committee chairs;
- 2) Ensure timely planning, promotion, budgeting, execution, and follow-up of all events and activities that fall under this position; and
- 3) Compile and submit a year-end report to the VP of Communications.

This position is ideal for someone who cannot commit time during the school day, but is skilled at communicating and coordinating parent volunteers via email, telephone. Strong interpersonal skills are a must.

Vice President, Communications

The VP of communications manages the five communications positions: the PTA website, Membership Toolkit (MT -formerly AtoZConnect), the Wildcat Plan Your Week, the Community Announcements, Yearbook, and the Directory. The VP also helps the president assemble materials for the Board in August, attends monthly Board meetings and PTA general meetings, and provides additional assistance to the president and EVP on communication issues generally. This is a job that can be done almost exclusively from home, and on your own time; it does not involve significant time spent at school or during the school/work day. For the committees with technological aspects (website, MT), technical knowledge is helpful, but not required since the PTA's technology consultant is available to assist as needed.

Vice President, Community and Family Support

The VP for family and community support oversees many of the community building and non-fundraising activities for Wood Acres. Welcoming and helping to integrate newcomers to the community are among the position's most important responsibilities. This includes overseeing the Newcomers Committee (back to school coffee, playdate in the park). In addition, some of the school wide fun activities such as Art Festival, Space Night (2022), International Night (2023), and the Big Train baseball game are components of this position. The PTA Board may consider moving other family-fun activities under this VP position. These events include Dance Party, Ice Skating Night and Bingo Night, which raise some money for the PTA, but are viewed largely as activities to support our kids and families.

Vice President, Educational Issues

This VP oversees the following WAES educational committees: Curriculum; ESOL; Curriculum & Accelerated/Enriched Instruction; Special Education; LEAD, DEI, Body Positivity and Mental Health; and Global Citizenship. This VP must:

- 1) Recruit and communicate regularly with committee chairs regarding ongoing MCPS and school educational and curriculum policies;
- 2) Work with MCPPTA and Whitman Cluster reps on any potential academic and curriculum changes;
- 3) Work with PTA Executive Committee and WAES staff to plan PTA general membership meetings on curriculum topics; and,
- 4) Compile and submit a year-end report to the Board.

This position does not entail regular daytime volunteering. However, it does require ongoing coordination with committee chairs and occasionally requires attendance at committee-sponsored events such as ESOL meetings for parents, ESOL potluck, etc. This position is ideal for a working parent with interest in the academic curriculum and needs of all students at WAES. It is also a very good position for a parent with younger children at WAES as extensive experience with the PTA is not necessary to do this job successfully.

Vice President, Fundraising

This position oversees the revenue-producing activities and events of the PTA, including the WAES Annual Fund fundraiser. This position entails a tremendous amount of attention to small details with ongoing fundraising efforts and discrete events. The VP of Fundraising coordinates the chairs of the following committees: WAES Annual Fund (fall), JogFest (spring), Spirit Sale (fall), Dance Party (October), Bingo Night (November), Book Fair/Exchange (winter), Ice Skating Night (winter), and Rewards Programs (ongoing). This VP must:

- 1) Provide monthly updates to the Board regarding fundraising targets, goals and expected revenues;
- 2) Recruit and communicate regularly with committee chairs and ensure that each chair is properly informed of committee/event expenditures and revenues;
- 3) Work with Committee Chairs to plan and promote events and fundraising efforts;

- 4) Assist committee chairs with committee financials;
- 5) Work closely with the PTA treasurer and Executive Committee, as well as the VP of Communications for fundraising promotion; and
- 6) Compile and submit a year-end fundraising report to the Board.

This position is ideal for a parent volunteer(s) with a background in marketing or fundraising or a general desire to help the PTA thrive fiscally. It does not require time spent at WAES outside of supporting specific events and attending PTA meetings.

Vice President, Faculty and Facility Support

The VP for faculty and facility support oversees several committees that help WAES teachers and support activities in the school building. For example, the Cafeteria and Recess Committee recruits and trains parents to help the lunch and recess aides to supervise students while the teachers are at lunch. The Green Team helps the school be as environmentally conscious as possible, and the Room Parents seek volunteers to help the teachers in the classroom and plan parties during the year. The ICB coordinator reserves classrooms through the County for PTA-related activities such as Space Night, 5th Grade Promotion, PTA meetings, and PTA-sponsored after school activities like the Wizard of Oz. This position involves being in contact with the chairs of the various committees and troubleshooting if necessary, but by and large the committees run well on their own.

MCCPTA Representatives (2)

The MCCPTA representatives attend monthly meetings of the Montgomery County Council of PTAs (September through May). These meetings are in the evening and are held in Rockville. The MCCPTA reps may choose to alternate attendance at these meetings in order to lighten the meeting load. MCCPTA reps report back to the Board and the parent body regarding pressing matters before the MCCPTA and communicate advocacy opportunities. Past issues of importance have included MCPS bell times, classroom sizes, state facilities funding, the superintendent search, and bylaws revisions.

Whitman Cluster Representatives (2)

The Whitman Cluster representatives attend monthly cluster meetings with representatives from the cluster elementary schools, Pyle Middle School and Whitman High School. Meetings are typically held on Thursday or Friday mornings at our cluster schools. Occasionally there is an evening meeting. Meetings last approximately 90 minutes and involve planning for and discussing cluster-wide issues (enrollment, facilities, and class size) and involvement in advocacy at the MCPS and state level. Cluster reps are expected to host one meeting at Wood Acres ES each year. Cluster reps are responsible for advocating on behalf of WAES and reporting back to the PTA Board and general body.

Trustee (3)

The trustee should possess previous experience serving on the Wood Acres PTA Board. Typically, trustees are previous PTA presidents, previous executive vice presidents, and/or previous PTA Board members. Trustees ensure that the PTA Board is following all PTA bylaws, is meeting PTA

requirements for meeting management, decision making, and provide guidance and counsel to the PTA Board based on their historical experience. Trustees oversee the revision of bylaws every three years and the revision of Board Operating Procedures. Unlike other Board positions, the PTA bylaws indicate that trustees serve two-year terms, though past trustees have been known to serve for one year before taking on other Board positions or because their youngest child has graduated to Pyle.