



ESMS PTA Executive Board Positions Descriptions

Details on the nomination process for 2020-2021 will be released soon. Questions can be sent to PTA@esms.org

President or Co-Presidents (up to 3) The President or Co-Presidents preside at all meetings of the PTA, appoint chairpersons of PTA committees, delegate responsibilities among officers and PTA members, and foster meaningful participation in all PTA activities. The President is an ex-officio member of all committees except the Nominating Committee. The President (or a Co-President) shall be designated a core member of the SLT and may represent the PTA on district committees and at President Council meetings. The President works closely with the ESMS Principal, Assistant Principal and Parent Coordinator to ensure communication between the administration, staff and PTA and to coordinate all events, activities and programs sponsored by the PTA. In consultation with the administration, the President establishes the yearly calendar for all PTA meetings and canvases the Executive Board to construct the monthly agenda for each meeting. The President or one of the Co-Presidents must be present at all Budget Committee meetings and assists in the transfer of all PTA records to the incoming President or Co-Presidents in June. One president may be designated to serve on the District 2 Presidents Council.

Treasurer or Co-Treasurers (up to 2) The Treasurer or Co-Treasurers shall be responsible for all financial affairs and funds of the PTA and shall implement the financial procedures established in the PTA bylaws. The Treasurer or Co-Treasurers shall be responsible for maintaining on school premises an updated record of all PTA income and expenditures. At all monthly PTA meetings, the Treasurer or Co-Treasurer shall provide an oral summary of the monthly financial report and make written copies available to the membership. The Treasurer must prepare the annual Financial Accounting Reports as well as supervise our corporation's annual tax filing. The Treasurer will make all PTA accounting records available to members upon request and for purposes of an audit. The Treasurer presides over all Budget Committee meetings to review the status of our financial goals and expenditures. Each spring, the Treasurer and Budget Committee will establish a budget for the following school year, to be ratified by the membership, and transfer all treasury records to the incoming officers in June.

Assistant Treasurers (up to 2) The Assistant Treasurers support the Treasurer or Co-Treasurers in administrative functions, including but not limited to: collecting invoices and bills from the PTA mailbox and overseeing approvals for payment; assisting the Treasurer(s) with the preparation of checks for payment; procuring the appropriate signatures on PTA checks; making bank deposits; tabulating and securing cash income from PTA events; reviewing receipts on all expense reports; and filing all documents, receipts, bank statements, and other records associated with the PTA treasury. Working knowledge of QuickBooks is helpful. The Assistant Treasurer shall train their successor and assist with the transfer of all records to the incoming officer.

Recording Secretary The Recording Secretary is responsible for recording the official minutes of the monthly Executive Board and General PTA meetings. Within one week of the monthly meeting, the Secretary shall email a draft of the minutes to the Executive Board for corrections/additions and then prepare a final version based on these revisions. The Secretary shall read the minutes from the previous month at each PTA meeting and will make copies available upon request. The Secretary is also responsible for preparing and distributing the official sign-in sheet for both the Executive Board and General meetings, and will keep the official records of the PTA on file in the locked PTA cabinet on school property. The Recording Secretary shall sign and 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.

Vice President of Communications (up to 3) The VP's of Communications are responsible for writing and maintaining the ESMS website (www.esms.org) as well as creating and updating the ESMS Student Directory, including the addition of all incoming 6th grade families and new 7th and 8th grade families. The VP's of Communications are also responsible for creating the weekly Sunday night ESMS Newsletter, sent to the full community to promote upcoming school events and provide important announcements and reminders. The Communications VP's also oversee our ESMS social media platforms, including the ESMS Facebook and Instagram accounts. The Communications team prepares and distributes all PTA mass emails via constant Contact and prepares backpack flyers related to PTA business. The VP's of Communications review all correspondence that is addressed to the PTA through our email account (pta@esms.org) or via U.S. mail. All correspondence shall be answered immediately or forwarded to the appropriate Executive Board officer for reply. The Communications VP's shall assist with the June transfer of information relative to their position to the incoming Executive Board, and will adequately train their replacements in updating and maintaining the ESMS eChalk website and Constant Contact program.

Vice President of Fundraising (up to 3)

The Vice President(s) of Fundraising will oversee all fundraising activities on behalf of the PTA and identify potential partnerships and other revenue streams to support our PTA budget. The VP of Fundraising is a designated member of the Budget Committee and will work with the President and Treasurer to set and achieve financial goals.

Vice President of Internal Affairs (up to 2)

The Vice President(s) of Internal Affairs will coordinate the advance set-up of all PTA meetings, activities, and events. The VP of Internal Affairs works with the Parent Coordinator to reserve school facilities and with the school staff to arrange needed equipment and supplies. He/She will also order and provide refreshments for meetings and events.

Vice President of Community Relations & Compliance (up to 2)

The Vice-Presidents of Community Relations & Compliance shall assist the President or Co-Presidents with all issues related to PTA governance and compliance, including guiding the membership through proper parliamentary and voting procedures as required in our bylaws and the Chancellor's A-660 Regulations. The VP's will advise and assist in updating the bylaws when necessary. He or she will also represent the PTA in all community wide initiatives and inform the membership of these efforts.

8th Grade Representatives (3)

8th Grade Representatives serve as liaisons between parents, the administration, and the PTA Executive Board and therefore must attend all PTA meetings. By facilitating communication on behalf of 8th grade families and supporting school policies and initiatives, the Grade Reps contribute to a strong ESMS community. Grade Reps organize homeroom ads for the auction booklet, assist with field trips, and may organize activities for their grade with approval from the PTA Presidents.

7th Grade Representatives (3)

7th Grade Representatives serve as liaisons between parents, the administration, and the PTA Executive Board and therefore must attend all PTA meetings. By facilitating communication on behalf of 7th grade families and supporting school policies and initiatives, the Grade Reps contribute to a strong ESMS community. Grade Reps organize homeroom ads for the auction booklet, assist with field trips, and may organize activities for their grade with approval from the PTA Presidents.

6th Grade Representatives (3)

Elections held in the fall

School Leadership Team (4)

Elections held in the fall