

EASTOVER BOARD OF DIRECTORS RESPONSIBILITIES

Members are expected to attend all Board, Chairs, and General PTA meetings

President (2nd year of 2 year commitment)

- Run all PTA meetings (Board, Chair, General)
- Updates parents via weekly Eastover Express
- Responsible for maintaining parliamentary voting procedures
- Signs checks, contracts orders and vouchers
- Meets with the Principal and Treasurer to determine needs for the budget
- Meets with Principal and President-Elect to determine the PTA calendar
- Deals with issues pertaining to PTA business only. All classroom issues forwarded to the Principal and all safety/zoning issues gets forwarded to SLT chair.
- Reviews weekly emails from all Board members' committee reports
- Works with Special Events committee to plan PTA Back to School Night / Picnic
- Trains President-Elect

Executive VP of Resources (1st year of 2 year commitment as President Elect)

- Assists and learns from the President
- Meets with the Principal and President-Elect to determine PTA calendar
- Oversees FAMILY / FUNDRAISING EVENTS committees:
 - School Supplies (EPI)
 - Front Office Volunteer Coordinator & Health Room Supplies
 - Art by Me
 - Book Fairs
 - Grounds Beautification
 - Used Blues & Lost/Found
 - Staff Appreciation
- This includes reminders to the Chairs about Tuesday Folder fliers and Eastover Express
- Approves and forwards email blasts to Communications Chair
- Provides weekly email committee updates to the PTA President
- Coordinates the Nominating Process in the Spring:
 - Assigns Nominating Committee members with Nominating Chair (by Feb)
 - Sends out a volunteer recruitment form in February and in Beginners Day packets (May)
 - Provides candidate suggestions to Nominating Committee for upcoming Board
 - Presents to nominations to Board (April)
 - Final General PTA approval of slate (May)
- Reports to the President

Secretary (1 year minimum commitment)

- Takes minutes at all PTA meetings, gathers feedback and documents on PTA website
- Reports to the President

Treasurer (2nd year of 2 year commitment)

- Responsible for disbursing checks, promptly paying taxes and bills
- Maintains accurate records and safeguards PTA assets
- Provides up to date financial records at all PTA meetings
- Works with CPA to procure accurate tax filing
- Completes and files for state sales tax refund
- Trains VP of Finance to step into Treasurer position the following year
- Handles any issues that may arise
- Provides a weekly email update to the President

VP of Finance (1st of 2 year commitment)

- Responsible for making PTA deposits and safeguarding assets
- Steps into Treasurer position (if Treasurer resigns due to unforeseen reasons)
- Trains with Treasurer to step into Treasurer position the following year
- Reports to the Treasurer

Audit Chair (1 year minimum commitment)

- Conduct monthly review of PTA bank statements
- Sign acknowledgment on bank statements that the expenditures were consistent with the approved budget
- Attend monthly Board meetings
- Reports to President and Treasurer

Fundraising Chair (1 year minimum commitment)

- Solicits monetary donations from school population and surrounding neighborhoods
- Oversees company matching donations
- Reports to the President and Treasurer
- Oversees FUNDRAISING committees:
 - Invest in Your Child
 - SOAR
 - Boosterthon
 - Rebates
 - Spirit Wear

Academic Chair (1 year minimum commitment)

- Oversees ACADEMIC ENRICHMENT committees:
 - Cultural Arts
 - STEM
 - Tutors/Mentors/Enrichment
 - Room Parents/Teacher Support
 - Media Center
 - Grants
- This includes reminders to the Chairs about Tuesday Folder fliers, Eastover Express
- Provides weekly email committee updates to the PTA President
- Assist President-Elect in securing after school programs for the following year.
- Oversees Teacher Grant Pool
- Reports to the President

Advocacy Chair (1 year minimum commitment)

- Establishes Advocacy goals along with President, President Elect and Principal
- Develops and organizes meetings, activities and programs to further the goals and purposes of the PTA
- Shall be tasked with improving communications and relationships between school staff and families
- Oversees committees determined by Advocacy goals:
 - Prospective Parents
 - Tours
 - New Families
 - Merry Oaks/Community Outreach

Communications Chair (1 year minimum commitment)

- Responsible for Eastover Express and quarterly Eastover Exchange
- Oversees COMMUNICATIONS committees
 - Master Data List
 - Eastover Express
 - Directory
 - Website/Facebook
 - PTA Membership
 - Bulletin Boards
 - Marquee
- This includes reminders to the Chairs about Tuesday Folder fliers, Eastover Express
- Provides a weekly email update to the President
- Reports to the President

Special Events Chair (1 year minimum commitment)

- Oversees all SPECIAL EVENTS committees including:
 - General Planning & Assistance to Special Events Chair
 - Fall Fun Day
 - Mother Son Bowling
 - Father/Daughter Dance
 - Spring Family Night
 - Parent Party and Silent Auction
 - Talent Show
 - 5th grade trip liaison
- Coordinates communication to Eastover parents and staff regarding these events. This includes reminders to the Chairs about Tuesday Folder fliers, Eastover Express
- Approves and forwards email blasts to Communications Chair
- Provides a weekly email update to the President

Nominating Chair (1 year minimum commitment)

- Coordinates the Nominating Process in the Spring with Executive VP of Resource (President Elect):
 - Assigns Nominating Committee members (by Feb)
 - Presents to nominations to Board (April)
 - Final General PTA approval of slate (May)
- Oversees Front Office Committee and Volunteers on call

At Large Members (1 year minimum commitment)

- Attend monthly board meetings
- Attend 4 General PTA meetings per year
- Keep Board apprised of any community issues relevant to the school
- Report to president

Teacher (1 year minimum commitment)

- Attend monthly board meetings
- Attend 3 General PTA meetings per year
- Keep teaching staff informed of any PTA issues, gather teacher feedback when needed and report back to Board
- Keep Board informed of any teacher/staff issues relevant to the school

Principal

- Attend monthly board meetings
- Attend 3 General PTA meetings per year
- Keep staff informed of PTA issues, gather feedback and report back to Board
- Keep Board informed of issues going on in school
- Meets with President as need arises
- Attends budget meetings with President and Treasurer
- Works with President and Advocacy Chair to align yearly goals with School Improvement Plan and SLT mission
- Oversees Parent Liasons:
 - 5th Grade Trip
 - Student Council
 - Junior Achievement