



Ardsley PTA Executive Board

Job Descriptions: *Responsibilities are representative, not inclusive. Ardsley PTA Executive Board members are required to attend monthly PTA Board meetings and general PTA meetings throughout the school year.*

Co-Presidents

This leadership position plays a critical role in the Ardsley School District – working closely with the Co-President and the PTA Executive Board, as well as administrators, teachers and parents to ensure the success of every child.

Create agenda for and lead Executive Board and general PTA meetings. Attend and/or speak at PTA functions as needed. Represent the PTA at district functions (new staff reception, etc.) and attend school board meetings as able. Coordinate the work of all Executive Board officers and committee chairs. Collaborate with school and district administration on pertinent issues. Oversee PTA communications. Develop and oversee annual budget. Sign all checks with the Treasurer. Review and sign all contracts. Help prepare the PTA calendar for the year.

Secretary

Take minutes at all PTA meetings and distribute to Board members. Submit Facility Use Forms to the district for all PTA events. Coordinate parent volunteer pool for the various PTA events and assist committee and event chairs in volunteer recruiting.

Treasurer

Assist in developing annual budget. Pay all bills and expenses. Prepare and collect cash boxes for PTA events. Deposit money into PTA bank account. Keep accurate records of all receipts and expenditures utilizing QuickBooks. Prepare monthly financial reports. Maintain insurance and bonding requirements. Coordinate tax return with outside accountant. Report on financial status at PTA meetings.

Vice President, Fundraising/Committees

Two Positions - Each Vice President is responsible for half of our fundraisers and committees including supervising and assisting chairpeople of each event. When needed line up chairpeople for the following year. They will work with the Co-Presidents and the rest of the board to give event chairs the support they need. Make suggestions for fundraising improvements and the addition or removal of specific fundraising programs. Report on fundraising and committee activities at PTA meetings.



Vice President, Concord Road Liaison

Responsible for class parents: Assemble class parent guide and hold class parent meeting first day of school. Provide information and support to class parents on PTA and school activities throughout the year. Speak on behalf of the PTA at back to school nights. Prepare email blasts on PTA events for CRS community. Communicate regularly with the school administration. Report on school activities and issues at PTA meetings. Work with school staff in managing Cultural Arts budget and help coordination of programs and events for the school. Coordinate Teacher Appreciation Week Luncheon for CR. Collect PTA mail from school mailbox.

Vice President, Middle School Liaison

Speak on behalf of the PTA at back to school nights. Prepare email blasts on PTA events for AMS community. Communicate regularly with the school administration. Report on school activities and issues at PTA meetings. Work with school staff in managing Cultural Arts budget and help coordination of programs and events for the school including the annual Wellness Fair. Manage and organize staffing for the School Store. Coordinate Teacher Appreciation Week Luncheon for AMS. Collect PTA mail from school mailbox.

Vice President, High School Liaison

Speak on behalf of the PTA at back to school nights. Prepare email blasts on PTA events for AHS community. Communicate regularly with the school administration. Report on school activities and issues at PTA meetings. Work with school staff in managing Cultural Arts budget and help coordination of programs and events for the school including the annual Wellness Fair. Coordinate Teacher Appreciation Week Luncheon for AHS. Collect PTA mail from school mailbox.

Vice President, Communications

Responsible for community outreach on behalf of the Ardsley PTA. Using Constant Contact develop and distribute regularly scheduled emails to the community describing the work of the PTA. Additionally, this role is responsible for assisting in the delivery of communications related to events that the PTA is involved in. This includes making sure the information is delivered to the Ardsley community as well as area organizations and publications including: The Enterprise, The Journal News, Inter-Village, etc. Manage the PTA's social media (i.e.: Facebook; Instagram) to promote events, fundraisers, etc. and organize pictures taken at these events. Ensure that the Ardsley PTA website is kept up-to-date with PTA sponsored programs, fundraising events, calendar etc.