



BEACON HILL PTA

# EXECUTIVE BOARD POSITIONS

## **RESPONSIBILITIES:**

- Plan and attend Board Retreat prior to start of school year.
- Attend monthly board meetings.
- Complete 1 WASPTA training or webinar.
- Attend quarterly school PTA community meetings.

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## **RECOMMENDED:**

- **Some availability during school hours**

\*ALL EXECUTIVE BOARD POSITIONS ARE  
ELECTED CO-POSITIONS



BEACON HILL PTA

# PRESIDENT

## **RESPONSIBILITIES:**

- Plan and preside over monthly board meetings.
- Build healthy relationships with principal, staff, and families.
- Act as spokesperson for PTA.
- Delegate tasks and check in with board members

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## **RECOMMENDED:**

- **Send robocall script to Principal every Thursday, if needed**
- **Have some availability to be at school during the day**

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ELECTED CO-POSITIONS



BEACON HILL PTA

# VICE PRESIDENT

## **RESPONSIBILITIES:**

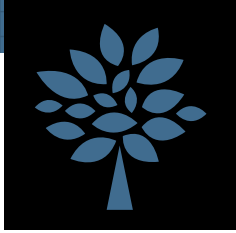
- Assist and support president with tasks
- Count cash with treasurer
- Performs president's duties in his or her absence

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## **RECOMMENDED:**

**Willing to become president in 1-2  
years**

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BEACON HILL PTA

# SECRETARY

## **RESPONSIBILITIES:**

- Take minutes at board meetings and PTA community meetings
- Save minutes in BHIS PTA shared google drive and post on PTA website.



## **RECOMMENDED:**

**Write Thank You cards to donors.**

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# TREASURER 1

## **RESPONSIBILITIES:**

- Keep track of income and expenses using Quickbooks
- Present monthly financial reports at board meetings community meetings.
- Issue reimbursements
- Pay bills and file financial forms (1099s, tax return, etc.)
- Appoint the financial review committee



## **RECOMMENDED:**

**2-3 HOURS A WEEK**

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# TREASURER 2

## **RESPONSIBILITIES:**

- Check PTA mailbox and lock box once or twice weekly
- Deposit cash and checks at the bank
- Enter deposits into Quickbooks
- Log income from fundraisers with fundraising chair

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## **RECOMMENDED:**

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BEACON HILL PTA

# BOARD POSITIONS

## **RESPONSIBILITIES:**

- Attend Board Retreat prior to start of school year.
- Attend monthly board meetings.
- Attend quarterly PTA community meetings.

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## **RECOMMENDED:**

\*ALL BOARD POSITIONS ARE APPOINTED.



BEACON HILL PTA

# COMMUNICATIONS 1

## **RESPONSIBILITIES:**

- Create and post updates on PTA website, Facebook and newsletter.
- Create flyers and distribute at least 2 weeks prior to event.
- Coordinate translation and printing if needed.

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## **RECOMMENDED:**

- **Able to be at school to make copies and distribute/post flyers when needed.**

\*ALL BOARD POSITIONS ARE APPOINTED.





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# COMMUNICATIONS 2

## **RESPONSIBILITIES:**

- Maintain and manage social media outlets (PTA Facebook page, Class Dojo)
- Assist Communications 1 Chair with duties, as needed.  
Create flyers and distribute at least 2 weeks prior to event.
- Assist in sending volunteer sign up link to PTA mailing list

## **RECOMMENDED:**

- **ABLE TO BE AT SCHOOL TO MAKE COPIES AND DISTRIBUTE/POST FLYERS WHEN NEEDED.**

\*ALL BOARD POSITIONS ARE APPOINTED.



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# ADVOCACY

## **RESPONSIBILITIES:**

- Educate self and PTA members about current issues regarding funding, policies, and racial equity at the school, district, city, state and federal levels



## **RECOMMENDED:**

**ATTEND MONTHLY SPS SCOOOL  
BOARD MEETINGS**

\*ALL BOARD POSITIONS ARE APPOINTED.



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# FUNDRAISING

## **RESPONSIBILITIES:**

- Oversee all fundraising activities during the school year
- Research new options for fundraising
- Work closely with fundraising committee leads to ensure fundraising goals are met



## **RECOMMENDED:**

\*ALL BOARD POSITIONS ARE APPOINTED.



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# MEMBERSHIP

## **RESPONSIBILITIES:**

- Promote membership for BHIS PTA
- Educate families on the benefits of joining PTA
- Enter all members into our PTA database and MemberPlanet

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## **RECOMMENDED:**

\*ALL BOARD POSITIONS ARE APPOINTED.



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# RACE & SOCIAL JUSTICE CHAIR

## **RESPONSIBILITIES:**

- Schedule anti-racist trainings and workshops for families
- Monitor PTA actions and policies through racial equity and social justice lens
- Ensure close coordination between the independent committee and the PTA.

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## **RECOMMENDED:**

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# FAMILY ENGAGEMENT

## **RESPONSIBILITIES:**

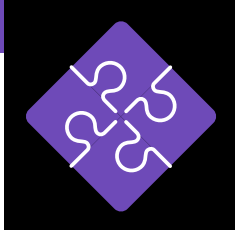
- Welcome families
- Foster an inclusive community
- Facilitate connections between families and teachers
- Form a group of volunteers to engage in one-on-one conversations with families
- Help plan community celebrations

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## **RECOMMENDED:**

- **Be available during school hours to increase access to PTA**

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# COMMITTEE POSITIONS

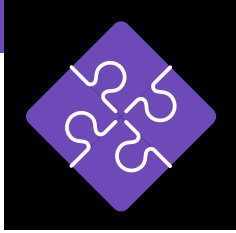
## **LEAD RESPONSIBILITIES:**

- Attend 2-3 monthly board meetings leading up to event.
- Be available (or delegate someone) the day of the event
- create blurb for events and send to communications along with sign up link for volunteering



## **RECOMMENDED:**

- **Attend planning meetings for events throughout the year**



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# WALK-A-THON

## **LEAD RESPONSIBILITIES:**

- Work closely with communications, fundraising, and events lead to plan WAT
  - Point of contact for volunteers
  - Plan and implement a celebration of the WAT
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## **PLANNING COMMITTEE:**

1. **Print and distribute WAT envelopes to each classroom**
2. **Arrange volunteers and food**
3. **Finalize schedule**
4. **Arrange for snack for kids**
5. **Address and mail thank you letters**





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# READ-A-THON

## **LEAD RESPONSIBILITIES:**

- Point of contact for volunteers
- Be available (or delegate someone) the day of the event

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## **PLANNING COMMITTEE:**

- 1. Print and distribute Read-a-Thon envelopes to each classroom**
- 2. Promote readathon to students and parents**
- 3. Order and pick up coffee, pastries, lunch for volunteers**
- 4. coordinate classroom snacks**
- 5. Address and mail thank you letters**



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# YEARBOOK

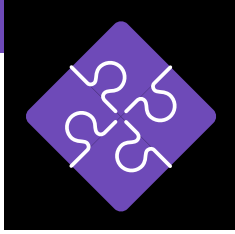
## **LEAD RESPONSIBILITIES:**

- Arrange contract and be main point of contact for yearbook company
- Review and manage task calendar and ensure goals and deadlines are being met.
- Manage cover photo contest, if applicable.
- Review yearbook before submission and make corrections to students, if needed

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## **COMMITTEE:**

1. **Photographer (availability during school hours)**
2. **Photographer (availability during evening events)**
3. **Yearbook design and layout**
4. **Yearbook sales and distribution**



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# SPIRIT WEAR

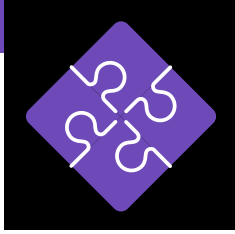
## **LEAD RESPONSIBILITIES:**

- Point of contact for vendor and PTA
- Review and send order to vendor
- Oversee order collection and disbursement of spirit wear



## **COMMITTEE:**

- **Update design, if needed**
- **Deliver order forms to classrooms**
- **Enter orders into spreadsheet**
- **Fulfill orders by delivering to classrooms**



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# RUMMAGE SALE

## **RESPONSIBILITIES:**

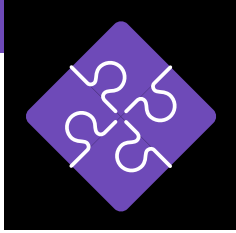
- Schedule Goodwill Fill-a-Truck
- Submit building use request form at least 2 weeks in advance
- Oversee set-up, sale, cleanup
- Point of contact for volunteers

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## **PLANNING COMMITTEE:**

1. **Post flyers around community and online forums**
2. **Ensure supplies are ordered (e.g. price stickers, etc)**
3. **Receive and price/sort donated items prior to sale**
4. **Cashier on day of event**

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# BAZAAR

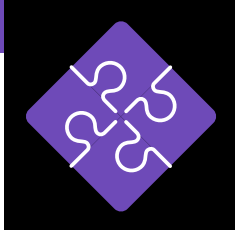
## **RESPONSIBILITIES:**

- Coordinate volunteers for set-up/clean-up
- Submit building use request form
- Serve as point of contact for vendors and PTA



## **PLANNING COMMITTEE:**

1. **Post flyers around community and online forums**
2. **Coordinate with 5th grade teachers to use tables**
3. **Assist with setup and/or cleanup**



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# LOST & FOUND

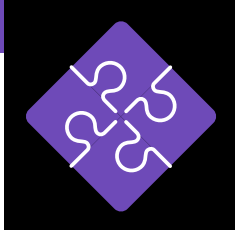
## **RESPONSIBILITIES:**

- Coordinate volunteers for set-up/clean-up
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## **PLANNING COMMITTEE:**

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2. **Coordinate with 5th grade teachers to use tables**
3. **Assist with setup and/or cleanup**



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# GUEST TEACHER LIAISON

## **RESPONSIBILITIES:**

- Recruit host families and connect guest teachers with their host families
  - Arrange transportation for the guest teachers when they arrive in August
  - Make a welcome pack for guest teachers
  - Coordinate a goodbye picnic for guest teachers and host families at the end of the school year
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