

STECK PTSA 2023-2024 ROLES AND RESPONSIBILITIES

Elect Officers - President, Secretary, and Treasurer (2 full term limit)

1. President: (10-15 hrs/week)

1. Presides at all meetings of this local PTSA and Board of Directors.
2. Serve as an ex-officio member of all committees except the Nominating Committee and the Financial Review/Audit committee.
3. Coordinates the work of the officers and committees of this local PTSA to promote the PTSA's purposes.
4. Sign all contracts; and performs such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority or directed by the Board of Directors.

2. Secretary: (2 hrs/week) Multiple people can hold position

1. Records the minutes of all meetings of the Steck PTSA and Board of Directors.
2. Ensure that minutes of all membership meetings of the Steck PTSA are posted on the Steck PTSA website within three (3) business days of the meeting; be prepared to read the records of any previous meetings.
3. File and maintain all records in accordance with document retention requirements.
4. Have a current approved copy of the bylaws.
5. Maintain a current membership list and
6. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the President, or the Board of Directors.

3. Treasurer: (2 hrs/week)

1. Have custody of the funds of this local PTSA.
2. Maintain a full account of the funds of this local PTSA.
3. In accordance with the budget adopted by a vote of the members of this PTSA make disbursements as authorized by the President, or the Board of Directors, or the Membership of this local PTSA.
4. Be one of the signatories on all PTSA accounts. Signers of PTSA accounts cannot have disbursement authority over school/school district funds, nor shall two (2) signatories reside in the same household or be related.
5. Cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the Steck PTSA.
6. Provide a financial report of the Board of Directors and the Membership at each meeting:
7. Provide an annual report of the financial condition of the association to the Membership at the meeting following the financial review/audit.
8. Submit the books annually for a financial review/audit by an auditor or a financial review committee selected by the Board of Directors. A check signatory may not be the auditor or a member of the committee. The financial review must be completed within thirty (30) days of the close of the fiscal year. A report of the completed review will be presented to the Board of Directors for adoption at the first general board meeting

following the completion of the review, and a copy will be submitted to the Colorado PTA.

9. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the President, or the Board of Directors.

4. Vice President (Not required by CO PTSA bylaws as an elected position) (2 hrs/week)

1. Support President in staying up to date with responsibilities
 1. See President responsibilities

Appointed officers of this association (unlimited number of terms)

1. Communications Chair (1 person) – Time Frame: Average 1-2 hours/week

1. Update the school calendar and work with PTSA and school staff to post to PTSA Website, Class Tag, and social media as needed
2. Coordinate and Deliver messaging for Dine-Out Days
3. Reminders of school holidays, spirit days, and upcoming events (auction, enrichments, fun run, etc.)
4. Post about need for volunteers for events
5. Answer social media messages

2. Marketing Chair (1 person) – Time Frame 1-2 hours/month

1. Responsible for advertising school wide events
 1. Works closely with Communication Chair
2. Responsible for displaying:
 1. Sponsorship banners/signs when needed
 2. Works closely with Auction/Fundraiser Chair(s) to create display and advertising materials (signs, QR codes/stickers, printed hand outs, etc)
3. Coordinates and maintains sponsor/event logo information

3. Sponsorship Chair/Committee (2 people) – Time Frame 1-2 hours/month

1. Work closely with event committee chairs to ensure the right sponsors are being promoted
2. Work with committee to acquire community sponsorship leads
3. Community outreach for possible sponsorship opportunities

4. Fundraising Chair/Committee (4 people) – Time Frame: 1-3 hours/week

1. Source and coordinate dine out opportunities for Steck.
2. The Fundraising Auction is the largest fundraising event of the year, and the committee will support the planning and attend the meetings leading up to the event
3. Depending on the areas of expertise - support the Auction Greater Giving Site, solicit donations, solicit sponsors, support the Classroom Projects, and more
4. Partner with the Co-chairs and give insight to decisions, background, etc.

5. Auction Chair and Co-Chairs (3-4 people) Time Frame: 2-3 hours/week

1. Planning, managing, and executing the largest fundraising event for the school
2. Coordinate the timeline and execution of tasks leading up to the event, which includes the theme, location, auctioneer, entertainment, ticket prices, etc.
3. Partner with the School Principal regarding the date of the event

4. Plan the monthly meetings and/or bi-weekly meetings (as the event gets closer) with the Co-chairs and Committee members, along with an agenda covering the decision-making points and next steps at hand
 5. Partner with the Auction team to manage the Donation and Sponsorship Google Document
 6. Update and send out the Sponsorship Packets in the Fall/Winter to potential community support business partners
 7. Partner with the School Principal regarding the Live Auction and Paddle Raise presentation the night of the event
 8. Partner with volunteers outside of the Steck parents to support the night of the event
 9. Assist with the set-up of the event and tear-down of the event
 10. Manage the close-out of the event for 2-3 weeks, which includes a "Fire Sale" and roll-up of the final numbers
 11. Attend a PTSA meeting prior and post the event to give the Board and families an update
- 6. Community Service and Outreach Committee – Grounds and Urban Garden (2-4 people) – Time Frame: 1-2 hours/week**
1. Maintains Urban Garden and Steck planters located east of the school and throughout property (included but not limited to, watering, fertilizing, weeding, etc.)
 1. Maintains sign-up genius for volunteers
 2. Brings any ideas for community service/outreach to PTSA meetings
 1. Develops/Organizes groups for each event
- 7. Room Parent Coordinator (1 person) – Time Frame: 2 hours/week**
1. Works closely with teacher staff to identify the number of Parents needed per teacher/class
 2. Runs the Sign-Up Genius for volunteers
 3. Communicates to Room Parents expectations, ideas, and information
 4. Tutors room parents on how to properly communicate with each class (Class Tag parameters)
 5. Comes up with events/activities for small and large class groups
- 8. Teacher Appreciation Chair (1 person) – Time Frame: 1-2 hours/month**
1. Work with Principal to determine what dates would be helpful to supply food and goodies to teachers and staff
 2. Arrange donations and/or purchase using PTSA funds for food, gifts, and surprises for teachers and staff
 3. Be creative within a strict budget to provide food for teachers and staff
 4. Organize school potlucks for teachers and staff, create sign up genius and draft communications regarding event for Class Tag
 5. Call to order food and arrange for delivery or pick up of items to be dropped off at school (depending on the event or occasion, provide breakfast, lunch, or dinner)
 6. Arrange special items for Teacher Appreciation Week in May
- 9. Teacher/Student Representatives**