

Boynton PTA Executive Officers

President (or Co-Presidents -2)

- Provides guidance for all PTA activities,
- Presides over and conducts all PTA executive board and PTA general meetings,
- Creates agendas for meetings,
- Works with school administration and other PTA officers to create a schedule of events for the school year,
- Represents the PTA at school functions (especially curriculum night and 5th grade orientation),
- Fields questions and requests from Boynton parents,
- Maintains copies of job descriptions for all positions and events,
- Recruits volunteers to coordinate events and lead committees,
- Oversees the other PTA officers, event organizers and any committees.

This job requires the ability to keep track of details, make sure the other officers and coordinators know what to do, and help them stay on task.

Vice President - Membership

- Organizes and maintains the records and forms of all current members of PTA for this school year.
- Records and then sends all PTA membership dues and associated donations to the PTA Treasurer.
- Organizes and maintains the PTA volunteer forms, and forwards this information to the Co-Presidents and event coordinators of people volunteering for specific events.
- Organizes parents and guardians to staff PTA membership/welcome table at the Fall Picnic, 6th Grade and 7th and 8th Grade Open Houses, and International Night.
- Coordinates and manages any PTA membership contests, as determined by executive board.
- At Open Houses, recruits parents, guardians and/or students to staff the welcome table to sign parents up for the PTA email list.

Vice President - Publicity

- Publicizes all PTA sponsored events via parent/guardian email list, student take home flyers, teacher/staff/administrator mailboxes, in-school posters (posters often coordinated with the student Art Squad club run by Louisa Sandvik) and via newsmedia outlets such as the Ithaca Journal, Ithaca Pennysaver, and the Ithaca Times.
- Coordinate with local journalists for coverage of PTA events.
- Forwards information regarding (non-PTA sponsored) school events to the PTA email list.
- Assists with special projects as determined by Executive Board.
- Writes "Laurels" to the Ithaca Journal opinion editor to list and thank corporate and private sponsors and donors of PTA fundraisers.

Treasurer

- Develops the Boynton PTA's yearly budget and manages the PTA's funds.
- Records and reports all funds raised through membership dues, fundraising events and corporate sponsorship, and all funds expended for PTA activities throughout the year, to the executive board and general PTA meetings via a written monthly financial report.
- Develop the PTA budget with presidents prior to the beginning of the school year.
- Maintain PTA accounts, reconcile bank statements, and write checks.
- Work with president and event coordinators to develop and provide guidelines on financial procedures for event chairs.
- Provide event coordinators a clear budget at the beginning of the year.
- Provide cash boxes/petty cash to event chairs prior to event, collect money raised within a week of the event, make bank deposits.

Recording secretary

- attends and takes minutes at PTA executive board and general meetings
- types and circulates minutes to Boynton PTA officers and to the PTA website,
- ensures that meeting minutes are filed in the PTA's own records and at the Boynton administrative office.

Correspondence Secretary

- Engages in letter writing for the PTA on behalf of the Co-Presidents, the PTA Executive Board and the PTA as a whole, to: solicit, request, acknowledge and express thanks for donations of time and materiel to PTA sponsored school events and fundraisers. (includes thanking donors; teachers, administrators and staff who contributed toward the planning and success of PTA events: dance chaperones, custodians, administrators, teachers, secretaries and volunteers.)

PTA Council Representatives

- Attend district level PTA meetings and PTA district council meetings to represent the needs of Boynton students and parents in setting goals, planning events and managing PTA/school relations at the district level.
- Attend all Boynton executive board and general PTA meetings. (Coreps can alternate meeting attendance)