

Karns Elementary PTA

Job Descriptions for 2018-2019

The Karns Elementary School PTA Job Descriptions will be adopted at the beginning of each school year. These job descriptions will supplement the bylaws and standing rules of the Karns Elementary School PTA and may be adopted without notice, by a majority vote, at any Board of Managers' meeting. No Job Description may be in conflict with the bylaws that govern Karns Elementary School PTA. In addition to the duties listed in these Job Descriptions, board members shall perform duties as specified in the KES PTA Bylaws and the KES PTA Standing Rules.

Officers & Parliamentarian

President

- Act as the official representative of the board.
- Preside over, plan agenda and send notices out for all meetings.
- Arrange a location for all PTA meetings on the appropriate dates.
- Coordinate the distribution of procedure books to all board members.
- Serve as an ex-officio member of all committees (except the nominating and audit committees).
- Appoint a parliamentarian, to be approved by the other officers (optional).
- Approve all notices to be sent home with students, and ensure they have been approved by the principal before distribution.
- Work closely with the principal to plan and coordinate activities.
- Communicate on behalf of the PTA to the school community through meetings, emails, website, social media, newsletters and other mediums.
- Attend school board meetings/workshops and county commission meetings, whenever possible.
- Be willing to serve on advisory boards and committees as requested, or whenever possible.
- Is the official spokesperson for KES PTA. All media inquiries should be referred to the president. In the president's absence, the vice president will be the spokesperson.

Vice President

- Preside over the general meeting and plan agenda in the absence of the president.
- Assist the president with other projects or duties as needed.
- Be responsible for the planning and execution of all programming for general meetings.
- Serve as backup to the Secretary for distributing emails (of a time sensitive nature) to the PTA member email list.
- Monitor/fill the supplies in the PTA room (folders, pens, pencils, staples, tape, etc.).
- Check the PTA mailbox in the east and west office and distribute mail accordingly.
- Plan, in partnership with the outgoing president, all necessary transition activities for Karns PTA leadership.

Secretary

- Maintain detailed, accurate and permanent record of the minutes of all meetings.
- Email the minutes of the previous meeting to all board members within two (2) weeks of the meeting.
- Provide a copy of previous meetings' minutes for review and approval.
- Notify officers, committee members and delegates of their election to office.
- Notify the State PTA Office of the newly elected officers. See TN State PTA website for new officer form.
- Maintain the PTA calendar and ensure it is shared with the board of managers.
- Maintain the board of managers' contact list and ensure it is shared with the board of managers.
- Ensure sponsors are included in all PTA media. Communicate as needed with the corporate initiatives chairperson.
- Serve as an ex-officio member of the Membership and Communications committees.

Treasurer

- Refer to the Treasurer section of the Knox County Council website (kccpta.org) for important handbooks and resources.
- Supply a copy of the budget for approval by members at the first general meeting.
- Provide a printed copy of the monthly Treasurer's report at each board meeting, showing expenditures, disbursements and receipts. This report shall be available for all to review.
- Present any documentation submitted to the IRS at the next Board Meeting and make it available for review at the next meeting.
- Bring the checkbook and all financial records to each meeting.
- Be a check signer, and ensure that all other signers have the proper signing authority as noted on the bank records and are bonded.
- Reimburse properly documented expenses, including "Back to School Bucks" for teacher members.
- May adjust the budget by moving \$100 or less from one category to any needed category, without a vote of the membership.
- May adjust the budget by moving \$500 or less from one category to another category without a vote of the membership, with the approval of the president.
- Close financial books and furnish the audit committee with all necessary documentation at the close of the fiscal year (June 30).
- Relinquish all of the financial records and books to the incoming treasurer after they have been audited and no later than the first board meeting of the fiscal year.
- Submit all tax returns with a tracking method, such as certified mail, so there is a record that documentation was sent and received.

Parliamentarian

- Serve as a consultant to the president.
- Study the PTA bylaws and standing rules, and Robert's Rules of Order, Newly Revised.
- Answer parliamentary questions as needed.
- Review the bylaws annually for any changes to # sections made by the Tennessee PTA (summer).
- Review bylaws as needed throughout the school year. Bylaws are required to be reviewed and re-approved at least every five (5) years. (Last revision: May 2017. Next revision will be May 2022).
- Review and update standing rules annually (summer) and as needed throughout the school year.
- Chair the bylaws & standing rules committee.
- Post the meeting signs in front of the school (one for west side and one for east side) the Monday before each general membership meeting.
- Parliamentarian's Role in Nomination Committee:
 - Instruct the chairman of the chair's responsibility.
 - Prepare a list to be left with the committee of offices to be filled and eligibility of members to serve in a given office determined by the executive committee.
 - Leave a copy of the bylaws for use by the committee.
 - Provide the number at which he/she can be reached for assistance and leaves the meeting.
 - If all members of the committee are present, the parliamentarian contacts the alternates to inform them they will not be needed.
 - See TN PTA website for more details.

Committees

Standing committees can have any number of members. In a committee with only one member, that person is the chair.

Beaver Books

- Determine dates for the event, typically fall and winter.
- Order and maintain an inventory of books for all grade levels.
- Coordinate and oversee book distribution to students.

Communications and Social Media

- Maintain the KES PTA website, Twitter, and Instagram account.
- Administer and moderate the (public) PTA Facebook page, the (secret) Board of Managers Facebook group, and the (closed) PTA General Membership group.
- Regularly check the KES PTA general email inbox (ptakarnselementary@gmail.com) and either respond or redirect inquiries to the appropriate person(s).
- Use Twitter (@KarnsPTA), Instagram (KarnsPTA), Facebook, and the PTA website (karnspta.wordpress.com) to publicize news, announcements, meeting reminders, volunteer requests, etc.
- Coordinate with officers and other board members to communicate items to the PTA membership as needed.

- Coordinate with the school principal as needed to distribute school-wide emails or printed materials for take-home folders.

Corporate Initiatives

- Reach out to local businesses to establish a relationship that will be beneficial to the businesses and to the school.
- Coordinate with businesses who offer partnership with the school in an ongoing promotion of “give back” programs, including restaurant “spirit nights.”
- Work in conjunction with the Membership Committee to assist with the annual membership drive by procuring membership incentives from local businesses.
- Promote our mission, by selling sponsorships to individuals and businesses. Sponsors are entitled to provide a banner to be displayed on the Karns Elementary fence on Oak Ridge Highway.
- Work with secretary and school yearbook staff to ensure logos are being used as promised to sponsors.

Fundraising

- Plan, prepare, and organize the major fundraising programs (up to 2 per year).
- Generate interest and excitement to help achieve our goal(s).
- Distribute fundraising materials.
- Collect orders and verify their accuracy.
- Plan and execute the distribution of any products and prizes.
- Resolve any issues regarding missing or incorrect items.
- Evaluate the fundraiser and makes suggestions for improvement.

Grounds and Facilities

- Work with administration and staff to find ways to improve the appearance of the school.
- Find ways to improve play areas.
- Organize ground clean-up days in the fall and spring.

Hospitality

- Show appreciation to Karns Elementary staff by organizing & hosting luncheons and staff appreciation events.
- Encourage parents and students to show appreciation for the staff, especially during Thank a Teacher Week.
- Welcome and show appreciation for volunteers and parents who participate in PTA activities.
- As budget and manpower allow, consider planning hospitality events to coincide with:
 - Back-to-School (August)
 - Thank a Teacher Week (fall) Thanksgiving
 - Christmas
 - Return from winter break (January)
 - Valentine’s Day
 - Teacher/Staff Appreciation Week (April/May)
 - End of the School Year

Membership

- Download the Membership Resource Guidebook at kccpta.org for all membership guidelines.
- Confirm the rates to be paid to the following PTAs. The current rates: 25 cents to the Knox County Council PTA; \$1.50 to the State of Tennessee PTA; \$2.25 to the National PTA.
- Establish PTA Membership theme for fall school enrollment and dates for the membership drive with president and board approval.
- Decide if a contest will be part of membership campaign.
- Update/prepare membership flyers and membership forms for distribution at the beginning of the new school year for school events and meetings.
- Promote PTA membership at school and community events.
- Collect membership forms and forward collected money to the treasurer as record of payment.
- Distribute membership cards.
- Report on membership statistics at monthly PTA meetings.
- Maintain a record of the PTA membership to be shared with secretary.
- Complete all required membership reports and submit to Knox County PTA in a timely manner (see website for copies of reports and all details and deadlines for submission). Typical due dates are:
 - September/October: Early Bird (optional) Membership Report
 - November/December: Required Membership Report
 - March: Award Eligibility Membership Report
 - May: Final Membership Report

Silent Fundraising

- Promote silent fundraising programs and create incentives for participation.
- Administer the following programs:
 - Ingles Tools for Schools
 - August: Renew account (send home flyers & enroll parents)
 - June: Funds are ready to be applied toward school supplies & equipment (committee must order what is approved by Principal)
 - Food City School Bucks
 - August: Renew account (send home flyers)
 - Box Tops for Education
 - August: Send home flyers
 - August - Distribute teacher collection envelopes
 - 1st Tuesday of every month: pick up, count & bundle Box Tops.
 - Fall - Class winners promotion (e.g. ice cream)
 - Spring: Class winner's promotion (e.g. ice cream)
- Submit Box Tops to General Mills in September, December, March, and June. Promote and administer any other programs in which KES PTA participates (such as Shoparoo, Tyson Project A+, Coca-Cola Gives, Kroger Community Rewards and Amazon Smile).
- Report to the board funds earned and rate of participation in the various programs.
- Continue to pursue any additional silent fundraising opportunities, including grants.

Spirit Wear

- Create designs and determine what spirit wear items will be sold.
- Secure a company to produce spirit wear.
- Determine how orders will be collected and distributed (through PTA/volunteers or third party seller).
- Acquire samples to display for school community.
- Help resolve any customer issues.

Student Contests

- Coordinate and promote National and TN PTA contests for the student body, e.g., Reflections contest, Citizenship contest, Health and Safety contest.
- Create, copy and distribute flyer(s) to send home with students explaining contest and awards.
- Determine what entries will be accepted for each contest (photography, poster/artwork, essay, etc.).
- Ensure that KES students have entries in at least two (2) contests each year. Refer to the Knox County Council PTA website (kccpta.org) for contests and dates.
- Organize contests, collect projects from students, and organize judging by finding an unbiased panel of judges.
- Purchase awards and present awards to winners.
- Submit winning entries to County & State PTA as applicable.

Volunteer Coordination

- Collect contact information from potential volunteers. This can be from membership forms, direct emails, website submissions, and other methods.
- Maintain an organized file and/or electronic list of volunteer contact information and areas of interest, including a list of email addresses for use at SignUp.com (formerly VolunteerSpot).
- Regularly check the kesptavolunteers@gmail.com account for messages.
- Recruit potential volunteers from PTA membership, as well as others who may be interested, such as: student family members, community members, social media contacts, local organizations, or area high school students needing volunteer hours.
- Coordinate volunteer manpower throughout the year, as requested by other board members and school staff, using SignUp. If needed, supplement the SignUp requests with phone calls, emails, Friday folder inserts, social media and web postings to obtain a sufficient number of volunteers.

Special Committees

Audit Committee

- Refer to the Knox County Council website (kccpta.org) and TN PTA website (tnpta.org) for detailed audit instructions and forms.
- The treasurer shall turn over books to the audit committee as soon as they are closed for the school year and the final bank statement has been received and reconciled (on or around June 30).
- The audit report shall be voted on by the Board of Managers at its first meeting following the completion of the audit. (July or August).
- The audit report shall be voted on by the membership at the first meeting following the completion of the audit. Unless there are unusual circumstances, this should be the first meeting of the fiscal year.
- The audit report form shall be sent to the state PTA by the deadline printed on the form, via certified mail with tracking.

Bylaws and Standing Rules Committee

- Refer to the TN PTA website (tnpta.org/bylaws.html) for bylaws information. Additional information and templates are located in the Forms section.
- Review the Standing Rules and amended as necessary at the beginning of the fiscal year.
- Review and compile the necessary criteria for the Standing Rules to be used for the school year ahead.
- Review and update the bylaws at least every 5 years. The state PTA website provides a fillable template that should be used to ensure mandatory sections are included. A copy must be mailed to the TN State PTA for approval via certified or traceable mail at least 6 weeks before the current bylaws expire.

Nominations and Leadership Development Committee

- Refer to the TN PTA website for more detailed instructions for the Nominating Committee. A guide is available in the leadership section under local unit officer resources.
- The committee shall elect its own chair.
- The committee shall nominate an eligible person for each office to be filled and report its nominees in writing in April (at least 30 days before the election).
- The chair will read the report at the general membership meeting at which elections will be held (usually in the month of May).
- The committee will ensure that only those individuals who are current members of the KES PTA and who have signified their consent to serve if elected are nominated for office.
- The committee shall ensure the privacy of all conversations. All material discussed during meetings of the committee is confidential and should be destroyed upon the final presentation of the proposed slate of officers.