

Board & Committee Positions

Executive Committee

President

The President will lead, motivate and coordinate the Executive Board and oversee PTA committees; they will maintain a close working relationship with the Principal and staff. The President oversees the PTA budget and alignment of the budget to PTA goals, runs the PTA meetings and helps communicate PTA programs and progress toward goals to the school and district community. The President sets agendas for Executive Committee and General PTA meetings, maintains fiscal responsibility and overall financial well being of the organization. The President is also responsible for representing the DMS PTA at school meetings, district forums and with all external communications regarding the PTA. It is also the responsibility of the President to write articles for all issues of *Dozier Doings* and oversee distribution of staff gifts. They must keep parents apprised of District legislative and budgetary issues. The President also fosters a great relationship with the families at our school by introducing new programs that inspire and enrich family life and community; and introduces programs that foster a great rapport and relationship with Teacher and Students to promote a wonderful environment for Students and Teachers. The outgoing president acts as a member of the PTA Nominating Committee.

1st Vice President – Programs

Takes over the President's duties if the President is unable or unavailable to perform them as assigned. Coordinates with the Principal community-based school activities, celebrations and dedications. The 1st VP plans events to provide fun and create a community spirit for the school's families. Responsible for reviewing and overseeing the scheduling and execution of the PTA sponsored projects. Attend monthly PTA meetings and monthly PTA Board meetings. Report any info necessary at monthly Board meetings regarding PTA sponsored programs. Make sure that all Committee chairs running PTA sponsored programs have access to information needed to run successful events. Touch base with chairs a couple of months prior to event to make them aware of their budget and also to let them know the paperwork needed from them before and after event, i.e. committee reports. Let chairs know that you are there to help them and support them in any way you can. Keep VP Programs binder up to date to hand off the next year

2nd Vice President – Fundraising

Takes over the President's duties if the President and 1st Vice President are unable or unavailable to perform them as assigned. The 2nd VP oversees all existing PTA fundraising activities by assisting committee chairs with program organization, budgeting and continuity. Evaluates overall effectiveness of PTA fundraising efforts and makes suggestions to the Board for program improvements and the addition or removal of specific fundraising programs.

Secretary

Takes and distributes minutes for all executive Board Meetings and keeps a current contact list for all Committee and Board members.

Treasurer

Prepares and maintains annual budget and presents monthly reports to Executive Board. Pays bills, monitors expenses, collects money from committees for deposit and performs monthly bank reconciliation. Ensures national PTA membership and insurance requirements are maintained. The treasurer works with an accountant to prepare tax returns. Prepares 1099s and tax letters, and provides information to the Audit Committee.

Standing Committees

Hospitality Chairperson

Provides hospitality services for PTA sponsored events. They organize the year end PTA Volunteer and Teacher Appreciation Luncheons and monitor the PTA supplies relating to hospitality use.

Volunteer Coordinator

The PTA Volunteer Coordinator oversees the activities of the school volunteers and represents them on the PTA Executive Board. They will assess the need for volunteers at the school and maintain a center for volunteer sign-in and recording of hours served. Also, keep an up-to-date listing of active and substitute volunteers, publicize volunteer opportunities, promote the value of the school volunteer program with the community and plan a recognition activity for volunteers at the end of the school year.

Box Tops Chairperson

Collects "Box Tops" coupons and submits them for reimbursement twice annually. Deadlines are Oct 31st and Feb 28th. Coordinator should also promote participation through tools found on the extensiveboxtops4education.com website. Also, organizes the drawings for prizes done twice a year for the students who participate.

Reflections/Citizenship Essay Chairperson

Coordinates the National PTA Reflections program in our school, distributing registration forms, promoting the program and annual theme, finding judges to select projects that go on to the District for further competition and organizes recognition for the participants.

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Communications Coordinator

Works with the ITC to manage the school website. Designs, arranges and maintains the PTA's bulletin board in the main office for special events. Edits and publishes newsletters highlighting PTA events, school and classroom activities, volunteer opportunities and other pertinent information. Enhance publicity communication regarding PTA progress and performance to goals. Work closely with School Staff, Principal, and PTA Board/chairs to gather all school events' details. Announce upcoming school and PTA events using all possible channels of communications.

Council Representative

Represents DMS PTA at the Newport News City PTA Council Meetings held once every other month.
Give a report of each meeting to the Executive Board either written or vocal.

Membership Coordinator

Secures PTA memberships and dues from parents and faculty via letters, signage and other means of publicity. Prepares summary reports for state and district, as well as Executive Board.