



Seaford Manor PTA

1590 Washington Avenue ► Seaford, NY 11783 ► www.seafordmanorpta.com

Thank you for your interest in building the Seaford Manor PTA Executive Board! Below is a description of all of our Executive Board roles. Please Note:

- Each position is for a term of one year
- No person can serve in one office for more than two consecutive years
- You can nominate yourself or any parent that would make a good candidate for an elected position

In addition to the responsibilities listed below, Executive Board members are expected to attend monthly PTA meetings (8-10/year), Executive Board planning meetings (3-4/year), and District Administration Liaison meetings (2-3/year).

If you have any questions or would like to talk further about the opportunities available, please don't hesitate to reach out to the current Executive Board members.

After reviewing this file, please submit your nominations at seafordmanorpta.com/nominations

Executive Board Positions

PRESIDENT (voting member)

- Direct the affairs of the association in cooperation with the other members of the executive committee and executive board for a term of office specified in the bylaws.
- Oversees and coordinates the work of an executive board to run a PTA effectively
- Presides at PTA board and association meetings
- Serves as the official contact, communicator and representative of a PTA
- Designated as an authorized signer for PTA checks, contracts and authorizations for payment
- Serves as ex-officio member of all committees except the nominating committee
- Works with other PTA leaders to connect families, school and community to support student success

VICE PRESIDENT, COMMUNICATIONS (voting member)

Responsible for ensuring the overall communication goals and messaging initiatives of the PTA are met. This includes but is not limited to:

- Curating content for weekly email newsletters
- Moderating website content and messaging (working directly with website coordinator)
- Coordinating Class Parents and class parent communications
- Writing and distributing press releases
- Public Relations (Local Businesses/ Chamber of Commerce/Community Leaders and Organizations)
- Prepare and Host Class Parent Meeting in September.

VICE PRESIDENT, MEMBERSHIP DEVELOPMENT (voting member)

The Vice President of Membership Development is instrumental in building a robust and active PTA. The VP is responsible for:

- Growth and Retention of association
 - Member drives and outreach
 - Volunteer surveys and feedback forums
- Engagement - Develop first time and passive members into active volunteers
- Mentoring, Coaching, and Developing Volunteers – identify active/eager members of the association, develop and mentor towards leadership roles
- Leadership Training and Development

TREASURER (voting member)

- Record and maintain all bookkeeping records up to and including checkbook, bank statements, treasurer's book, etc.
- Adhere to the records retention found in Section 5 of the NYS PTA Resource Guide
- Issue checks to committees, membership and NYS State PTA in a timely manner
- Ensure ALL banking procedures are followed up to and including the Rule of Two
- Chair Budget committee - create budget to present to Executive Board for approval then present at May PTA for adoption
- Present monthly treasurer reports at all PTA meetings (per Bylaws)
- Prepare and maintain records for monthly and annual audits
- Submit taxes immediately following annual audit
- *BUDGET COMMITTEE CHAIRPERSON*

HISTORIAN / IMMEDIATE PAST PRESIDENT (voting member)

- Maintain record of all organization and committee reports from previous years
- Keep record of important Manor PTA dates and milestones
- Keep record of relationships with district-wide PTA organizations, local business sponsors, press and publicity
- Maintain photo archive

PARLIAMENTARIAN (non-voting member)

- Familiarize yourself with our bylaws and PTA requirements
- Make changes and updates as needed to bylaws following NYS PTA guidelines
- Responsible for filing applications for PTA use of APR and other school facilities with administration
- Responsible to introduce yourself to the Region Director of the New York State PTA

RECORDING SECRETARY *(voting member)*

- Record and report minutes for all Manor PTA meetings
- Counts and records all standing votes
- Keep record of all organization and committee reports for the current year

CORRESPONDING SECRETARY *(voting member)*

- Maintain calendar, schedule, and coordination of all Manor PTA meetings
- Compile and distribute meeting agendas prior to meetings
- Prepare and send out weekly email blasts

FUNDRAISING COORDINATOR *(voting member)*

Oversees the chairpeople for all Fundraising committees. The Fundraising Coordinator is responsible for setting, maintaining, and achieving goals for Committees such as:

- Pumpkin Sale
 - Book Fairs
 - Snowflake Village
 - Clothing Sales
 - Family Dinner Nights
 - Floral Boutique
 - Spring Gala
- Provide clear expectations, goals, and support for all Fundraising volunteers.
 - Provide President and Parliamentarian with list of all Fundraisers and dates that require permits.
 - Work with other committee coordinators to prepare and host Committee Chair meeting in September

FAMILY EVENTS COORDINATOR *(voting member)*

Oversees the chairpeople for all Family Events committees. The Family Events Coordinator is responsible for setting, maintaining, and achieving goals for Committees such as:

- Back to School Picnic
 - Autumn Classic/Character Counts
 - Family Game Nights
 - Paint Nights
 - Parent-Child Dances
 - Student Recognition
 - Ducks/Adventureland/etc.
- Provide clear expectations, goals, and support for all Family Events volunteers.
 - Provide President and Parliamentarian with list of all Family Events and dates that require permits
 - Work with other committee coordinators to prepare and host Committee Chair meeting in September

ENRICHMENT COORDINATOR *(voting member)*

Oversees the chairpeople for all Enrichment committees. The Enrichment Coordinator is responsible for setting, maintaining, and achieving goals for Committees such as:

- Clubs
 - Assemblies
 - PARP
 - Reflections
 - Summer Reading
 - Health Night
 - Incoming Kindergarten Experience
 - Teacher Appreciation
 - School Photos
- Provide clear expectations, goals, and support for all Enrichment volunteers.
 - Provide President and Parliamentarian with list of all Enrichment Programs and dates that require permits
 - Work with other committee coordinators to prepare and host Committee Chair meeting in September

COMMUNITY OUTREACH COORDINATOR *(voting member)*

Oversees the chairpeople for all Community Outreach committees. The Community Outreach Coordinator is responsible for setting, maintaining, and achieving goals for Committees such as:

- Food Drives
 - Clothing Drives
 - Blood Drives
 - Toy Drives
 - Environmental
 - Community Service
 - Community Beautification
- Provide clear expectations, goals, and support for all Community Outreach volunteers.
 - Provide President and Parliamentarian with list of all Community Outreach Programs and dates that require permits
 - Work with other committee coordinators to prepare and host Committee Chair meeting in September

DISTRICT COORDINATOR 1 (ELEMENTARY) *(voting member)*

- Maintain relationship with Harbor PTA
- Attend Harbor PTA meetings and act as representative for the Manor PTA
- Act as main point of contact for shared Manor/Harbor PTA programs
- Designate a delegate (another district coordinator) when unable to attend meetings
- Act as delegate for other district coordinators when needed

DISTRICT COORDINATOR 2 (SEPTA) *(voting member)*

- Maintain relationship SEPTA
- Attend SEPTA meetings and act as representative for the Manor PTA
- Act as main point of contact for shared Manor/SEPTA programs
- Designate a delegate (another district coordinator) when unable to attend meetings
- Act as delegate for other district coordinators when needed

DISTRICT COORDINATOR 3 (PTSA) *(voting member)*

- Maintain relationships with PTSA
- Attend PTSA meetings and act as representative for the Manor PTA
- Act as main point of contact for shared Manor/PTSA programs
- Designate a delegate (another district coordinator) when unable to attend meetings
- Act as delegate for other district coordinators when needed

DISTRICT COORDINATOR 4 (BOE) *(voting member)*

- Attends BOE meetings and acts as representative for the Manor PTA
- Designate a delegate (another district coordinator) when unable to attend meetings
- Act as delegate for other district coordinators when needed