



BTK8 PTA Board Positions & Committee Chairs

Executive Committee - Elected Board Positions:

- Term: 1 year (maximum 2 consecutive years in same position)
- Nominees proposed by the PTA Nominating Committee, approved by vote of PTA General membership.

President(s):

Preside at all monthly PTA Board meetings and PTA General meetings. Serve as spokesperson for the PTA. Make appointments to positions and committees with approval of the executive committee. Be an ex-officio member of all committees except nominating committee. Act as PTA representative in the school community and broader community. Regularly communicate with the school community about relevant topics and work of the PTA. Work with school administration to achieve the goals of the school community.

- Time commitment: Average 2-5 hours/week for Co-Presidents

Vice President(s):

Attend monthly PTA Board and PTA General meetings. Oversee PTA fundraising efforts and committees. Perform duties of the President(s) in their absence.

- Time commitment: Average 1-2 hours/week for Co-Vice Presidents

Treasurer(s):

Attend monthly PTA Board and PTA General meetings. Serve as chair of the PTA budget committee and present the budget to the membership for approval. Keep accurate records at all times. Receive and deposit promptly all funds in PTA bank account. Disburse funds according to approved yearly budget. Present a written financial report every month and at other times as required by the President(s). Coordinate payment of taxes, insurance and membership fees.

- Time commitment: Average 2-3 hours/week for Co-Treasurers

Secretary(ies):

Attend monthly PTA Board and PTA General meetings. Serve as chair of the PTA budget committee and present the budget to the membership for approval. Keep accurate records at all times. Receive and deposit promptly all funds in PTA bank account. Disburse funds according to approved yearly budget. Present a written financial report every month and at other times as required by the President(s). Coordinate payment of taxes, insurance and membership fees.

- Time commitment: Average 2-3 hours/week for Co-Treasurers

Non-Elected Board Members:

- Term: 1 year
- Volunteer positions, appointed annually or as needed by PTA President(s)

BLT Parent Co-Representatives:

Attend monthly PTA Board and PTA General meetings. Attend monthly BLT meetings and additional BLT meetings as called during school budget season (March.) Act as liaison between BLT and PTA and larger BTK8 parent community. Representatives ideally serve for 2 years with terms are staggered for continuity; one parent represents Elementary school parents, the other Middle school parents.

- Time commitment: Average 4-6 hours/month

Communications Chair:

Attend monthly PTA Board and PTA General meetings. Solicit submissions and publish weekly PTA electronic newsletter, update PTA website regularly, post updates on PTA social media as needed.

- Time commitment: Average 1-2 hours/week

Community Outreach/Engagement Chair:

Attend monthly PTA Board and PTA General meetings. Assess school community needs, develop PTA goals and objectives based on those needs. Oversee execution of goals & objectives. Implement plans to increase family and community engagement in the PTA and school community.

- Time commitment: Average 1-2 hours/week

Legislative Chair:

Attend monthly PTA Board meetings and PTA General meetings. Act as liaison between BTK8 PTA and local, regional and state PTA bodies. Attend conferences and communicate information to PTA and school community.

- Time commitment: Average 1-2 hours/week

Membership Chair:

Attend monthly PTA Board and PTA General meetings. Collect membership forms & dues. Submit dues to Treasurer for deposit. Maintain database of PTA membership.

- Time commitment: Average 1 hour/week

Staff Liaisons (School Staff Only):

Attend monthly PTA Board and PTA General meetings. Act as liaison between PTA and school staff. Communicate on PTA's behalf at staff meetings.

Volunteer Coordinator:

Attend monthly PTA Board and PTA General meetings. Keep lists of contact information for volunteers. Help recruit volunteers by advertising needs and connecting volunteers with committee chairs.

- Time commitment: Average 1-2 hours/week

Standing Committee Chairs (Non-Board Members)

- Volunteer positions, appointed annually or as needed by PTA President(s)
- Report to PTA Board

Auction Co-Chairs:

Preside at all Auction committee meetings. Oversee all aspects of procurement, ticket sales and event staging details. Work with auctioneer to plan auction program. Manage auction budget, reconcile final expenses.

- Time Commitment: Average 1-2 hours/week, additional hours required closer to Auction event.

Other Positions:

Year-Round Positions	Event Specific Positions
Arts Committee Chair	Acorn Awards Coordinator
Before & After School Activities Coordinator	Art Walk Coordinator
Box Top Coordinator	Giving Tree Coordinator
Food Program Coordinator	Multicultural Night Committee Rep
Grant Writer	Nominating Committee
IslandWood Coordinator	Science Fair Coordinator
Playground Improvement Chair	Staff Appreciation Coordinator
Room Parent Coordinator	
Safety Committee Representative	
Special Education Families Liaison	