

PPTC JOB DESCRIPTIONS 2016/2017

President

1. Provide leadership for Palomares Parent Teacher Club (PPTC) and act as liaison between the club, teachers, school administration and the district.
2. Provide leadership for 1st and 2nd Vice presidents in working with all committees and on all PPTC activities.
3. Work with new Executive Board prior to the start of the new school year to plan activities and meetings.
4. Preside at all general Membership and Executive Board meetings, posting the agenda at least one week prior.
5. Plan a budget meeting to be held during the last meeting of the school year for the following year or a special or regular meeting in September to adopt a budget for the new school year.
6. Attend CVUSD Board meetings and Superintendent's Parent Leadership Council meetings, or appoint someone to attend in your place, and report on at the following Membership meeting.
7. Appoint chairpersons for standing committees.
8. President is a signer on checking account and has a fiduciary duty to the PPTC for all funds, to approve expenditures, and to see that the budget is adhered to and/or membership or executive board approves excesses prior to expenditure.
9. Arrange childcare for meetings.
10. Appoint a nomination committee of a least 3 and coordinate elections.
11. Forward information to principal for school newsletter.
12. Compile and distribute Palomares directory (w/ secretary).
13. Organize New Family orientation/registration (with VP1).
14. Coordinate Welcome back activities /Back to School Night (with VP1).
15. Oversee and/or coordinate a committee chair to coordinate the following PPTC activities:
 - Health and safety/Emergency Preparedness
 - Music Coordinator for K-3
 - Technology
 - Website
 - Spring Fling
 - Campus Beatification
 - Yearbook
 - Teacher Appreciation Week events/activities (with Board)
16. Maintain President procedure book

First Vice President

1. The 1st Vice President serves as an active aide to the President, and in the President's absence or inability to serve, performs the duties of that office.
2. Set fundraising goals and determine fundraisers.
3. Oversee and/or coordinate a committee chair to coordinate the following PPTC activities:
 - Registration/Welcome back activities
 - After school programs/ assemblies (w/ treasurer)
 - Room parents
 - e-Scrip
 - Apparel
 - Hospitality
 - Playground Equipment
 - SchoolKidz
 - Campout
 - Teacher Appreciation
4. Assist President and 2nd Vice President with Special Committees that may be formed during the school year.
5. Maintain VP1 procedure book

Second Vice President

1. The 2nd Vice President serves as an aide to the President and acts as a support and back-up to the First Vice President.
2. Set fundraising goals and determine fundraisers.
3. Oversee and/or coordinate a committee chair to coordinate the following PPTC activities:
 - Art in Action
 - Library
 - Hawkathon
 - Harvest festival
 - Community Outreach (Holiday food drive and Giving Tree)
 - Book Fair
 - Fine Arts festival
 - Teacher Appreciation
 - Fifth grade advancement
4. Assist President and First Vice President with Special Committees that may be formed during the school year.
5. Maintain VP2 procedure book.

Secretary

1. Keep accurate, up-to-date records of all PPTC activities.
2. Responsible for correspondence of PPTC.
3. Compile and distribute Palomares directory (w/president).
4. Record minutes at all Executive Board and General Membership meetings. Post a copy of minutes of the Membership meetings within 2 weeks of the meeting.
5. Distribute copies of the minutes at the following Membership meeting and report on for motion and vote to approve to stand as read.
6. Shall be custodian of, and responsible for, organizing and updating all records, reports and official documents of PPTC.
7. Maintain a By-Laws binder with records of all amendments.
8. Maintain a Secretary's Binder with all minutes and procedures of the current school year.

Treasurer

1. The Treasurer has fiduciary duty to maintain and disperse PPTC funds and update and report upon financial status monthly.
2. Shall be custodian of all monies belonging to PPTC, Shall hold, transfer or disburse these funds when properly authorized to do so.
3. Throughout the fiscal year, monitor expenses to confirm that costs do not exceed the budgeted amount for each expense category.
4. Keep accurate financial records, and submit a written budget report on current status of all accounts and monthly expenditures at each membership meeting.
5. Promptly deposit PPTC funds.
6. Process reimbursements submitted. Approval and signature of president or VP1 required.
7. Prepare and give a financial report at the end of the school year.
8. Prepare and file required tax documents.
9. Coordinate budget meetings at the beginning and end of the school year with President
10. Collect and reconcile monies for student or classroom activities.
11. Work with VP1 on coordination of and payment to After school programs and assemblies
12. Maintain an accurate inventory list of significant purchases by PPTC.
13. Work with president on Membership drive effort.
14. Compile and maintain a list of current active members of PPTC.
15. Maintain budget procedures book. Update as needed.