

# PTC Job Descriptions

## President

- Manage overall objectives and strategies of the PTC, including fundraising, community building events, educational events, etc.
- Work collaboratively with parents, administration and staff on PTC matters
- Collaborate with Treasurer to create annual PTC budget
- Presides over monthly PTC Executive and General Meetings, participate in discussions and decision making
- Represent the PTC at all school events or delegate to another PTC officer to attend in their place
- Speak at school events as needed
- Attend back to School events and first day of school meet and greet
- Attends or appoints an officer to attend 8th grade interviews for those applying for PTC funded 8th grade scholarship
- Attend Performing Arts Now (PAN) Meetings

## Vice President

- Work collaboratively with parents, administration and staff on PTC matters
- Manage PTC Social Media Page or delegate to another PTC officer as needed
- Collaborate with Treasurer to create annual PTC budget
- Preside over monthly PTC Executive and General Meetings in absence of PTC President
- Attend monthly executive and general board meetings, participate in discussions and decision making
- Assist with recruitment of PTC Officers, auction chair etc. as needed

## Secretary

- Work collaboratively with parents, administration and staff on PTC matters
- Collaborate with Treasurer to create annual PTC budget
- Attend monthly executive and general board meetings, participate in discussions and decision making
- Submit facility use forms to school secretary for all PTC General and Executive Meetings
- Prepare monthly general and executive meeting agendas, submit to school secretary for posting
- Prepare a sign in sheet for monthly general meeting attendees
- Take minutes at all PTC meetings and distribute in a timely fashion to all committee members
- Ensure prior months minutes are prepared for monthly general meeting for review and approval

- Submit approved minutes for inclusion on website and posting to PTC bulletin board
- Maintain a complete file of all approved minutes, monthly agendas and materials distributed during any official PTC meeting (Google Drive)
- Prepare written communications as needed (i.e. monthly newsletter, thank you cards for fundraisers, blast announcements.)

#### Treasurer

- Work collaboratively with parents, administration and staff on PTC matters
- Collaborate with the executive committee to prepare the annual PTC budget
- Oversee ongoing PTC finances, ensure adherence to approved PTC budget
- Prepare annual audit and tax return with Business Officer
- Pay bills and provide expense reimbursement as needed
- Check PTC Mail Box weekly
- Prepare and present budget report during PTC General Meeting
- Record and process all deposits from fundraisers, snack cart, t-shirt sales etc.
- Manage approved signers on PTC bank account
- Oversee all financial transactions having to do with PTC fundraisers and PTC sponsored events

#### Officer At Large

- Work collaboratively with parents, administration and staff on PTC matters
- Collaborate with Treasurer to create annual PTC budget
- Attend monthly executive and general board meetings, participate in discussions and decision making
- Attend meetings held by the Auction Planning Committee
- Attend monthly TBC (Theater Booster Club) General Meeting
- Provide back up for acting PTC Secretary and Treasurer as needed