



Job Responsibilities MBMS PTA Executive Board

All Board Members

The purpose of the PTA is to positively impact the lives of all children and families by representing our members, and empowering and supporting them with skills in advocacy, leadership and communications. To ensure a successful term of office, certain responsibilities begin as soon as the Executive Officers take office.

Responsibilities:

- Attend monthly Board meetings: Attend Board meetings once a month. Board meetings are held on the first Friday of every month at 11:00am, or the first Friday after the District Advisory Council meets. When this day is a holiday, the meeting will then be held on the next Friday. Every effort will be made to limit meetings to two hours. These meetings are generally held in an available room on the MBMS campus.
- Executive Board meetings are intended to serve as a forum for active discussion and input on pertinent PTA activities. The Executive Board discusses confidential school business at the monthly Board meetings. In many cases the information does not need to be shared with the school population in the early stages – please be discreet. Please remember that we are ambassadors of MBMS. Treat fellow members of the Board and school with professionalism and respect.
- Submit proposed agenda items: Agenda items will be solicited prior to the meeting. Members are asked to submit their reports on their specific agenda items one week prior to meeting. The final agenda and financials for the current meeting, and minutes for the prior meeting, will be distributed via email at least one day prior to the meeting. No extra copies will be available at the meetings.
- Attend PTA General Membership meetings: There are 5 scheduled meetings during the year and they should not last longer than one hour. For the meeting dates please refer to the MBMS PTA school calendar. These meetings are generally held in the MPR.
- Review meeting agenda and minutes: The agendas and minutes from the previous meeting will be emailed to each Board member for their review prior to each meeting. Please review them prior to the meeting. No copies will be available.

- Be an advocate in our community for parents and our PTA. Recognize the context of the middle school population and mindset. Many programs we help fund are often welcomed in by the students with an age appropriate middle school level of enthusiasm, and parents often need a reminder of this context when they receive negative feedback from their children on programs supported by the PTA.
- Continue to stay in tune with the California PTA: Additional information on specific job responsibilities is available through the California PTA at www.capta.org.

President

Time Commitment: 10-25 hours per week

The President leads democratically and shares the leadership role with other officers and chairpersons. S/He presides at all meetings of the PTA and the Executive Board, creating an environment of mutual respect.

Responsibilities

- Track and set the membership goals with the guidance of the Board and inform the association of the progress the drive is making
- Develop a robust and effective communications plan, develop and distribute promotional materials as needed
- Serve as the presiding officer and official representative of the association
- Inform the PTA of matters at the State and district levels
- Act as liaison between parents and the principal and staff
- Confer and collaborate with Principal weekly regarding all ongoing matters pertaining to the school and district
- Recommend annual goals for the school pending Board approval
- Approve and sign check requests and checks. According to the bylaws, s/he is one of the authorized check signatories
- Prepare the agenda for each Board and PTA meeting
- Create the annual budget for the school with the Principal, Treasurer's and Board's input
- Prepare agendas and preside over Executive Board and General membership meetings
- Attend the PTA Council and District Advisory Committee monthly meetings, as well as the Manhattan Beach Coordinating Council meetings
- Attend School Site Council and MBEF meetings, which take place once a month.
- Approve the newsletter, flyers and other information to be distributed related to PTA matters
- Speak at Back to School Night and other events

1st VP Communications

Time Commitment: 15-20 hours per month

The VP of Communications is responsible for helping oversee all communication to the membership population. The work begins on July 1 and continues throughout the summer to prepare for the following school year, and continues on a weekly basis throughout the school year.

Responsibilities

- Establish and inform the Executive Board and membership about protocol and deadlines for PTA communications
- Update and maintain fresh and engaging content (including photos and videos as needed) on the website with relevant information. Updates to each and every page happen before the start of each school year and on a weekly basis throughout the school year to ensure content is accurate and timely. Add any pop ups and alerts to the home page as needed
- Update the website news section on the home page in conjunction with the weekly newsletter, the PTA Eblast
- Update distribution lists at the start of each year. These lists are fed from Aeries through the MBMS Office Manager (Robyn Glasgow) or the district office via Carol Gherkin
- Create and manage all forms on the website and make sure any data captured reaches the appropriate responsible parties (health office, event chairs etc)
- Partner with tech support at Edlio to maintain efficient and effective functioning of the website
- Post items for general meetings 14 days in advance: Agenda, Minutes and Financials provided by PTA presidents and Recording Secretary
- Responsible for the ecommerce store updates as needed. Partner with parent volunteers and chairs in charge of reporting out data and fulfilling on orders from the store. (Membership, PE clothes, Promotion, Yearbook, event registrations, etc.)
- Responsible for building and maintaining social media presence to advertise school events, parent education events, school community, parent volunteers, teachers, and other needs as directed by the Principal
- Oversee chairs on communications team: 6th Grade Communications chair and Newsletter (PTA Eblast) chair. Guide and support both as needed. Consider adding a Photographer chair to capture campus images which can be used to keep content fresh on all communications channels (website, Instagram, Facebook, PTA eblast)
- Support potential Corporate/Business Sponsor program through communications messaging and online presence
- Attend monthly District Communications meetings and partner with Heather Hoffman (assistant to the Superintendent) from the District Office as needed to maintain consistency of communications

2nd VP Fundraising

Time Commitment: 10-20 hours per month depending on fundraising calendar.

The VP of Fundraising is in charge of all fundraising activities with the exception of Membership. S/He oversees fundraising committees and meets with them to discuss plans for each event. Bring issues or concerns to the attention of the Board. In addition, the VP of Fundraising will:

- Give guidance and assistance to all committees that raise money for the school
- Oversee main Fundraisers including: Parent Party Gatherings, Book Fair, Box Tops, Easy money, Home Town Fair, Tennis tournament, apparel sales and other fundraisers as needed
- Assist in recruiting fundraising event chairs, and support them in their responsibilities as needed to plan and execute successful fundraising events
- Distribute a financial reporting method for all event chair people to complete at the conclusion of each event
- Review the financials of each fundraiser and pass it along to the treasurer for review on a timely basis. VPs should share the Revenue and Expense budget for their area at the start of the year, this allows them to understand their expense/spending limitations
- Make sure that any contracts (sponsorship or vendor contracts) are signed by two elected officers, one of whom must be the President
- Share the revenue and expense budget for the year at the start of the year to be sure limitations are clear and understood by the entire board
- Plan activities to be within the standards and qualifications of the PTA's general liability insurance
- Evaluate the overall effectiveness of PTA fundraising efforts and make suggestions to the Board for improvements and the addition or removal of specific fundraising efforts
- Any new fundraising activities or significant changes to existing fundraisers requiring Board approval

3rd VP Programs

Time Commitment: 5-8 hours per week depending on program calendar.

The VP of Programs is in charge of overseeing all programs funded by the PTA. H/She meets with the Principal and the President to create and manage Programs.

Responsibilities:

- Plan the year's PTA programs. Programs in the past have included:

Apple Pie Committee	Hearing/Vision Screening	Scholar Quiz
Back to School Expo	Hospitality	Scoliosis Screening
Beautification	Library Support	Teacher Appreciation
Blood drive	MBMS Cares	The Challenge
Feld trip coordination	MCHS Liaison	YAA
Friendship Walk	Outdoor Learning Experience	6 th grade celebrations
Honor Roll breakfast	Reflections Art Contest	8 th Grade Promotion
Grades of Green		

- Lead in recruiting program and activity event chairs. Form nominating committee (1-2 meetings)
- Support event chairs in all efforts to plan and execute successful events/activities
- Create and maintain chair database
- Create and maintain programs calendar
- Plan activities to be within the standards and qualifications of the PTA's general liability insurance
- Make sure that any contracts (sponsorship or vendor contracts) are signed by two elected officers, one of whom must be the President
- Sign off on and assist as needed in the reimbursement process for expenses incurred during planning
- Coordinate communication, event/activity signs ups and volunteer recruitment as needed
- Evaluate the overall effectiveness of PTA events and make suggestions to the Board for improvements and the addition or removal of specific events
- Facilitate transition/knowledge share between outgoing and incoming chairs (this may require some work over the summer months)

4th VP Membership

Time Commitment:

- Summer: approximately 20 total hours to prepare and plan for annual drive
- August/September/October/November: approximately 10 hours/week
- December-June: approximately 1 hour/month

The VP of Membership is responsible for striving to increase the percentage of PTA membership and PTA donations over the previous year. This is not only the largest PTA fundraiser, but it is also the way we encourage a sense of community with our parents and teachers at MBMS. Managing the membership drive includes the ability to collaborate with the PTA Executive Board, MBMS Administration and MBEF to create a unified and fun campaign that supports the schools' needs, the students' needs, as well as PTA and MBEF's fundraising efforts. The membership drive work begins over the summer to determine goals, key players, themes, rewards, etc., and continues through the last day of October. The drive generally launches at the Back-to-School Expo in mid-August. Attention to detail, strong Excel and Google Sheets experience required.

Responsibilities:

- Propose membership percentage and fundraising goals as well as incentives for the year with Presidents. Once proposed, communicate with Exec Board for feedback
- Determine timeline including all aspects of the drive including theme, communications, collateral materials, distribution, etc
- Create collateral materials for entire drive (forms, magnets, webpages, weekly wave messages, banners, paper packets for end of drive, etc.)
- Create and present brief slide at 1st PTA meeting to kick-off drive
- Partner with MBEF to determine combined drive efforts
- Work with MBMS Office Manager to get complete parent/student database from Aeries to track membership participation
- Staff table at Expo to accept Membership payments and answer questions
- Track and manage participation daily and provide weekly updates to Presidents and monthly updates to Exec Board
- Manage corporate matching program
- Communicate membership progress weekly to association through banners and eBlasts
- Process and track checks and create deposits monthly for the Financial Secretary
- Coordinate access to Directory Spot for all PTA members
- Communicate winners of awards and execute award programs, coordinating with MBMS Administration
- Create and email thank you/tax letters to all members after January 1st
- Update all records/binder immediately following drive for use the following year
- Attend all Exec Board and General Membership Meetings

5th VP Volunteers

Time Commitment: approximately 4-6 hours per month

The VP of Volunteers oversee the volunteer database of parents interested in volunteering at MBMS and PTA activities and seeks ways to promoting ways to volunteer. The VP of Volunteers also assist the PTA and Principal to find volunteers as needs arise throughout the school year.

The VP of Volunteers will also:

- Update the “Get Involved” online volunteer sign-up page on the MBMS website that lists all the volunteer areas for our MBMS parents. Verify the events/committee are named accurately and still planned for the upcoming school year with the Co-Presidents, VPs of Fundraising and Programs, and the Principal. Then, update the list with these adjustments and delete old programs as needed
- Maintain a database of volunteers in electronic form that includes the volunteers name, contact information including email/mobile, and grade of student(s)
- Provide access to the this database in a shared drive (i.e. – Dropbox, Google Drive, etc.), and provide the database to board members, chairs, MBMS personal (Principal, Asst. Principals, MBMS front office)
- Update that database periodically all throughout the school year as new online volunteers sign up through the “Get Involved” link on the MBMS website
- Update the database by contacting each volunteer to verify that 1) they want to remain on the Volunteer list for the upcoming/new school year, 2) verify the areas in which they are listed to help, and 3) verify that they continue to have a student at MBMS
- Obtain an updated Volunteer list from Programs in September. This will include a list of the current event/committee chairs for the Board, Programs, Fundraising, and the Nominating Committees. This will be helpful to provide chair information as needed throughout the year
- Assist the VPs of Programs and VPs of Fundraising in coordinating volunteer recruitment for committees and sub-committees as needed
- Be responsible for finding volunteers to help cover unplanned events that come up throughout the school year upon the request of the school principal or the President
- Assist chairs that need assistance with online volunteer sites, such as Sign-Up Genius
- Partner with Communications and Programs team to spotlight volunteers through various communications channels including social media, the website and newsletters
- Attend PTA events as necessary to promote volunteerism, including the Back to School Expo in the days before school begins in August

6th VP Student Wellness

Time commitment: 10-15 hours per month

The VP of Student Wellness serves the school and district by advocating for social and emotional education.

Responsibilities:

- Partner with South Bay Families Connected to promote social-emotional education for our parent community
- Work with Assistant Principal to help secure, plan and support the annual slate of social emotional speakers and events. This includes any promotion of the events, creation and tracking of participant sign ups, and planning for any other needs when assistance is required (beverages, snacks, special AV or lighting).
- Partner with the Assistant Principal to seek and obtain external grants as needed to support SEW programs
- Partner with MBEF as needed
- Partner with the lead for book club to plan and promote the event, create sign ups and ensure that any beverages and coffee are provided
- Plan, organize and implement the 8th grade Drug and Alcohol Ed and Parent Ed follow up meeting
- Ensure that all events are communicated through all channels and submit news items as needed for the PTA eblast, news section of the website and any target communications needed for the 6th grade parents
- Attend District SEW meetings, keep the Principal and Board educated on annual goals for SEW; share any successes or issues of concern with the District SEW committee

Treasurer

Treasurer Time Commitment: 5-10 hrs a week

Treasurer Responsibilities:

- Keep an accurate financial record of all income, receipts and disbursement. Maintain permanent records to track unit funds and financial transactions. Such records shall at all reasonable times be open to inspection by an authorized representative of the California State PTA. All financial records must be retained for seven years including the current year
- Chair the budget committee and prepare the budget for adoption by the association. Forward two copies of the budget to Manhattan Beach Council
- Contact the bank to secure signatures of all authorized signers on all checking and savings accounts
- Prepare all authorizations for payment as required by the Executive Board or the association
- Prepare all checks and forward them to the President for signature. All checks require two signatures; the authorized signatories are the President and Treasurer
- Keep the membership informed of expenditures as they relate to the budget adopted by the association. Assure the budget is being followed closely in all financial transactions or bring any needed revisions to the attention of the Board
- Remit all council, district, State and National portions of per capita dues monthly to the financial officer of the District Advisory Council
- Prepare and present a Treasurer's Report at every meeting of the association and the executive board and at other times when requested by the association
- Be responsible for filling out and forward all necessary report forms required by the California State PTA for insurance and filing all tax returns and other forms required by government agencies
- Make an annual financial report to the association which includes gross receipts and disbursements for the year. Forward two copies of the annual financial report to Manhattan Beach Council

Auditor

Time Commitment: 6-8 hours twice a year, 10-20 mins each month

- Each month, review the bank statements to see if each check has two signatures and that check signers are not signing their own checks (for example, the Treasurer is being reimbursed for the purchase of new checks. The Treasurer should not be one of the two check signers)
- Audit the books and financial records of the association semiannually
- Prepare a midyear audit to be completed in January. Present a written report to the executive board for review and to the association for adoption
- Prepare a year-end audit to be completed in July. Present a written report to the executive board for review and to the association for adoption. NOTE: The audit at the end of a year is performed by the outgoing auditor
- Audit the books upon resignation of the treasurer, financial secretary, president or any check signer and at any time deemed necessary
- Be responsible for verifying on the Audit Report Form that all necessary report forms required by the California State PTA for insurance, and tax returns and other forms required by state and federal government agencies have been completed and filed by the due date
- Forward two copies of the adopted audits to Manhattan Beach Council

Financial Secretary (Bank Deposits)

Time Commitment: 5-6 hours a month

The Financial Secretary serves to support the Treasurer in ensuring accurate and complete records of all PTA finances. Must have working knowledge of Excel.

Responsibilities:

- Make all bank deposits for the various committees
- Keep an accurate record of all deposits and keep in close communication with the treasurer
- Review the financial reports prepared by the treasurer to verify that deposits are properly reflected
- Partner with the Financial Secretary (Online) to report out to chairs on event registrations and store purchases
- Provide monthly deposit reports to the Auditor twice annually for audit completion

Financial Secretary (Online)

Time Commitment: 8-10 hours a month

The Financial Secretary serves to support the Treasurer in ensuring accurate and complete records of all PTA finances. Must have working knowledge of Excel.

Responsibilities:

- Sweep all income from Stripe/Square/Paypal into the MBMS PTA account.
- Keep an accurate record of all deposits keep in close communication with the treasurer and all committee chairs using the online store
- Allocate transactions by line item in Quick Books
- Review the financial reports prepared by the treasurer to verify that deposits are properly reflected
- Partner with the Financial Secretary (bank Deposits) to report out to chairs on event registrations and store purchases

Recording Secretary

Time Commitment: 6-8 hours a month

The secretary's primary job is to keep an accurate record (the minutes) of the proceedings of all meetings of both the Board and the PTA. The minutes are the permanent, legal record of all actions taken by the Board and the PTA.

Responsibilities:

- Provide email copies of the minutes of each meeting within one week after the meeting to each Board member
- Assist the Presidents in preparing the agenda for each Board meeting and distribute it to all members prior to each meeting
- Inform all members of the Board of any changes in the meeting schedule and distribute information if necessary
- Compile a directory of Board members and distribute it to the Board
- Distribute an attendance sheet and keep a copy of the attendees at all PTA meetings

VP MBEF Liaison

Time Commitment: 3-4 Hours per week August – December; 6-8 Hours per week in January/early February; 2-4 hours the remaining months

The Liaison for the Manhattan Beach Education Foundation will serve as the connection between the school and the Foundation. Must have a strong knowledge of Excel and be comfortable contacting parents about donating.

Responsibilities:

- Keep MBEF informed of activities at MBMS and act as the MBEF liaison on campus to ensure Principal, Board and parents are informed of current campaign and key messages
- Facilitate the MBEF drive at MBMS under the guidance of the Foundation, including contacting individual families to encourage participation
 - Help support MBEF as necessary – mailings, phone banks or any other needs
 - Attend school events to promote MBEF needs – Back to School Expo, Back to School Night, and any others. Facilitate the publicity and appreciation events on campus for those who have joined MBEF
 - Create and maintain master list of donors/non-donors and update as donations are received. This may be done in partnership with the Big Kahuna membership drive
 - Ensure that MBEF is featured in all communications channels as needed – submit news to PTA eblast and News Section of website, principal messages and any targeted 6th grade communications through the 6th grade communications chair
- Work closely with VPs of Membership until the membership drives concludes
- Partner with Membership and MBEF as needed to plan and execute Rally Day (generally October) and end of campaign efforts (early February)
- Attend MBEF meetings as needed

Legislative Representative

Time commitment; 4-6 hours a month, could be more depending on the annual plan

The Legislative Representative serves the school and district by advocating for education on the state and local level.

Responsibilities:

- Be informed about education funding at the district, local, state and federal levels. Research pending education related bills
- Share PTA Legislative Alerts and other important information with PTA members.
- Participate in letter writing, email sending and phone call campaigns
- Encourage parents to become informed before voting and participate in Advocacy Team activities such as letter writing, email sending and phone call campaigns through school communications
- Educate and encourage parents to participate in any legislative apps to advocate for our district needs
- Attend District level meetings with other Legislative site reps in order to be informed of district issues
- Educate parents, community members and elected officials about PTA's or MBUSD issues of concern and legislative priorities and goals
- Participate at a school site and district level for any special advocacy campaign efforts (Bond measures, Parcel tax, etc)
- Schedule at least one meeting per year with elected representatives to discuss PTA's local issues of concern and legislative priorities and goals

Parliamentarian

Time commitment: 4-6 hours per month,
3-6 hours total for updating by laws over the course of several months
4-8 hours total for coordination of nominating committee

The Parliamentarian is appointed by the President and approved by the Board.

Responsibilities:

- Establish parliamentary procedure at all membership and executive board meetings. Address any questions regarding parliamentary procedure
- Coordinates and submits updated bylaws biannually
- Maintain the bylaws for MBMS
- Coordinate volunteers for nominating committee, call and presides over first meeting and gives instructions for procedures
- Ensure that the new slate for the PTA Executive Board for the following year is published on the website (VP Communications will post)