

M-A PTA co-Vice President Responsibilities *updated February 22, 2018*

1st year of 3 year commitment

Approx. 55 hours

Ongoing activities:

- Attend monthly executive board meetings.
- Attend miscellaneous meetings as PTA and/or M-A representative . May substitute for President at meetings as needed.
- Participate in committee meetings, events and volunteer opportunities – such as Arena Check-In, Challenge Day and Fashion Show - in order to learn how each group operates.

August 4-10 hours

- Attend meeting of new officers and committee chairs.
- Assist at PTA table at Arena Check-In if possible.

September 7-9 hours

- Help with New Teacher’s Lunch in PAC lobby.
- Check in with chairs of 8th Grade Info Night, assist as needed.
- Start contacting potential Nominating Committee members (6).

November 5-7 hours

- Run notice in BearNotes for the 2 weeks before the November general meeting announcing names of Nominating Committee slate and that they will be voted on at November general meeting.
- Announce Nominating Committee slate at general meeting prior to vote.

December 3-4 hours

- Participate in gathering gifts for PTA gift drive for family(s) adopted by PTA; also gather cookies for custodian cookie plates (at December executive board meeting)
- Try to set dates for Nominating Committee meetings which start in January.

January 4-5 hours

- Start Nominating Committee meetings and outreach. Run notices in BearNotes soliciting nominations. New board slate must be voted on at April General PTA meeting.

February 6-7 hours

- Continue Nominating Committee meetings and outreach.

March 6-7 hours

- Continue and start to wrap up Nominating Committee process

April 7-8 hours

- Meet with Karl Losekoot and M-A Administrative Support to plan Arena Check-In.
- Update Banner in the copy room to reflect new staff members who have worked at M-A for 20+ years (“Platinum Club”). Contact Simone’s assistant Noemy “Mimi” Menjivar re:

names to be added. Contact for changing banner is Leslie Peck, lpeck@jpdigital.com.

May 8-9 hours

- Help chair of May Staff Appreciation Luncheon to plan and organize event. Attend event.
- Coordinate with staff to help set up graduation stage (flowers and signage).

M-A PTA Co-President responsibilities

2nd year of 3 year commitment

Approx. 100 hours

General or ongoing activities:

- Monthly M-A Principal meeting. 1 hour
- Monthly 17th District PTA meetings with superintendent and other PTA or Foundation members of district high schools (this year 8:30-10 on last Monday of the month). Co-Presidents alternate attending these. 2 hours
- Sign PTA checks and review receipts and expenditures. 2 hours over the year
- May be asked to attend events or meetings or provide input by M-A administration and teachers as representative of the PTA.

July 5-7 hours

Note: some of these things could be done earlier

- Update list of executive board and committee heads and other documents.
- Set dates for executive board meetings and general meetings and submit to Simone for approval. Coordinate with Simone on master calendar for all PTA and staff appreciation events.
- Do excel list of executive board members and distribute for updating (email, phone number, address)
- Prepare master list of committee chairs.
- Late July: ask volunteer coordinators to send sign-up genius for volunteers needed at Arena Check-In. Need 20-30 volunteers in 2 hour shifts over 2 days.
- Meet with Membership Chairs to set plan and goals for fundraising and outreach. Coordinate fundraising dates with Foundation and Boosters.

August 14-16 hours

- Have brunch gathering of board and committee heads to hand out informational folders (include calendar of executive board meetings, PTA general meetings and PTA events as well as reimbursement form for expenditures). Do general orientation.
- Attend Arena Check-In to support PTA membership.
- Plan and hold executive board meeting. Plan budget with PTA treasurer.
- Ensure all contracts and legally binding documents are up to date and in proper standing with the PTA 17th District.
- Contact Back to School Night co-chairs to see if they'd like one co-President to sit in on meeting with Michele Breen and Karl Losekoot.

September 7 hours

- Plan and hold New Teacher's Lunch in PAC lobby. PTA board sets up and brings food and cleans up.
- Plan and hold executive board meeting. Remind co-VP's to start thinking about assembling Nominating Committee
- Meet within the 2 weeks before the next general PTA meeting to discuss fall mini-grants.

October 5 hours

- Plan and hold executive board meeting. Get refreshment sign-ups for next 2 general meetings.
- Run general meeting announcement in BearNotes.
- Hold PTA general meeting, make sure Audit is presented.

November 7 hours

- Plan and hold executive board meeting.
- Run general meeting announcement in BearNotes
- Hold PTA general meeting. Present Nominating Committee slate.
- Attend 17th District PTA luncheon.

December 5-7 hours

- Obtain and wrap Christmas gifts to a needy M-A family with the assistance of the Exec Board; do in conjunction with Dec. executive board meeting. Assemble cookie plates for M-A night crew as a thank you. Drop off gifts and cookies at M-A or get someone to drop off.
- Assist with Staff Appreciation Holiday Breakfast if possible but not strictly required.

January 2 hours

- Plan and hold executive board meeting.

February 6-7 hours

- Plan and hold executive board meeting
- Coordinate with Simone on Student Service Award nominations and presentation.
- Attend 17th District PTA luncheon.

March 8-10 hours

- Plan and hold executive board meeting.
- Discuss and vote on mini-grants within 2 weeks before before March general meeting.
- Plan and hold PTA General meeting, notice in BearNotes.
- Coordinate with May Staff Appreciation luncheon chair to plan and organize the event along with Co-VP's.
- Begin communicating with Grad Night chairs re: securing a venue and make sure all paperwork is completed properly.

April 9 hours

- Plan and hold executive board meeting.
- Plan and hold PTA general meeting (vote on officers), run notice in BearNotes.

- Meet with Karl Losekoot, M-A Admin Support Team, current year's volunteer coordinators and next year's volunteer coordinators to plan Arena Check-In. Review layout of tables and document provided to students coming through.
- Meet with Principal to discuss Student Service Awards.
- Provide flowers for Fashion Show co-chairs.

May 8-10 hours

- Plan and hold executive board meeting.
- Plan and hold PTA general meeting, put notice in BearNotes.
- Early May – meet with Treasurer to discuss Spring Site Council budget.
- May Staff Appreciation Lunch – this is a big event - ensure that planning is running smoothly. Prepare to emcee, give out service awards to PTA volunteers and teachers.
- 17th District PTA holds PTA officer training one evening.
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3rd year of 3 year commitment

Parliamentarian/SDMSC representative

One co-President:

Parliamentarian 25+ hours

- Attend monthly PTA executive board meetings.
- Attend general PTA meetings.
- Serve as senior statesman regarding past M-A issues, processes and procedures.
- Refer to by-laws if questions arise.
- Chair a by-law revision committee every 3rd year.

Other co-President:

Participate in SDMSC 25+ hours

- Attend semi-monthly SDMSC meetings which set policy for school board. Report back to PTA executive board regarding issues or actions being considered by SDMSC.
- Attend PTA executive board and general meetings.