

Job Descriptions

EIS Parent Teacher Association

The President / Co-President

The role of the President/Co-President of the PTA Executive Committee is to:

- Oversee and coordinate the work of the executive committee to run a PTA effectively.
- Preside at PTA board and association meetings.
- Serve as the official contact, communicator and representative of the PTA.
- Develop, approve and oversee Budget in conjunction with the Treasurer.
- Holds authorization to decide over all PTA bank account matters.
- Work with Admin Leadership to connect families, school and community to support student success.
- Lead and guide the committee in planning and delivering on their activities. This should involve:
 - Chairing meetings
 - Helping the committee to have a clear vision and clear goals
 - Keeping the work of the PTA to agreed targets
 - Ensuring all members are respected, listened to and are encouraged to have their say
 - Facilitating people to work well together ensuring that the work of the committee is shared
- Work closely with the Vice-President and the Secretary to plan the agendas and meetings
- Ensure that all decisions are taken democratically and with respect for everyone's opinions
- Ensure that at the end of term of office all relevant documentation is passed on to the incoming President.

The Vice-President

The Vice-president has the responsibility to assist the President with all the duties of the President. In addition, the Vice-President will be responsible for the following duties:

- Preside at any PTA Executive and Annual General Meeting where the President is absent
- Preside at any PTA event where the President is absent.
- Aid the President in his/her duties as required.
- Is responsible for organizing staff Appreciation events

The Secretary

The role of the Secretary of the PTA Executive Committee is to:

- Take minutes at each meeting
- File all correspondence and minutes safely
 - Minutes should be brief and should be a record of decisions made and actions to be taken; they may also record a brief outline of issues discussed
- Agree the agenda for committee meetings with the President. It is important that all committee members have a right to have items included on the agenda, therefore they must be given adequate time to pass these items on to the Secretary
- Make sure all committee members have the agenda prior to the meetings so they can be adequately prepared
- Send the agenda and invitation to the monthly PTA Meetings.
- Submit agenda to the EIS Facebook team for school wide sharing.
- Make sure all committee members receive a copy of the minutes of meetings, including committee members who had been unable to attend
- Ensure the minutes are approved at each meeting. It is important at committee meetings that the minutes are agreed by those that attended to be a true and accurate record of what happened. Once this has been agreed by the committee the President and Vice-President should sign the minutes for the committee's records. This process is especially useful if there is any confusion in the future regarding any decisions made.
- Assist the President with clarification of decisions made at meetings
- Ensure that at the end of term of office all relevant documentation is passed on to the incoming Secretary

The Treasurer

The role of the Treasurer of the PTA Executive Committee is to:

- Lodge and record all financial transactions
- Manage and maintain books/record of income and expenditure
- Give monthly reports on the PTA finances to the PTA Executive Committee
- Issue receipts for all financial transactions
- Ensure that the committee has the necessary information to understand the PTA's financial needs
- Advise on how the resources can best be used to fulfil the aims and work plan of the committee
- Liaise with a bank or other financial institutions on behalf of the PTA
- Present a full account of the year's income and expenditure at the PTA Annual General Meeting.
- Ensure that at the end of term of office all relevant documentation is passed on to the incoming Treasurer

Class Representative Coordinator

The Class Representative Coordinator oversees and supports parents in the role of Class Rep.

Duties include:

- Ensure there is enough parent involvement to support PTA initiatives by recruiting at least one parent to represent a class a Class Rep.
- Provide ongoing support and guidance for volunteers with all PTA matters.
- Raise staff awareness of the role and the function of Class Reps.
- Help PTA enlist volunteers for whole school activities and other activities as appropriate.
- Provide the PTA with valuable insights into the needs of the parent community within the class and school.
- Coordinate Class Rep appreciation.
- Facilitate communication between the class reps and PTA.
- Attend PTA meetings regularly.