

CHEROKEE ELEMENTARY SCHOOL PTA

BOARD POSITIONS AND RESPONSIBILITIES 2021-2022

*Members of Executive Board are required to attend the monthly Executive Board Meeting.

President* - This person is responsible for overseeing the functions of the executive board, notifying the membership of meeting times and locations, running all PTA meetings, and acting as liaison between the school administration and the PTO.

Secretary* - This person takes minutes at all PTA meetings and prepares those minutes for presentation to PTA members. This person creates board member name badges for board members to wear when volunteering at Cherokee.

Treasurer* - This person is responsible for managing the finances of the PTA, writing checks as needed, reimbursement of board members, assisting in setting the budget for the year, ensuring that taxes are filed appropriately and reporting the budget status to PTA members at monthly board meetings. It is helpful for this person to have a background in accounting.

District Parent Council Representatives (2 people)* - These individuals are responsible for representing Cherokee at District Parent Council meetings and relaying district news and information back to the PTA and the school. DPC Reps are in charge of coordinating Barb Bossu Volunteers Service Award and may have additional responsibilities from the District Parent Council.

Corresponding Secretary* - This person is responsible for sending letters to thank businesses for donations. They also send cards and other forms of support and encouragement from the PTA for different occasions.

Vice President of Ways and Means* - This person oversees the coordinators for the Incentives, Restaurant and Food Truck Fundraisers, Spirit Wear, and any additional fundraisers that PTA chooses to promote. This person will communicate executive board information to their chairs and request monthly reports to share at PTA meetings when applicable. This VP acts as the committee chair for Cheetah Fest and Cheetah Walk.

Vice President of School Programming* - This person is responsible for overseeing the functions of the committee chairpersons for After School Enrichment, COSI, Assemblies, Pages & Paws, and School Beautification. This person will communicate executive board information to their chairs and request monthly reports to share at PTA meetings when applicable. This person is also responsible for organizing the parent programming brought in for quarterly PTA Family/Parent Nights.

Vice President of Public Relations* - This person is responsible for overseeing the functions of the committee chairpersons for Open House, Yearbook, Membership, Directory, Bulletin Board, Newsletter, Facebook and Website. This person will communicate executive board information to their chairs and request monthly reports to share at PTA meetings when applicable. This VP promotes communication with parents and staff and may also contact Lakota's Media and Community Relations Department in order to communicate with the Lakota Community.

Vice President of Volunteers* - This person is responsible for overseeing the volunteer coordinators for Media Center, Copy Room, Picture Day, Snack Cart, Birthday Celebration Lunch/Spirit Stick Sales, Staff Appreciation, and Conference Meals. This person will communicate executive board information to their chairs and request monthly reports to share at PTA meetings when applicable. This person is also responsible for collecting volunteer information through a variety of methods including a volunteer opportunities form. This information should then be distributed to the appropriate chairpersons for their events. The VP of Volunteers plans and runs the Volunteer Training Night in the fall.

Vice President of Family Enrichment* - This person oversees the coordinators of Trunk of Treat, Family Fun Night, Parent Luncheons, Niederman Farm Night, Shamrock Shuffle, Art Show and Taste of Cherokee. This person will communicate executive board information to their chairs and request monthly reports to share at PTA meetings when applicable.

Restaurant Fundraisers - This person schedules fundraisers at area restaurants and advertises the events to parents in order to raise money for PTA programs.

Spirit Wear - This person designs and orders items, advertises the sale and coordinates distribution for Cherokee's Spirit Wear. This coordinator is also responsible for selling Spirit Wear at PTA and school events at Cherokee. Work for this chairperson begins over the summer.

Incentives - This person(s) is responsible for incentive programs such as Box Tops for Education, Amazon Smile, and Kroger Rewards.

Cheetah Fest – This committee is responsible for coordinating the details of Cherokee’s fall carnival. They work under the direction of the VP of Ways and Means and will have specific roles & responsibilities including: **Food, Ticketing, Parking & Logistics, Marketing & Packets, Carnival & Games, Volunteers, Sweet Walk, and Baskets.**

Cheetah Walk – This committee is responsible for coordinating Cheetah Walk. They work under the direction of the VP of Ways and Means and will have specific roles and responsibilities. Duties include creating advertising forms and letters, distributing packets, collecting, and recording donations, communicating the schedule and details to parents and staff, requesting and organizing donations needed for the students, coordinating the VIP Party, and scheduling volunteers needed for the event.

After School Programs – This coordinator is responsible for communicating with outside program directors and selecting appropriate programs, advertising the programs to our parents, making necessary arrangements with our office staff, and overseeing the after school programs at Cherokee.

In-School Programs/COSI/Assemblies – These coordinators would be involved in the selection of outside programming for the school including COSI, Author Visits, and other School Programs & Presentations. They consult lead teachers and the principals in order to select programming that is appropriate for the academic standards of Cherokee’s students. They also coordinate volunteers and communicate with staff and programming contact persons. Timing of duties is dependent upon scheduling with programming contact and school.

School Beautification – This person coordinates beautification projects both inside and outside of Cherokee. Outside projects may include ordering mulch, organizing outdoor cleanup days, and updating landscaping. Inside projects may include painting, framing photographs, and displaying student artwork. The projects vary from year to year.

Art Show – This person coordinates the Art Show which takes place on an evening. Responsibilities include creating and distributing the details and deadlines to enter, communicating with office and custodial staff, and setting up and clean up of the showcase event.

Membership – This person promotes PTA membership, collects member information and dues, and submits our registration information to National PTA via Memberhub. Memberhub is now required by Ohio PTA for submitting membership.

Directory – This person creates and distributes a directory of all members after PTA registration is complete.

Yearbook – This person is responsible for organizing and creating layouts for the annual yearbook, submitting that information to Lifetouch for publication, and advertising, selling, and distributing the yearbooks. Duties begin in August, yearbook submission is around Spring Break, and yearbook distribution is in late spring.

Newsletter – This person is responsible for gathering information submitted by board members and putting it in newsletter format to send home in order to keep parents informed. Duties are monthly.

Facebook – This person is responsible for updating Cherokee PTA’s Facebook page in order to promote PTA and improve communication with Cherokee’s families.

Website – This person updates the PTA website in order to inform parents about important upcoming events and share forms, calendars, documents and other useful PTA information.

PTA Bulletin Board – This person is responsible for updating the PTA bulletin board in order to advertise PTA events and improve communication with Cherokee’s students, parents, and staff.

Copy Room/Innovation Hub – This person is responsible for scheduling volunteers to work in the copy room and trains new volunteers. This coordinator also work with Library/Innovation Hub Staff in order to identify interested volunteers.

Picture Day – This person communicates with the office staff, shares the details about Picture Day with interested volunteers, and creates a volunteer schedule for each Picture Day.

Conference Dinners – This person is responsible for coordinating the dinners for the teachers on conference nights. They will select the theme and decide on the menu, request donations from families and businesses, and coordinate the set-up and clean-up of the meal.

Staff Appreciation Committee – This committee is responsible for coordinating all staff appreciation events including Staff Appreciation Week in the spring. They choose the theme, request donations, purchase items as needed, and coordinate the presentation of appreciation gifts and meals. They are also in charge of recognizing the bus drivers and custodians with an appreciation gift or meal.

Neiderman Farm Night – This person coordinates Neiderman Farm Family Night in the early fall. Responsibilities include communicating with Neiderman Farm to secure a date and set the price, advertising the event, and distributing wristbands to students in advance. On the night of the event, the coordinator needs to attend to collect walk-in payments and greet Cherokee families.

Trunk or Treat – This person coordinates Cherokee's Trunk or Treat event in late October. Responsibilities include communicating with the office and custodial staff, advertising the event to Cherokee families, determining judging procedures, requesting volunteers, and attending the event to coordinate set-up and clean-up.

Shamrock Shuffle – This person coordinates Cherokee Elementary Shamrock Shuffle Team. Responsibilities include registering the team in advance and promoting the event to Cherokee families.

Family Fun Night – This person coordinates 1-3 family events throughout the year. These events could include a movie night, a family picnic at a park, a skating party, or a spirit night at an indoor entertainment center (Get Air, The Web, or Main Event). Responsibilities include scheduling the event, advertising, and requesting volunteers to help.