

## PCEP POSITIONS

Deleted: BOARD

### PRESIDENT

- Plan agenda and preside at executive committee, board, and parent meetings.
- Maintain impartiality and use basic parliamentary procedure at all meetings.
- Become familiar with the Washington State PTA Uniform Bylaws and PCEP Standing Rules including all deadlines; and utilize PTA resources from the council, State and National PTAs.
- Co-sign all binding agreements.
- Review bank statements monthly (hardcopy or online).
- Attend PTA training and education classes.
- Serve as or request Maplewood representative as needed for District, Quadrant, PTA Council, and community meetings.
- Submit informational articles to the newsletter as needed.
- Review all PCEP financial reports, tax returns and other corporate documents and reports.
- Communicate regularly with officers and maintain visibility to membership.
- Promote and encourage the philosophy and goals of the PCEP within the community.
- Excused from classroom committee requirements for all of his or her children enrolled in the PCEP.\**See Note.*

### VICE PRESIDENT OF COMMITTEES

- Serve as a member of the board and executive committee.
- May be called upon to perform the duties of the President in the absence or inability of that officer to serve, and shall assist the President when called upon.
- Assume the duties of President until the next scheduled election, in the event of a vacancy in the office of president.
- Serve as an overseeing member of all program-wide committees.
- Plan and execute the sign-up and organization of program-wide committees.
- Periodically attend committee meetings.
- Enlist parent helpers for student screenings and pictures.
- Purchase hospitality supplies and oversee parent meeting set-up/take down.
- Assist committees in writing and submitting yearly proposals.
- Appoint Membership and Directory Chairpeople by May 31<sup>st</sup> of the current year for the following school year.
- Work with school fundraising and event chairs to reduce duplicate donation requests to area businesses and to share effective fundraiser promotions and support resources.
- Excused from classroom committee requirements for all of his or her children enrolled in the PCEP.\**See Note.*

Deleted: /

Deleted: rson

### VICE PRESIDENT OF CLASSROOMS

- Serve as a member of the board and executive committee.
- May be called upon to perform the duties of the President in the absence or inability of that officer to serve, and shall assist the President when called upon.
- Assume the duties of President until the next scheduled election, in the event of a vacancy in the office of president.
- Serve as an overseeing member of all matters concerning Parent Coordinators.
- Plan and execute a Parent Coordinator orientation.
- Plan and execute Field Trip Coordinator training each fall.
- Work with Art Cabinet Committee and Art Show committee to plan and execute Art Parent training.
- Oversee the classroom participation exemption process.
- Receive and review a duplicate copy of the bank statement.
- Excused from classroom committee requirements for all of his or her children enrolled in the PCEP.\**See Note*

## SECRETARY

- Serve as a member of the board and executive committee.
- Record minutes at each board, and parent meeting and provide a copy of the minutes (hardcopy or electronic) to the Principal and all the board members. She/he must ensure a copy of the approved parent and board meeting minutes are posted to the PCEP website.
- May be called upon to call a meeting to order and appoint a chairperson in the event the President and Vice Presidents are absent. Responsible for ensuring that the minutes are prepared and amended following proper procedures as outlined in the Washington State PTA Secretary booklet.
- Compile speaker presentations and prepare slideshow for presentation at parent and board meetings.
- Excused from classroom committee requirements for all of his or her children enrolled in the PCEP.\**See Note*.

Deleted: executive committee

Deleted: post

Deleted: for parent access

Deleted: ¶

## TREASURER

- Serve as a member of the board and executive committee.
- Serve as chairman of the budget committee and present the budget to the membership.
- Read and understand all references to membership service fees and finance in the Washington State PTA Uniform Bylaws, the PCEP Standing Rules and PTA publications.
- Oversee the proper handling of fundraising monies by committee chairs and promptly deposit funds in PCEP bank account.
- Keep an accurate and detailed account of all funds received and disbursed, and submits a written financial report at each board and parent meeting.
- Preserve all vouchers, receipts, bank statements, canceled checks, and other records as specified in the records retention timetable and submit to President or audit committee upon request.
- Prepare a year-end financial report to be submitted to an audit committee.
- Forward PTA membership fees to the Edmonds Council.
- Send application form and payment for liability insurance and fidelity bonding insurance.
- Communicate regularly with PCEP President and Assistant Treasurer about financial reports.
- Prepare and send all PCEP financial reports, tax returns and other corporate documents and reports.
- Excused from classroom committee requirements for all of his or her children enrolled in the PCEP.\**See Note*.

## ASSISTANT TREASURER

- Collect monies for all PCEP accounts, providing written receipt to families for all cash pledges, and written receipt to all committee chairpersons for all funds received from committees.
- Record pledge donations by month and family name.
- Along with the Treasurer, oversee the proper handling of fundraising monies by committee chairs and promptly deposit funds in PCEP bank account.
- Deposit all monies promptly and call treasurer with deposit information.
- Provide tax receipts to parents and businesses upon request.
- Submit forms for corporate matching funds.
- Serve as a member of the board and the budget committee.
- Attend meetings, provide Treasurer's Report or perform other duties in absence of Treasurer, if necessary
- Collect Requisition for Funds forms, review for completeness, and dispense funds in a timely manner.
- Create YTD classroom reports and distribute to teachers and support staff at regular intervals.
- Excused from classroom committee requirements for all of his or her children enrolled in the PCEP.\**See Note*.

### **BOARD REPRESENTATIVE**

- Attend all board and parent meetings.
- Communicate all board proceedings to the parents in the classrooms you represent via e-mail and during teacher times.
- Field questions and comments from your parent group in response to board issues.
- Present opinions and concerns regarding board issues from your parent group to the board.
- Fulfills classroom committee requirement for classroom in grade represented.

### **NEWSLETTER EDITOR**

- Serve as a member of the board.
- Compile and type all articles and other items, evaluating for appropriateness and length.
- Scan local publications for articles of interest and obtain permission to reprint, if necessary.
- Write articles based on items discussed at board meetings.
- Provide a consistent typed format for the newsletter throughout the year, beginning in August.
- Provide a draft of the newsletter for review by the Principal and President.
- Provide a final copy for publishing
- Create and maintain PCEP email distribution list.
- Excused from classroom committee requirements for all of his or her children enrolled in the PCEP.\* *See Note.*

### **PUBLIC RELATIONS COORDINATOR**

- Serve as a member of the board.
- Provide tours for School District personnel, prospective new families, and people interested in starting a program in their district.
- Plan and preside at a new family orientation in September and an information night for kindergarten parents in January.
- Become familiar with the history of the PCEP.
- Maintain records of all news articles relating to the PCEP.
- Answer all correspondence/inquiries for information about the PCEP.
- Excused from classroom committee requirements for all of his or her children enrolled in the PCEP.\* *See Note.*

### **EXECUTIVE COMMITTEE**

The Executive Committee of PCEP serves as an advisory group to both parents and administration. The Executive Committee consists of the President, Vice President of Classrooms, Vice President of Committees, Secretary, Treasurer and Principal. The group is required to meet no less than two times monthly.

*The complete text of PCEP Executive Committee: Roles and Responsibilities is located in the PCEP Policies, Guidelines and Procedures notebook located in the Parent Room and on the PCEP website or may be requested from your Parent Coordinator.*

**Deleted:** , but generally plans to meet every week

### **NOMINATING COMMITTEE**

- Ascertain that all prospective officers are current PTA members.
- Recruit nominees for all board positions and membership chairperson.
- Coordinate the election process including the counting of ballots.
- Is not exempt from classroom committee requirements.
- [Must be elected by general membership](#)

**Deleted: PCEP NON-BOARD/ELECTED POSITIONS**

**Formatted:** Underline

## PARENT COORDINATOR

Deleted: PCEP NON-BOARD/NON-ELECTED POSITION¶

Formatted: Underline

- Attend parent coordinator training in June.
- Assist the teacher at orientation, with scheduling class work times, and with assigning classroom committee jobs.
- Coordinate and gather all PCEP and district paperwork as specified.
- Compile and distribute a calendar of parent work schedules and committees.
- Consult with the Vice President of Committees to ensure that program-wide committees are filled.
- Offer support/assistance to teacher as needed.
- Welcome and introduce new families to the classroom and provide "buddy" family.
- Communicate with the parents regarding parent participation issues (e.g. parent meeting attendance, missed rotations, etc.).
- Assist parents in utilizing proper communication channels.
- Assist teacher in recruiting parent coordinators for following school year.
- Fulfills classroom committee requirement for classroom in grade serving as Parent Coordinator.

*\*NOTE: Due to the additional time commitment required by the following positions, they are excused from classroom committee requirements for all their children enrolled in the PCEP: President, Vice President of Committees, Vice President of Classrooms, Secretary, Treasurer, Assistant Treasurer, Newsletter Editor and Public Relations Coordinator. An exception would be made if 2 or more parents in one classroom serve on the Board. Then any board member may be asked by the parent coordinator to fill a class committee position after all other options have been exhausted.*