

BTPTA BOARD OF DIRECTORS JOB DESCRIPTIONS

The Burning Tree PTA Board of Directors has the honor and responsibility of protecting and upholding the purpose of the Parent Teacher Association (PTA). As stated in our PTA bylaws, one important aspect of this is “to foster a partnership among school, home and the community in order to secure for all our children the highest advantages in physical, mental, social and spiritual education.” The Board of Directors’ responsibilities also include:

- Encouraging parent, teacher and community involvement in the school and PTA and keeping the general membership abreast of PTA and school-related information.
- Conducting PTA business by making key decisions on the PTA budget and PTA programs and activities.
- Submitting an annual budget to the general membership for adoption and transacting necessary business in the intervals between PTA meetings.
- Planning and creating standing and special PTA committees which are beneficial to the BT community.

Because those serving on the Board of Directors have such an important role, members make every effort to attend all PTA meetings (typically held the first Tuesday evening of the month) and all Board of Directors meetings (typically held the last Friday morning of the month) and are encouraged to attend as many PTA-related events as possible.

PRESIDENT

The President prepares an agenda and presides over all PTA and Board of Directors (formerly called Executive Board) meetings. The President approves the appointments of the chairs of all committees and works with the VP’s to coordinate the work of these chairs/committees in order to promote the objectives of the PTA. The President consults with the school Principal on school matters relating to the PTA, coordinates PTA events and programs with school administration and is the primary liaison between the administration and the PTA members. The President reviews PTA flyers/print media prior to distribution and monitors the school’s PTA mailbox as well as all BTNET notices. Responsibilities also include preparing PTA materials for the summer mailing and preparing school input for the Whitman Cluster Coordinator’s county CIP and operating budget testimony. The President periodically writes articles for Burning Issues, and he/she also monitors and relays to the BT community any MCPS, Board of Education, and County Council decisions and proposals that impact the community. The President co-signs all PTA checks, works with the treasurer to develop a budget for the upcoming school year, and periodically reviews the online account. The President knows and follows the bylaws of the association.

PRESIDENT-ELECT

The President-elect works under and in cooperation with the President assisting the President with assigned duties and is the secondary liaison between the administration and the PTA members. The President-elect attends monthly PTA and Board of Directors meetings and fills in as President when the President is absent. The President-elect periodically writes articles for Burning Issues and is responsible for doing the Weekly Update at the beginning of the year. The President-elect is authorized to sign PTA checks and works with the President and Treasurer to develop a budget for the upcoming school year. In the event of the President's resignation, the President-elect presides for the remainder of the term. The President-elect, after one year of service, automatically becomes President for the next school year.

TREASURER

The Treasurer has custody of all funds of the association, maintains an accurate and detailed account of receipts and expenditures and retains all bank statements. He/she receives and deposits all PTA funds into the PTA's bank account, pays all authorized PTA financial obligations and makes disbursements in accordance with the budget adopted by the PTA. The Treasurer presents a financial statement at every PTA and Board of Directors meeting and supplies cash boxes for PTA events. He/she works with the budget committee to develop a budget for the upcoming school year. In addition, the Treasurer is responsible for filing and submitting all applicable tax forms and ensuring that all fiscal reporting requirements are met.

VP FOR FUNDRAISING

The VP for Fundraising acts as an aide to the President and oversees all fundraising programs and activities of the PTA such as Bingo Night, the Book Fair, the "Fill Our Pond" Campaign, and the Spring Fair. The VP finds chairs for all fundraising committees and works closely with the chairs to ensure that the fundraising programs are successful. The VP also considers new ways to raise funds for BTPTA, evaluates whether programs need to be eliminated or revised and presents these ideas to the Board of Directors. The VP writes a monthly article for Burning Issues, attends monthly PTA and Board of Directors meetings and ensures that the BT community is updated on all fundraising activities.

VP FOR SCHOOL-BASED PROGRAMS

The VP for school-based programs acts as an aide to the President and oversees all school-based programs of the PTA such as the Family to Family program, Arts Festival, International Night and the Science Fair. The VP finds chairs for all school-based programs and works closely with the chairs to ensure that these programs are successful. The VP evaluates whether programs need to be eliminated or revised and presents these ideas to the Board of Directors. The VP writes a monthly article for Burning Issues, attends monthly PTA and Board of Directors meetings and ensures that the BT community is updated on all school-based programs.

VP FOR COMMUNITY-BASED PROGRAMS

The VP for Community-Based programs acts as an aide to the President and oversees all community-based programs of the PTA such as the Capital Area Food Bank program, Thousand Sandwiches, and the Sister School Partnership with Broad Acres ES. The VP finds chairs for all community-based programs and works closely with the chairs to ensure that these programs are successful. The VP evaluates whether programs need to be eliminated or revised and presents these ideas to the Board of Directors. The VP writes a monthly article for Burning Issues, attends monthly PTA and Board of Directors meetings and ensures that the BT community is updated on all community-based programs.

VP FOR VOLUNTEERS

The VP for Volunteers acts as an aide to the President and oversees volunteer programs/committees of the PTA such as the Landscape and Grounds committee, the Lunch Room and Recess volunteers, Media Center volunteers and Room Parent coordinators. The VP finds chairs for all of these programs/committees and works closely with the chairs to ensure that there are enough volunteers for these programs/committees throughout the year. The VP coordinates the volunteer badges, helps promote parent involvement and recruits volunteers for last minute needs such as in the school office. The VP is responsible for compiling volunteer hours from the volunteer sign in forms and submitting this data to Montgomery County at the end of the year. He/she also assists administration with the end of the year volunteer breakfast and makes and distributes certificates to those parent volunteers who are leaving BTES. The VP writes a monthly article for Burning Issues, attends monthly PTA and Board of Directors meetings and ensures that the BT community is updated on all volunteer needs.

RECORDING SECRETARY

The Recording Secretary attends monthly PTA and Board of Directors meetings and takes minutes of all proceedings. The Secretary prepares written minutes of all meetings and copies these minutes for distribution and approval at subsequent meetings. The Secretary is also responsible for submitting requests to the Interagency Coordinating Board of Community Use of Public Facilities for Montgomery County (ICB) to reserve any space required for BTPTA programs and events that are held at the school during the school year. A short training session must be attended.

CORRESPONDING SECRETARY/MEMBERSHIP

The Corresponding Secretary/Membership conducts the PTA membership drive in the fall. He/she coordinates publicity to increase parent and teacher participation, collects all membership forms, compiles and maintains all membership records and ensures proper registration with local, state and national PTA's. The Corresponding Secretary oversees the distribution of the PTA school directories. He/she attends all PTA and Board of Directors meetings, takes roll at all PTA meetings and brings a current membership list to each PTA meeting. Once the activities for the membership drive subside, the Corresponding Secretary takes on the role of doing the Weekly Update. At the end of the year, the Corresponding Secretary coordinates the PTA Hail and Farewell potluck dinner.

MCCPTA (Montgomery County Council of PTA's) DELEGATES

The MCCPTA Delegates attend monthly MCCPTA delegate meetings (typically held the fourth Tuesday evening of each month) and represent BTPTA's interests on pending issues. They attend the monthly PTA and Board of Directors meetings to report back to the membership and get feedback on upcoming county-wide issues. They alert the BT community of pressing county-wide issues via BTNET and/or through Burning Issues. This position is shared by two MCCPTA delegates.

THE PRINCIPAL

The Principal attends monthly PTA and Board of Directors meetings and provides information to the BT community regarding school-related issues and policies.

AT LARGE REPRESENTATIVES

The President appoints up to three at-large members to the Board of Directors. These representatives attend all Board of Directors and PTA meetings and often represent the Learning Center and/or international communities.

EX-OFFICIO MEMBERS

An ex-officio member is a past president of the PTA who is the parent or guardian of a student currently enrolled at Burning Tree ES.

TEACHER REPRESENTATIVES

There are two teacher representatives on the Board of Directors. One teacher represents grades K-2 and the other represents grades 3-5. One or both of these teacher representatives attend Board of Directors and PTA meetings to provide the BT community with information from the BTES teachers and staff. They also disseminate information to BTES teachers and staff from the BT community.