

PTA Leadership Positions Overview

Description of the Positions

5 elected positions;

1 nominated position by the leadership team;

1 faculty advisor position, worked out in partnership with the school.

Elected Positions

- President
 - Champion of the PTA mission for OSD
 - Run Large Group meetings
 - Be available to support all other leaders
- Treasurer
 - Champion of the PTA budget and finances
 - Talk about financial activity at every Large Group meeting
 - Be sure money is properly handled and that the end of year audit happens
- Secretary
 - Champion of PTA information and communication
 - Keep records of meetings and support all membership in being informed and current
 - Help the group stay focused through the information
- Vice President
 - Champion of the PTA mission for OSD
 - Assistant with President duties, act in President's place whenever necessary
 - Be first person for outward correspondence and publicity
- Activities Coordinator
 - Champion of party planning
 - Support all event planners in being successful leaders for their events
 - Creatively involve as many members and volunteers as possible

Nominated Position

- Spring Carnival Chairperson
 - Champion of the Spring Carnival
 - Oversee the year long planning of the Spring Carnival at OSD
 - Support the numerous committee members in organizing

School Partnership

- Faculty Advisor
 - Champion of PTA – School partnership
 - Decision maker in the school
 - Serves with the nomination committee for elections and the Treasurer for the annual audit