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INTERESTED IN SERVING ON THE PTSA EXECUTIVE BOARD?

COMPLETE
YOUR INTEREST
FORM TODAY!

We are currently gathering interest forms for the following positions:

- President*
- Treasurer*
- Secretary*
- VP of Communications*
- VP of Events*
- VP of Fundraising*
- Membership Coordinator
- Outreach Coordinator
- Parent Liaison Coordinator
- Parliamentarian
- Partners in Education ("PIE") Coordinator

*These positions serve on the Executive Committee and must be voted upon at a General PTSA Meeting, to be held in May. Additional positions will be appointed by the Executive Committee once in office based on interest forms.

If you are interested in applying to serve in one of these roles, please fill out the interest form at the link below or visit audubonparkschoolptsa.org.

To be considered for an officer position, one must be a current member of the APS PTSA.

Please complete the interest form by **April 5, 2024**.

Contact audubonparkschoolptsa@gmail.com with any questions.

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President

Represents the members of APS PTSA in all aspects of support needed. Presides over monthly executive board meetings and general meetings. Should have prior experience of participating on a PTSA executive board. Works with executive board to develop annual budget, schedule events, and fill PTSA committee positions. Coordinates the work of officers and committees. Responsible for paying bills and submitting monthly financial paperwork to treasurer. ***PTSA EXECUTIVE COMMITTEE POSITION – MUST BE VOTED IN. MUST ATTEND ALL EXECUTIVE BOARD MEETINGS.

Treasurer

Ensures fiscal responsibility of the PTSA by developing a budget, implementing processes and procedures for gathering funds and paying bills, and utilizes software to input funds, track expenditures, and update budget as needed. Works with the PTSA Executive Board to develop budget. Presents budget at the general PTSA meetings. Requests vote of approval. Works with Fundraising Chairperson to ensure proper collection and accounting of funds and event/project expenditures. Appropriates money to proper budget lines when event is complete. Reviews invoices and reimbursement requests submitted by president. Updates checking account and budget information based on monthly account activity. Balances checkbook monthly. Responsible for annual audit. Works with chairs of events in which money is involved.

*** PTSA EXECUTIVE COMMITTEE POSITION – MUST BE VOTED IN. MUST ATTEND ALL EXECUTIVE BOARD MEETINGS.

Secretary

Recording duties include: takes minutes at every PTSA meeting and provides them to the board within one month following the meeting. Provides minutes from General Board meetings to be posted on PTSA website. The Corresponding duties include: Coordinates any communication, flowers, condolences, congratulations sent to families or faculty on behalf of PTSA as needed. Writes thank you notes to partners, sponsors & volunteers as needed. *** PTSA EXECUTIVE COMMITTEE POSITION – MUST BE VOTED IN. MUST ATTEND ALL EXECUTIVE BOARD MEETINGS.

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PTSA

Parliamentarian

Appointed by President with the approval of the Executive Board. Ensures that bylaws and standing rules are followed by the officers and members at all General and board meetings. Assist in following Roberts rules as needed. Collects written statements from members who may not want to speak at meeting. Reads these statements during the appropriate meeting discussion. Reviews and studies bylaws and standing rules annually and as needed. Submits revised bylaws to FL PTA when applicable. ***PTSA EXECUTIVE BOARD POSITION – MUST ATTEND ALL EXECUTIVE BOARD MEETINGS.

Partners in Education (“PIE”) Coordinator

Assists the school administration with PIE relations as needed to build relationships, schedule Spirit Nights and recruit community support for events & school needs. ***PTSA EXECUTIVE BOARD POSITION – MUST ATTEND ALL EXECUTIVE BOARD MEETINGS. PIE Coordinator Oversees: **PIE Committee, Spirit Store Coordinator and Committee** – Work with school administrators to determine which merchandise should be sold (creativity welcomed) and work with vendor to create a variety of branded items. Oversee display and sale of all merchandise. Coordinate with VP of Events for opportunities for the store set up at select events.

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PTSA

Vice President, Fundraising

Coordinates and advises all fundraising event chairs and committees. Works closely with administrators to determine and execute fundraising plans and spending initiatives. Oversees Fundraising Committee – To help in planning and logistics for all fundraising events to include but not limited to the Gifts from the Heart auction, Holiday Shoppe, Falcon 5K. *** PTSA EXECUTIVE COMMITTEE POSITION – MUST BE VOTED IN. MUST ATTEND ALL EXECUTIVE BOARD MEETINGS.

Membership Coordinator

Recruits annual membership through various means including email, school & PTSA website, and PTSA Facebook site. Sets up and is available to attend PTSA events to fulfill membership obligations. Keep records of members and issue membership IDs. Ensures annual dues are paid to OCCPTA and FL State PTA. Oversees welcome initiatives and appreciation events. Assists in planning the end of year appreciation events for volunteers, partners in education and donors. *** PTSA EXECUTIVE BOARD POSITION – MUST ATTEND ALL EXECUTIVE BOARD MEETINGS. VP Membership Oversees: **Membership Welcoming Committee** – Assists the VP Membership in membership drive, welcome initiatives & appreciation events.

Outreach Coordinator

Advises and leads the community service committee & chairs to organize and promote community service events. Works with the PIE Coordinators to support efforts and relationships with community partners. *** PTSA EXECUTIVE BOARD POSITION – MUST ATTEND ALL EXECUTIVE BOARD MEETINGS. VP of Outreach Oversees: **Audubon Serves Committee & Chairs** – Organize, promote & execute all service drives based on the determined needs of the school.

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Parent Liaison Coordinator

Appoints, organizes, and coordinates grade-level classroom representatives. Must be well organized and have good communication skills. Communicates with Grade Representatives and Room Parents regarding their responsibilities as volunteers & provides each with a template for a class roster. Shares information about upcoming school events and how to implement/support the event. Helps organize grade level sponsored food for monthly staff meetings as needed. Distributes "Favorites/All About Me" forms to all staff and organizes copies in the office to view in a notebook. Explains the PTA money collection procedures & other policies. *** PTSA EXECUTIVE BOARD POSITION – MUST ATTEND ALL EXECUTIVE BOARD MEETINGS.

Parent Liaison Coordinator Oversees: Grade Representatives – (K-8th grade including ESE) Appoint, organize, and ensure that each class in the grade he/she represents has a classroom Room Parent (elementary) to assist the teacher in planning parties and activities. Oversees room parent activities and works with the Parent Liaison Chairperson to ensure information is communicated from the PTSA board to the parents in a streamlined and effective manner. Oversees grade level events if applicable. Coordinates a snack for one monthly staff meeting & coordinates grade level staff appreciation efforts. **Room parents** – Work with grade representative to communicate PTSA news to classroom families. Assist teachers with classroom activities as needed.

Fifth Grade Party Coordinator & Committee – Works with the fifth-grade parent representative to plan, organize, recruit volunteers, and execute the fifth-grade year end party. May also include various 5th grade fundraisers and activities to be held throughout the year. Works with PTSA & administrators to ensure needed funds to cover the cost of the party. May work with Partners in Education (PIE) coordinators to facilitate cooperation with PIEs. **Eighth Grade Party Coordinator & Committee** – Works with the eighth-grade parent representative to plan, organize, recruit volunteers, and execute the eighth-grade year end party. May also include various 8th grade fundraisers and activities to be held throughout the year. Works with PTSA & administrators to ensure needed funds to cover the cost of the party. May work with Partners in Education (PIE) coordinators to facilitate cooperation with PIEs. **Media Center Liaison** – Assists the media specialist in finding volunteers for media center events (ie. Battle of the books, book fair, etc.) and restocking books. **Athletic Liaison** – Assists the athletic coaches in all athletic needs that arise including Field Day, Game ticket sales, possible pep rallies & half-time events.

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Vice President, Communications

Facilitates internal and external communications via PTSA website, email blast and social networks to promote awareness of PTSA events, activities, fundraisers and drives. Designs flyers and maintains website. Creates monthly PTSA member e-newsletter. Works with school administrators to schedule Orange Connect phone messages, emails newsletter information. Oversees online ticket ordering for events, and works with Treasurer to maintain member payment accounts. Work with Partners in Education (PIE) coordinators and VP Fundraising to recognize PIEs and sponsors as needed. *** PTSA EXECUTIVE COMMITTEE POSITION – MUST BE VOTED IN. MUST ATTEND ALL EXECUTIVE BOARD MEETINGS. VP of Communication Oversees:

Communications Team – To include webpage advisory, monthly newsletter developer, graphic designers & photographers as needed.

Vice President, Events

Oversees the community events committee and chairperson for all family nights, Staff Appreciation, etc. to develop and implement events that support our school community and encourage parent and family involvement within the community. Must be available to participate and manage these events unless otherwise delegated. Works with Partners in Education (PIE) coordinators to facilitate cooperation with PIEs. *** PTSA EXECUTIVE COMMITTEE POSITION – MUST ATTEND ALL EXECUTIVE BOARD MEETINGS. VP of Community Events Oversees: **Community Events Committee** – Work with VP Events to help plan and coordinate family centered events. Help promote and support APS community involvement. **Staff Appreciation Coordinator and Committee** – Organize and plan a week of events in the spring to recognize school staff. To include providing meals, gifts, parties, etc. Coordinate volunteers for the week and any other related efforts throughout the year. Work with **Partners in Education (PIE) Coordinators** and local businesses for donations. Must be available on campus the week of Staff Appreciation. **Cultural Arts Chair and Committee** – Plan & coordinate events and initiatives related to the arts including dance, music, theatre, visual arts, film/video, and photography. Works together with school staff to develop and implement events and initiatives related to the arts.

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