

Assemblies

Responsibilities

- Be an active paid in full member of the Chesak/ Martin PTA for the current school year.
- Sign and submit Code of Ethics documentation.
- Attend General Membership Meetings.
- Meet regularly with the principals at both Chesak and Martin to discuss topic needs for assemblies within the school. Work directly with school staff to coordinate assembly programs for each school.
- Ensure vendors are reimbursed in a timely manner.
- Follow up on any problems, resolve issues in a timely manner
- Book and manage the events
- Provide Assembly information to the Newsletter and Website.
- Ensure all PTA programs are being done in accordance with PTA Mission Statement and within PTA guidelines.
- Turn over any pertinent items, papers, records, etc. to your successor within 30 days of election.

Beautification

Responsibilities

- Be an active paid in full member of the Chesak/ Martin PTA for the current school year.
- Sign and submit Code of Ethics documentation.
- Attend General Membership Meetings.
- Work directly with school staff to coordinate Go Green initiatives for each school.
- Make Chesak and Martin a nice place to be!
- Organize, implement and execute beautification projects as needed (for example, clean-up, maintenance, improvement, plant trees, clean up flowerbeds next to classrooms, organize recycling efforts)
- Distribute flowers to the front office staffs before Winter Break.
- Educate students, staff, and families on healthy habits regarding the school's indoor environment as well as its surrounding grounds
- Assist Executive Board with application for National PTA “Go Green” Award
- Provide Beautification information to the Newsletter and Website.
- Ensure all PTA programs are being done in accordance with PTA Mission Statement and within PTA guidelines.
- Turn over any pertinent items, papers, records, etc. to your successor within 30 days of election.

Dad's Club

Responsibilities

- Be an active paid in full member of the Chesak/ Martin PTA for the current school year.
- Sign and submit Code of Ethics documentation.
- Attend General Membership Meetings.
- Promote involvement in Chesak and Martin Elementary schools by Dads, Grandfathers, Uncles, or any male who plays a role in the raising of a CM student.
- Encourages the enrichment of their kid's lives though on and off school campus gatherings and activities, such as local pizza night fundraisers, Donuts with Dad Family Event, etc.
- Submit Building Usage forms to each school when necessary.
- Submit Dads Club articles and photos to the PTA website and/ or newsletter each month.
- Ensure all PTA programs are being done in accordance with PTA Mission Statement and within PTA guidelines.
- Turn over any pertinent items, papers, records, etc. to your successor within 30 days of election.

Family Events

Responsibilities

- Be an active paid in full member of the Chesak/ Martin PTA for the current school year.
- Sign and submit Code of Ethics documentation.
- Attend General Membership Meetings.
- Organize, coordinate & execute low cost or free monthly events for our families.
- Evaluate impact and write summary after each event.
- Ensure all vendors paid within 30 days of the event.
- Ensure contracts signed and copy sent to VP 30 days prior to event.
- Coordinate volunteers and publicity with respective chairs.
- Submit Building Usage forms to each school when necessary.
- Submit Family Event articles to the PTA website and/ or newsletter each month.
- Ensure all PTA programs are being done in accordance with PTA Mission Statement and within PTA guidelines.
- Turn over any pertinent items, papers, records, etc. to your successor within 30 days of election.

Health & Safety

Responsibilities

- Be an active paid in full member of the Chesak/ Martin PTA for the current school year.
- Sign and submit Code of Ethics documentation.
- Attend General Membership Meetings.
- Work closely with school nurses, D158 Health Coordinators, local PD and FD reps to share information concerning the health, wellness and safety of our children
- Submit Building Usage forms to each school when necessary.
- Publish a monthly Health & Safety newsletter.
- Ensure all PTA programs are being done in accordance with PTA Mission Statement and within PTA guidelines.
- Turn over any pertinent items, papers, records, etc. to your successor within 30 days of election.

Membership

Responsibilities

- Be an active paid in full member of the Chesak/ Martin PTA for the current school year.
- Sign and submit Code of Ethics documentation.
- Attend General Membership Meetings.
- Responsible for promoting membership in the CM PTA.
- Build an informed and active membership that supports the local, state and national PTA Mission and Objectives
- Develop and execute a Staff Membership Drive each fall.
- Develop a growth plan with retention strategies as well as an activity calendar and budget representative of program activities and goals
- Develop a Kindergarten membership drive to begin in April
- Spearhead programs to enroll families and staff in the PTA
- Participate in Kindergarten welcoming activities and school open houses
- Submit updated membership list to VP by the 1st of each month.
- Distributes membership cards to all members in a timely manner.
- Be sure that Treasurer submits membership dues every month beginning Oct 1st
- Send out thank you emails each year to all paid members, reminding them to renew their membership for the following school year
- Submit Building Usage forms to each school when necessary.
- Submit Membership articles to the PTA website and/ or newsletter each month.
- Ensure all PTA programs are being done in accordance with PTA Mission Statement and within PTA guidelines.
- Turn over any pertinent items, papers, records, etc. to your successor within 30 days of election.

President

Responsibilities

- Be an active paid in full member of the Chesak/ Martin PTA for the current school year.
- Sign and submit Code of Ethics documentation.
- Accountable to the IL PTA, Principals, and National PTA
- Act as final escalation process for PTA Officers.
- Schedule all Officer, General Membership, Principal Meetings
- Attend and preside over all Officer, General Membership & Principal Meetings
- Attend Committee Meetings (as needed)
- Manage all correspondence from Illinois and National PTA. Act as lead between CM PTA and the IL & National PTA
- Submit Presidents Letter for the Newsletter.
- Submit Presidents Letter for the Website.
- Ensure PTA funds are being handled by Treasurer in a timely manner. Review all checks presented for payment, and review monthly billing statement.
- Attend Chesak, Martin and D158 programs as a PTA representative.
- Sign PTA checks when needed.
- Ensure all PTA programs are being done in accordance with PTA Mission Statement and within PTA guidelines.
- Turn over any pertinent items, papers, records, etc. to your successor in a timely manner.

Publicity (PR, Bulletin Boards & Newsletter)

Responsibilities

- Be an active paid in full member of the Chesak/ Martin PTA for the current school year.
- Sign and submit Code of Ethics documentation.
- Attend General Membership Meetings.
- Publicize PTA sponsored events
- Review and update PTA publicity standards at the beginning of the year and communicate such to PTA Board and Chairs
- Ensure D158 has a signed copy of a release to allow Chesak and Martin students to appear in newsletters, flyers, website, etc. *It might be easiest to compile a list of those children not allowed in pictures.*
- Gather event information from Committee Chairs bi-monthly to create PTA newsletter. Ensure PTA newsletter is distributed bi-monthly throughout the year
- Makes contact with local newspapers with positive, newsworthy information regarding PTA happenings
- Updates bulletin boards in both Chesak and Martin with current information regarding PTA events and activities
- Coordinate email blasts and submit PR and Newsletter information to Website Chair as needed
- Assist Executive Board with application for National PTA Newsletter Award
- Ensure all PTA programs are being done in accordance with PTA Mission Statement and within PTA guidelines.
- Turn over any pertinent items, papers, records, etc. to your successor within 30 days of election.

Reflections

Responsibilities

- Be an active paid in full member of the Chesak/ Martin PTA for the current school year.
- Sign and submit Code of Ethics documentation.
- Attend General Membership Meetings.
- Provide opportunities for students to express themselves and to receive positive recognition for their artistic efforts through the IL PTA Reflections program.
- Attend training sessions pertaining to Reflections.
- Publicize the Reflections Theme within the school to encourage participation.
- Solicit unbiased judges.
- Coordinate all activities for Reflections, which includes collecting entries and checking proper format with correct paperwork.
- Forward winners in each category for further judging at District and State levels consistent with Reflections Rules.
- Send home all forms in a timely manner.
- Work with the Art & Music Departments to establish a timeline, set budget, recruit help (including judges), encourage participation, complete Local Unit Participation Forms, organize and send entries, showcase non-advancing entries, plan awards ceremony, send thank you notes
- Attend Illinois Reflections ceremony (if needed)
- Work with PR to ensure all participants are recognized in the PTA Newsletter
- Provide Reflections program information to the Newsletter and Website.
- Ensure all PTA programs are being done in accordance with PTA Mission Statement and within PTA guidelines.
- Turn over any pertinent items, papers, records, etc. to your successor within 30 days of election.

Secretary

Responsibilities

- Be an active paid in full member of the Chesak/ Martin PTA for the current school year.
- Sign and submit Code of Ethics documentation.
- Act as scribe for all PTA meetings.
- Submit General Membership meeting minutes to website by the 20th of each month.
- Ensure General Membership meeting agenda is printed 24 hours prior to the General Membership meeting.
- Submit Building Usage forms to each school when necessary
- Maintain the PTA email account, respond to all inquires, forward all emails messages to appropriate officers and chairs as needed.
- Maintain PTA calendar. This will include information that pertains to community events, other organization events, and important dates.
- Attend all Officer and General Membership Meetings.
- Attend Principal & Committee Meetings (as needed)
- Retain all correspondence from Illinois and National PTA.
- Publish PTA and school legislation topics to the website and newsletter when necessary.
- Ensure IL PTA Legislation is reported and communicated as needed. Arrange for Candidates Forums when requested.
- Update PTA Officer and Committee documentation regularly, email updates as needed.
- Act as backup for all email blast information on Constant Contact.
- Sign PTA checks when needed.
- Ensure all PTA programs are being done in accordance with PTA Mission Statement and within PTA guidelines.
- Help prepare end of the year PTA volunteer recognition event.
- Turn over any pertinent items, papers, records, etc. to your successor in a timely manner.

Spiritwear

Responsibilities

- Be an active paid in full member of the Chesak/ Martin PTA for the current school year.
- Sign and submit Code of Ethics documentation.
- Attend General Membership Meetings.
- Plan and bid out vendors/events for the upcoming school year
- Select spirit wear items to be sold to staff and students for the school year.
- Collect order forms and money to be turned over to the vendor
- Coordinate the distribution of the items when delivered
- Set up a display and be available to take orders and answer questions at Kindergarten open house activities as well as all school open house events.
- Resolve any issues between the vendor and consumer.
- Submit Building Usage forms to each school when necessary.
- Submit Spiritwear topics to the website and newsletter when necessary.
- Ensure all PTA programs are being done in accordance with PTA Mission Statement and within PTA guidelines.
- Turn over any pertinent items, papers, records, etc. to your successor within 30 days of election.

Staff Appreciation

Responsibilities

- Be an active paid in full member of the Chesak/ Martin PTA for the current school year.
- Sign and submit Code of Ethics documentation.
- Attend General Membership Meetings.
- Develop events during the school year to honor the dedicated teachers who lend their passion and skills to educating our children, and the staff that support the school efforts.
- Work with Membership to execute a Staff Membership Drive each fall.
- Organize and execute special activities for the school staff several times throughout the year (i.e. Back to School Breakfast, Parent Teacher Conference Dinners, Holiday Gift Wrapping).
- Organize and execute Staff Appreciation Week the first week of May
- Submit Building Usage forms to each school when necessary.
- Submit Staff Appreciation articles and photos to the PTA website and/ or newsletter each month.
- Ensure all PTA programs are being done in accordance with PTA Mission Statement and within PTA guidelines.
- Turn over any pertinent items, papers, records, etc. to your successor within 30 days of election.

Staff Liaison

(Chesak & Martin- 1 each/minimum)

Responsibilities

- Be an active paid in full member of the Chesak/ Martin PTA for the current school year.
- Sign and submit Code of Ethics documentation.
- Attend General Membership Meetings.
- Attend Principal Meetings (as needed)
- Enhance faculty participation in the PTA.
- Report on PTA programs, events and issues to the school staff.
- Act as a communication point between the PTA and the school faculty. be a part of the discussions and act as the voice of the faculty to the PTA and the voice of the PTA to the faculty
- Serves as a positive conduit between PTA and the school staff to address the needs of the school staff at PTA meetings, and to act as a PTA representative at staff meetings.
- Funnel staff supplemental fundraiser requests to Ways & Means Committee when needed.
- Work to increase staff PTA membership each school year.
- Escalate staff concerns to the PTA Officers in a timely manner.
- Submit staff articles to the PTA website and/ or newsletter.
- Volunteer at PTA activities throughout the school year. Encourage staff peers to volunteer as well.
- Ensure all PTA programs are being done in accordance with PTA Mission Statement and within PTA guidelines.
- Turn over any pertinent items, papers, records, etc. to your successor within 30 days of election.

Treasurer

Responsibilities

- Be an active paid in full member of the Chesak/ Martin PTA for the current school year.
- Sign and submit Code of Ethics documentation.
- Attend Officer and General Membership Meetings.
- Attend Principal & Committee Meetings (as needed).
- Retain all financial correspondence from Illinois and National PTA.
- Manage all correspondence with IL Secretary of State
- Ensure 501C Tax Exempt status updated annually.
- Ensure liability insurance has been obtained and paid in full for the school year.
- Handle funds for Chesak/ Martin PTA; includes organizing invoices, paying bills, making deposits and reimbursing approved funds to PTA members.
- Present all monthly fund requests over \$500 to the Officers and PTA Board 24 hours prior to execution for discussion and a possible vote.
- Partner with Ways & Means Committee to ensure funding for programs and budget lines items.
- Prepare audit documentation for Internal Audit and external Auditor.
- Ensure audit is completed and signed off prior to June 30th.
- Ensure all PTA programs are being done in accordance with PTA Mission Statement and within PTA guidelines.
- Turn over any pertinent items, papers, records, etc. to your successor within 30 days of election.
- Provide all documentation to Auditor in a timely manner.
- Ensure audit is done within 30 days of audit documentation being provided.
- Review audit results and communicate to Officers within 30 days of the audit being completed.

Variety Show

Responsibilities

- Be an active paid in full member of the Chesak/ Martin PTA for the current school year.
- Sign and submit Code of Ethics documentation.
- Attend General Membership Meetings.
- Provide opportunities for students and staff to express themselves in a PTA sponsored Talent Show.
- Plan, implement and execute all the show and all auditions and events leading up to the final show.
- Work to reserve proper space for rehearsals and show.
- Find and communicate with necessary volunteers.
- Send home appropriate forms in a timely manner.
- Closely monitor expenses and stay within your designated budget.
- Publicize the Variety Show within the school to encourage participation.
- Send thank you notes to all participants
- Work with PR to ensure all participants are recognized in the PTA Newsletter
- Provide Variety Show program information to the Newsletter and Website.
- Ensure all PTA programs are being done in accordance with PTA Mission Statement and within PTA guidelines.
- Turn over any pertinent items, papers, records, etc. to your successor within 30 days of election.

Volunteer Coordinator

Responsibilities

- Be an active paid in full member of the Chesak/ Martin PTA for the current school year.
- Sign and submit Code of Ethics documentation.
- Attend General Membership Meetings.
- Maintains database of volunteers.
- Communicate with each committee chair as there events come up and to recruit volunteers to assist with these events
- Coordinate volunteer recruitment during Membership drives and Open Houses
- Work with the D158 Volunteer Coordinator and Service Clubs when needed.
- Ensure Open House activities are planned and executed.
- Organize and execute a Volunteer Appreciation Event at the May GM meeting to recognize all outstanding volunteers and award all those that have served in the PTA to any capacity
- Submit Building Usage forms to each school when necessary.
- Submit Volunteer Recognition articles and photos to the PTA website and/ or newsletter each month.
- Volunteer at 25% of PTA activities throughout the school year.
- Ensure all PTA programs are being done in accordance with PTA Mission Statement and within PTA guidelines.
- Turn over any pertinent items, papers, records, etc. to your successor within 30 days of election.

Vice President- Communication

Committees

Wrap Paks, Health & Safety, Publicity, Website, Volunteer Coordinator

Responsibilities

- Be an active paid in full member of the Chesak/ Martin PTA for the current school year.
- Sign and submit Code of Ethics documentation.
- Attend all Officer and General Membership Meetings.
- Attend Principal & Committee Meetings (as needed)
- Oversee committees as needed. Provide leadership to committees.
- Escalate unresolved issues to President as needed.
- Ensure all PTA programs are being done in accordance with PTA Mission Statement and within PTA guidelines.
- Turn over any pertinent items, papers, records, etc. to your successor within 30 days of election.

Vice President- Outreach

Committees

Spiritwear, Dad's Club, Membership, Staff Appreciation, Ways & Means

Responsibilities

- Be an active paid in full member of the Chesak/ Martin PTA for the current school year.
- Sign and submit Code of Ethics documentation.
- Attend all Officer and General Membership Meetings.
- Attend Principal & Committee Meetings (as needed)
- Oversee committees as needed. Provide leadership to committees.
- Escalate unresolved issues to President as needed
- Ensure all PTA programs are being done in accordance with PTA Mission Statement and within PTA guidelines.
- Turn over any pertinent items, papers, records, etc. to your successor within 30 days of election.

Vice President- Programs & Services

Committees

Assemblies, Beautification, Family Events, Reflections, Variety Show

Responsibilities

- Be an active paid in full member of the Chesak/ Martin PTA for the current school year.
- Sign and submit Code of Ethics documentation.
- Attend all Officer and General Membership Meetings.
- Attend Principal & Committee Meetings (as needed)
- Oversee committees as needed. Provide leadership to committees.
- Escalate unresolved issues to President as needed
- Ensure all PTA programs are being done in accordance with PTA Mission Statement and within PTA guidelines.
- Turn over any pertinent items, papers, records, etc. to your successor within 30 days of election.

Ways & Means

Responsibilities

- Be an active paid in full member of the Chesak/ Martin PTA for the current school year.
- Sign and submit Code of Ethics documentation.
- Attend General Membership Meetings.
- Research, implement and execute annual fundraising programs to support programs and efforts for the CM PTA as well as for each school.
- Partner with the school administrators, faculty and staff to support them with resources to budget for items or programs outside what is provided under District 158.
- Work closely with the Staff Liaisons to coordinate additional fundraising efforts for staff budget items outside of annual PTA funding.
- Coordinate a Direct Donation programs to allow families and staff to make directed donations to the CM PTA.
- Ensure fundraising vendors are paid in full in a timely manner.
- Submit Building Usage forms to each school when necessary.
- Submit Ways & Means articles and photos to the PTA website and/ or newsletter each month.
- Ensure all PTA programs are being done in accordance with PTA Mission Statement and within PTA guidelines.
- Turn over any pertinent items, papers, records, etc. to your successor within 30 days of election.

Website

Responsibilities

- Be an active paid in full member of the Chesak/ Martin PTA for the current school year.
- Sign and submit Code of Ethics documentation.
- Attend General Membership Meetings.
- Coordinate all communication for Constant Contact, Twitter, Facebook, and other social media pipelines.
- Publicize PTA sponsored events on the PTA website
- Ensure D158 has a signed copy of a release to allow Chesak and Martin students to appear in newsletters, flyers, website, etc. *It might be easiest to compile a list of those children not allowed in pictures.*
- Maintain CM PTA web presence by updating web information and beautifying the site
- Archive out dated information
- Keep records of programs and events at Chesak and Martin
- Incorporate event photos to display on PTA website
- Assist Executive Board with application for National PTA Website Award
- Ensure all PTA programs are being done in accordance with PTA Mission Statement and within PTA guidelines.
- Turn over any pertinent items, papers, records, etc. to your successor within 30 days of election.

Wrap Paks

Responsibilities

- Be an active paid in full member of the Chesak/ Martin PTA for the current school year.
- Sign and submit Code of Ethics documentation.
- Attend General Membership Meetings.
- Coordinate and attend all RFP sessions.
- Review and select vendor to supply Wrap Paks in the fall. RFP process must be done by Jan 31st and vendor announced at Feb GM Meeting.
- Work closely with the school administrators and staff to select appropriate school supplies to be included in the Wrap Paks.
- Send home appropriate forms in a timely manner.
- Work to publicize the Wrap Paks to incoming Kindergarten students in the spring and summer months.
- Closely monitor expenses and stay within your designated budget.
- Work with PR to ensure Wrap Paks are publicized in the PTA Newsletter
- Plan and execute distribution of Wrap Paks prior to open house, and coordinate the sale of remaining Wrap Paks during open house.
- Coordinate the distribution of Wrap Pak donations to the school social workers for families in need.
- Resolve any issues with the vendor, parent, or school staff in a timely manner.
- Provide Wrap Pak program information to the Newsletter and Website.
- Ensure all PTA programs are being done in accordance with PTA Mission Statement and within PTA guidelines.
- Turn over any pertinent items, papers, records, etc. to your successor within 30 days of election.