

SAN JOSE UNIFIED COUNCIL OF PTAs

Board Positions

President

Attend State and/or 6th District trainings for Presidents. Phone unit counterparts to introduce yourself and offer assistance. Working with Board, set calendar and meeting places goals, and programs for the year. Preside over Board Meetings, four/five General Meetings and the Annual Luncheon. Meet with SJU Superintendent monthly/quarterly to discuss issues and plans. Attend 6th District Board meetings (usually once a month). Encourage leadership training! Write year end report in procedure book.

EVP:

Assist the President with his/her duties, filling in as needed when the President cannot be present. Work with the Convention and Legislative chairs to facilitate participation for units at the CA State sponsored events.

1stVP: Membership

Attend State or 6th District training for Membership. Phone unit counterparts to introduce yourself and offer assistance. If you wish, introduce membership theme (use State theme or one for Council). Keep tally of Council unit membership numbers and report at meetings. Give suggestions, promote membership, distribute cards and remind units of due dates and Incentives.. Write year end report in procedure book.

2nd VP: Communications

Attend State or 6th District training. Phone unit counterparts to introduce yourself and offer assistance. Discuss goals with Directory, Web Site chairs and assist when needed to ensure deadlines are met. Work with President and Board to consider how various forms of communication can be improved (i.e. between Council and Units or within Units). Write year end report in procedure book.

Directory - chair

Collect unit board lists to send on to 6th District. Do layout for the Council directory, take to print shop, and distribute at first Council meeting in September. Write year end report in procedure book.

Web Site - chair

Attend State or 6th District training to gain general PTA knowledge. Act as webmaster for the Council's website. Working with the Council board, up-loading articles, forms, and other updates as necessary. Assist units as needed. Write year end report in procedure book.

Convention - chair

Attend State or 6th District training for Convention and/or general PTA information. Encourage state convention attendance via newsletter articles, council meeting reports and other activities. Assist when members have questions regarding convention. Write year-end report in procedure book.

3rd VP: Education/Parent Education

Attend State or 6th District training for Parent Education, Education or general PTA information. Phone unit counterparts to introduce yourself and offer assistance. Work with the president to plan e-mails, newsletter articles and programs to give information and assist the unit boards in planning their Education/Parent Education offerings to their members. Write year end report in procedure book.

Health, Safety, Emergency Preparedness – chair

Attend State or 6th District training. Attend SJUSD Health & Safety Committee meetings as Council representative and report back to Council. Work with units to improve health and safety issues at their schools. Address Emergency Preparedness issues. Assist units as needed. Write year end report in procedure book.

SJUSD Coordinated Health Council Representative

Attend State or 6th District training. Attend SJUSD Health & Safety Committee meetings as Council representative and report back to Council. Write year end report in procedure book or submit to president.

Legislation – chair

Attend State or 6th District training. Receive legislative information from National, State, and Sixth District PTAs and report to Council. Encourage unit and council activities to support legislative activities in support of children, families, and schools. Write year end report in procedure book.

Secretary

Attend State or 6th District training for Secretaries. Attend all Council Board and General meetings and produce meeting minutes. Phone unit counterparts to introduce yourself and offer assistance. Train and assist unit Secretaries as necessary. Contact newly elected board members after annual elections. Help with Council correspondence as necessary. Write year end report in procedure book.

Treasurer

Attend State and/or 6th District training for Treasurers. Phone unit counterparts to introduce yourself and offer assistance. Promptly bank all money received, send membership and insurance money on to 6th District Treasurer, prepare and present statement of accounts at the Board and General Council meetings. Deliver Treasurer's books and bank statements to the Council Auditor semi-annually. Produce year end reports in June/July. Assist unit Treasurers as necessary. Write year end report in procedure book.

Financial Secretary

Attend State or 6th District training for Treasurers/Financial Secretaries. Phone unit counterparts or Treasurers to introduce yourself and offer assistance. Remind units of report and monetary due dates. Collect and send on unit reports. Assist Council Treasurer as bylaws allow. Write year end report in procedure book.

Auditor

Attend State or 6th District training for Auditors. Phone unit counterparts to introduce yourself and offer assistance. Working with the Audit committee, review treasurer reports & bank statements monthly. Audit Council Treasurer's books semi annually and submit reports to the Board and General meetings as required in the bylaws. Assist units as needed. Write year end report in procedure book.

Historian

Attend State or 6th District training for Historians. Phone unit counterparts to introduce yourself and offer assistance. Submit Cryer articles to suggest various methods of collecting hours and telling membership why reporting hours is so important. Collect hours semi annually and send unit Historian reports and Council Historian report on to 6th District. Write year end report in procedure book.

Parliamentarian

Attend Parliamentarian training at either state or 6th District workshops. Phone unit counterparts to introduce yourself and offer assistance. Assist the President at meetings by keeping track of agenda timing, motions, notes, and order. Assist unit Parliamentarians as necessary. Make sure council and unit bylaws are up-to-date. Convene the first meeting of the Council Nominating Committee promptly after committee is elected. Write year end report in procedure book.

Luncheon – chair

Working with the Council President and committee within the allowed budget, the Luncheon Chair will secure site, choose menu, send out invitations, layout and print program, plan decorations, and handle other details as necessary for the annual luncheon in May. Write year end report in procedure book.

PLEASE NOTE:

Worksheets with timelines and suggested activities written by California State PTA are available for ALL of the above offices and chairs. Go to the Council's website at www.SJUCouncilPTA.org and click on "PTA Job Descriptions" under "Links".

Training and support are also available for officers and chairs through State, District and Council PTAs.

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