

Position	Job Description	School	Ongoing or Finite	Time Commitment	Home or School
President	In charge of Kentfield Schools PTA organization. Liaison to the KSD. Oversee Grant Committee and all other committees ex-officio. Responsible for reviewing all vendor agreements.	Both	Ongoing	1 PTA & 1 Board Meeting/month + other	Both
Vice President Communications	Assure consistency of PTA message to all parties in the district. Provide webmaster as needed with content and messages for kspta.org. Assist Administration and District as needed with any PTA messages in handbooks, orientation materials, etc. Supervise Facebook coordinator. Review monthly Bacich blast and Kent grade level email blasts. Provide (and draft when needed) email blasts to KSD communications coordinator, including lunch blasts.	Both	Ongoing	1 PTA & 1 Board Meeting/month + other	Both
Vice President Community & Events	Liaison to PTA Board for school-wide committees and programs. Head membership campaign with assistance from membership coordinators.	Both	Ongoing	1 PTA & 1 Board Meeting/month + other	Both
Vice President Lunch Program	Coordinates all aspects of lunch program with help of Fun Lunch and Lunch Bar Coordinators. Works with vendor(s) for lunch and other snacks. Ongoing evaluation and reporting regarding lunch revenues and expenses. Creates community information plan for website and email blasting.	Both	Ongoing	1 PTA & 1 Board Meeting/month + other	Both
Vice President Bacich	Liaison to PTA Board for all Bacich PTA coordinators. Prepare materials for back to school night volunteer signups (information about positions and sign up sheets). Provide information to all classrooms and lead room parents regarding volunteer signup and coordination. Participate on Grant Committee. Keep Bacich community involved and up to date on PTA activities, including monthly email blast and emails to LRP with information they can forward.	Both	Ongoing	1 PTA & 1 Board Meeting/month + other	Both

Vice President Kent	Liaison to PTA Board for all Kent PTA Coordinators. Prepare Kent volunteer form for website and back to school email blast and provide names of volunteers to coordinators. Recruit additional volunteers throughout the school year as needed. Participate on Grant Committee. Keep Kent community involved and up to date on PTA Activities. Review monthly Grade Level Communicator/Coordinator email blasts.	Both	Ongoing	1 PTA & 1 Board Meeting/month + other	Both
Treasurer	Chair Annual Budget Committee and organize process. Pay all incoming bills from vendors. Pay all incoming stipend reimbursement requests from staff. Bookkeeping for all PTA Accounts in QuickBooks. Prepare monthly P&L and Balance Sheet statements and check disbursements for Executive Committee and membership review.	Both	Ongoing	1 PTA & 1 Board Meeting/month + other	Both
Financial Secretary	Works closely with Treasurer and Auditor on A/R and budgeting. Works with online Store Coordinator and Treasurer for on-line payment and e-commerce.	Both	Ongoing	1 PTA & 1 Board Meeting/month + other	Both
Historian	Assembles and preserves record of activities and achievements of KSPTA.	Both	Ongoing	1 PTA & 1 Board Meeting/month + other	Both
Member-at-Large	Advisor to Executive Board. Traditionally former president or other member with institutional knowledge.	Both	Ongoing	1 PTA & 1 Board Meeting/month + other	Both
Parliamentarian	Supervises conduct of meeting per Roberts Rules of Order. Serves on Nominating Committee or provides materials for nominating committee to ensure committee members are able to undertake committee task. Prepares amended bylaws as needed.	Both	Ongoing	1 PTA & 1 Board Meeting/month + other	Both
Accounts Receivable - Kent	Collect monies and verify deposits. Work with Treasurer and Financial Secretary as needed.	Kent	Ongoing	1-2 hours/week	
Accounts Receivable - Bacich	Collect monies and verify deposits. Work with Treasurer and Financial Secretary as needed.	Bacich	Ongoing	1-2 hours/week	
Announcement Board	Change message on announcement board once/week or every 10 days.	Bacich	Ongoing	ave. 30 mins/week	

<p>Art for Bears Coordinator</p>	<p>Collect names of AFB volunteers. Distribute welcome letter/email to AFB classroom coordinators and speak at AFB orientation meeting with Art Teacher. Disseminate info during the year to classroom coordinators</p>	<p>Bacich</p>	<p>Almost all work done at the beginning of the school year.</p>	<p>5-10 hours</p>	<p>Home except for AFB Orientation meeting</p>
<p>Art for Bears Supplies</p>	<p>Help art teacher to ensure she has needed materials. Infrequently, go to store to purchase supplies. Take inventory at beginning and end of year with art teacher. Make student nametags.</p>	<p>Bacich</p>	<p>Ongoing, but most of work done at beginning and end of the school year.</p>	<p>couple of hours for inventory and occasional ordering</p>	<p>School</p>
<p>Art for Bears Display</p>	<p>Display children's art from AFB in school office, art room, library, cabinets in quad, district office (approx. once per month). Attend AFB orientation to get volunteers. Help with mounting artwork, once per month.</p>	<p>Bacich</p>	<p>Ongoing</p>	<p>2 hours/session for display and 1-2 hours for mounting.</p>	<p>School</p>
<p>Auditor</p>	<p>Audits PTA financial records. Works closely with Treasurer and financial secretary.</p>	<p>Both</p>	<p>Ongoing</p>	<p>1 PTA & 1 Board Meeting/month + other</p>	<p>Mostly Home</p>
<p>Book Fair (2-3 Co-Chairs)</p>	<p>Set book fair date based on school calendar (and PE schedule) and vendor. Organize all aspects of fair with vendor, teachers and parents. Prepare publicity materials (flyers, paragraph for website and newsletters). Set up and break down fair. Coordinate with book seller. Be on-site for entire fair.</p>	<p>Both</p>	<p>Finite - Book fair is one week in the fall. Prep work is done before the event and minimal work after the event.</p>	<p>Some work at end of the school year to set a date and then some work done at the beginning of the year. Majority of work done for setup, breakdown, and during event.</p>	<p>Both</p>

<p>Craft Fair (2 Co-Chairs and committee)</p>	<p>Create a committee to lead volunteers. Organize event, including coordinating with vendors, administration, and parent volunteers. Advertise event.</p>	<p>Both</p>	<p>Some work at the end of the year to set a date and begin planning. Remainder of work done in the fall to attract and organize vendors and purchasers.</p>	<p>40+ Hours for chairs, including time for event.</p>	<p>Both</p>
<p>Fun Lunch Coordinator</p>	<p>Site liaison for lunch vendor. Place orders for snacks. Copy and deliver ordering flyers for Friday folders and create list of snack orders from data provided by Store Coordinator and paper orders. Work with PTA accounts payable and receivable on an ongoing basis to ensure payment to vendor. Ensure volunteers are aware of procedures for serving lunch and operation of other lunch service equipment.</p>	<p>Bacich</p>	<p>Ongoing</p>	<p>Lunch periods during first few weeks of school and then as needed each week during the school year.</p>	<p>Both</p>
<p>Fun Lunch Volunteer Coordinator</p>	<p>Coordinate Fun Lunch volunteer shifts. Communicate schedules to all volunteers. Ensure volunteers are aware of procedures for serving lunch and operation of lunch service equipment.</p>	<p>Bacich</p>	<p>Ongoing (in case scheduling issues arise), but most of the work done in late May and early August to schedule volunteers.</p>	<p>Lunch periods during the first few weeks of school and then as needed during the school year.</p>	<p>Both</p>
<p>Games Night Coordinator (for 5th & 6th Grades)</p>	<p>Organize and run Games night at Kent for 5th/6th Grades.</p>	<p>Kent</p>	<p>Finite - begin organizing 6 weeks before event (usually spring).</p>	<p>10-15 hours</p>	<p>Both</p>

Halloween Parade	Organize parade with school administration, Kentfield Fire Dept, CHP & Marin County Sheriff. Notify neighbors of event (with flyer). Deliver lunch or treats after parade to Fire Dept/Sheriff. Facilitate parade on Halloween (with walkie-talkies if needed). Send thank you note to authorities.	Bacich	Finite - begin organizing approx 3 weeks before event.	approx. 10 hours	Both
Hospitality/Kent	Organize volunteers to provide monthly "breakfast" snacks in teachers' lounge. Assist with Teacher Appreciation Week luncheon (with TAW Lunch Coordinator) and other TAW events (coordinating with Kent VP).	Kent	Ongoing	as needed	Both
Hospitality/Bacich	Organize volunteers to provide monthly breakfast in teachers' lounge. Assist with Teacher Appreciation Week luncheon (with TAW Lunch Coordinator) and other TAW events (coordinating with Bacich VP).	Bacich	Ongoing	as needed	Both
Kindergarten Parent Liaison	Work with Kindergarten grade level coordinator to address any particular Kindergarten issues with PTA Board. Act as a resource and answer questions for new Kindergarten families.	Bacich	Ongoing	as needed	Both
Membership (1 or 2 if Bacich and Kent Coordinators)	Coordinate annual membership drive for each school (parents and teachers). Maintain membership records and provide information regarding membership perks. Collect paper forms and membership payment and get membership information from Store Coordinator.	Both	Mostly in the fall, but provide member perk info throughout the year.	as needed	Both
New Family Coordinator - Bacich	Obtain list of new families from the office and send welcome letters throughout the school year. Organize New Family Social before the school year for Bacich families (grades 1-4) who are new to the District. Prepare new family information for social.	Bacich	Ongoing	approx. 10 hours for event and as needed during the school year	Both
New Family Coordinator - Kent	Organize orientation/information hour for parents who are new to the school district (grades 5-8). Event has usually been the Friday before school starts after 5th grade orientation program.	Kent	Finite	approx 5-10 hours to organize event	Mostly home.

<p>Parent Education Committee</p>	<p>Organize Parent Education events (4-5) during the school year. Prepare publicity, organize registration, and all other details of the event. Chair of Committee will be the liaison to the Parent Education Group (PEG) of Marin.</p>	<p>Both</p>	<p>Ongoing, beginning in Spring of the school year</p>	<p>10-20 hours vetting speakers and planning events. Time at events as well.</p>	<p>Both</p>
<p>Performing Arts (Bacich & Kent)</p>	<p>Coordinate 1-3 Assemblies at Bacich and 1-2 at Kent. Meet with principals to determine goals for assemblies (themes, types of performances, etc.). Identify performers and plan event (scheduling, facilities needs, payment as budgeted by PTA).</p>	<p>Both</p>	<p>Finite - planning and event dates.</p>	<p>approx 5-10 hours to organize and attend each event.</p>	<p>Both</p>
<p>Safe Routes to School</p>	<p>Work with local authorities (TAM, Sheriff, CHP, Supervisor) and neighborhood captain network to determine safety priorities for safe travel to/from school and advocate for changes as needed. Organize events at each school to encourage walking, biking, carpooling (green travel) to school. Provide information on KSD website and at school events about safe walking or riding routes to school.</p>	<p>Both</p>	<p>Ongoing</p>	<p>40 hours over the course of the school year plus occasional meetings</p>	<p>Both</p>
<p>Spirit Sales-Bacich</p>	<p>Market apparel at school events and in PTA communications. Oversee website sales. Liquidate old Spirit Sales inventory.</p>	<p>Bacich</p>	<p>Ongoing</p>	<p>approx 15-20 hours over the course of the school year.</p>	<p>Both</p>
<p>Spring Bling/Bloom</p>	<p>Create a committee to lead volunteers. Organize event, including coordinating with vendors, administration, and parent volunteers. Advertise event.</p>	<p>Both</p>	<p>Finite - sign up vendors in the late fall/early winter and work with committee in the spring to prep for event. Approx 40 hours for chairs.</p>	<p>Some work at the end of the year to set a date and begin planning. Remainder of work done in the late fall/early spring to attract vendors and then spring setup/publicity for event.</p>	<p>Both</p>

Store Coordinator	Administer on-line store including monitoring sales and transferring information to Treasurer and Lunch Coordinators (for snack orders) and Membership chairs (names of members).	Both	Ongoing	Approx 1-3 hour/week during snack signups and membership drive. Periodic checks (every two weeks) to transfer other funds or data.	Home
Student Activities Liaison (Kent)	Works with the Student Activities teacher/staff member at Kent.	Kent	Ongoing		
Yearbook (Bacich) - Position may be shared among several volunteers as long as one person takes the overall coordinator to ensure follow-through on assignments and deadlines.	Responsibilities on yearbook include: work with yearbook company to organize pages by class and decided on candid theme pages. Take candid photos of each class and put together collage pages. Prepare flyer and posters to advertise yearbook, accept and track orders and process payments not made on line. Take delivery of books and distribute.	Bacich	Ongoing	Depends upon how responsibilities are divided. Layout work is 40-60 hours over the course of the year.	Both - depends on position (layout and logistics mostly from home)
Webmaster	Work with the VP of Communications to be sure website is updated (weekly if possible).	Both	Ongoing	1-2 hours/week	Home