

## 2022-2023 AMMS Officer Duties

### **Co-Presidents- Wendy Englehardt & \_\_\_\_\_ :**

1. Preside at all meetings of this local PTA
2. Serve as an ex officio member of all committees except the nominating committee
3. Coordinate the work of the officers and committees of this local PTA in order that the purposes may be promoted
4. Appoint special committees, except the nominating committee
5. Have representatives at council, district and state functions
6. Pass on to the membership at each meeting news and information from state and national bulletins
7. Appoint a parliamentarian who shall serve at all Executive Committee, Board of Directors and general membership meetings
8. Be a signatory on all financial accounts of this PTA
9. Sign and execute all contracts, agreements or other obligations in the name of this PTA as authorized by the Board of Directors
10. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the Board of Directors or Executive Committee

### **Secretary- Jessica Stewart:**

1. Record the minutes of each general, Executive Committee and board meeting of this PTA
2. Read or distribute printed copies of the minutes of the previous meeting for approval;
3. Maintain an accurate membership list as provided by the membership chair or committee
4. Have a current copy of the bylaws
5. Have minutes from previous meetings for reference at each meeting
6. Determine the presence of a quorum prior to any business being conducted
7. Call the meeting to order in the absence of the president and vice-president(s), unless the bylaws specify otherwise, and preside until a temporary chair is elected
8. Immediately upon the election of new officers, send a list of their names, addresses and phone numbers to the state PTA office, district director and council president (if applicable)
9. Register their signature at the bank as an emergency signatory
10. Submit the names of the voting delegates and their alternates to the council PTA prior to the first council meeting, if local PTA is a member of a council PTA
11. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the Board of Directors or the Executive Committee

### **Treasurer-Soo Lee:**

1. Maintain a full account of the funds of this local PTA/PTSA
2. Make disbursements as authorized by the president, or Board of Directors of this local PTA in accordance with the budget adopted by this local PTA
3. Ensure deposits from fundraisers and other sources of income are made to the PTA bank account the next business day
4. Maintain a full and accurate account of the receipts and disbursements in the books belonging to this PTA
5. Be prepared to answer all questions promptly and to have records available at all meetings
6. Provide a written financial statement at each meeting of the general membership, Board of Directors and Executive Committee
7. Present an annual report of the financial condition of the association
8. Have the accounts examined annually at the end of the school year or upon the change of treasurer by an auditor or auditing committee of not fewer than three members

### **VP of Academic Enrichment- Zan Ouyang:**

1. Parent Education – Develop and implement support the school with parent education
2. Reflections – Assist with organization and coordination of Reflections program
3. Cultural Arts – Coordinate any arts related programs; Celebrate and promote teacher
4. PBIS - coordinate with Principal's Assistant for end of year awards
5. Coordinate and Promote Student Awareness Programs –
  - a. Red Ribbon Week - TBD
  - b. Character Education - coordinate with Communications VP for social media

### **VP of Finance-**

Will be responsible to support elected Chairs in said area, i.e. Chair of Memberships, Spiritwear, School Store, Business Sponsors and in lieu of a vacant Chair, the VP will be accountable for said area and the finances that come in through each said chair;

1. Membership – promote PTA membership, collect dues, report to state
2. Spiritwear – Develop design, contract printing, and coordinate selling of
3. School Store – Suzy Mas, coordinate staffing, inventorying and stocking of school store
4. Business sponsor- Recruit local businesses to support our PTA in sponsorship of the school

### **VP of Teacher Support-**

Will be responsible to support elected Chairs in said area, i.e. Chair of Hospitality, Cultural Night/STEM Night, Teacher Stipends and in lieu of a vacant Chair, the VP will be accountable for said area and the finances that come in through each said chair;

1. Hospitality – Coordinate teacher appreciation, Food for any meetings
2. Coordinate Teacher Stipend Requests with VP of Academic Enrichment and Teacher Support
3. Cultural /STEM Night – Work with lead teachers and VP of Student Support to implement

### **VP of Student Support-**

Will be responsible to support elected Chairs in said area, i.e. Chair of Career Day, SEP, 6th Grade Activities, 7th Grade activities, 8th Grade activities and in lieu of a vacant Chair, the VP will be accountable for said area and the finances that come in through each said chair;

1. Coordinate and Promote Career Day - Organize speakers, student sign-ups
2. Coordinate and Promote Student Enrichment Programs -
  - a. STEM - TBD
  - b. Field Day - coordinate with Jamie Perez (parent) and Jackie Larson (PE)
  - c. Scoliosis Screening - Fulton County Nurse (provide lunch for cluster nurses)
3. Student Activities – 6th grade (includes dances)
4. Student Activities – 7th grade (includes out of school activity)
5. Student Activities – 8th grade (includes out of school activity)

### **VP of Administrative Support-**

1. Media Center/Book Fair – Coordinate with the Principal's Assistant and media center in getting volunteers
2. VIPS – Coordinate volunteers/ report hours to the state
3. Volunteers Registration – Coordinate the beginning of the year volunteer sign-up
4. Grounds – Coordinate grounds beautification and maintenance as needed
5. Building – Coordinate building beautification as needed i.e.mural/artwork/boards, (holiday decorations)

### **VP of Communications- Elyse Robleto:**

1. Will work with each VP of the Board, to communicate announcements to all social media outlets
2. Publicity – PTA related news and events, maintain Facebook, Twitter , Instagram and all other social networks for the PTA and school
3. Manage Website, Sign Up Genius and the PTA Gmail
4. Respond to outside requests after coordinating with VP and Co-Presidents