

Dorothy Hamm Middle School PTSA
Master Job Descriptions 2022-23 (4.20.22)

President

- Serve on the PTSA Executive Board and must attend all PTSA meetings and PTSA Executive Board meetings.
- Preside at all PTSA meetings and PTSA Executive Board meetings, including communication of the agenda and materials as well as facilitating all meeting procedures, PTSA votes, and elections.
- Make sure that the PTSA completes items required to remain in good standing with Virginia PTA and National PTA.
- With the aid of the three VPs, coordinate the work of all PTSA committee chairs and committees and provide support as needed, to ensure the success of all activities and events throughout the school year.
- Act as the PTSA's representative to the larger APS community as needed.
- Manage the PTSA's relationship with the Principal and school staff.
- Serve as an ex-officio member of all committees of the PTSA except the nominating committee.

VP Programs (First VP)

- Serve on the PTSA Executive Board and strive to attend all PTSA meetings and PTSA Executive Board meetings.
- In designated order, perform the duties of the President in the absence or inability of the officer to act.
- Oversee and coordinate the work of all PTSA committee chairs and committees that focus on school and PTSA events, including but not limited to, fundraising, school pictures, Reflections, classroom grants, parent education events, science fair, special events, beautification, green/eco, teacher and staff appreciation events, and 8th grade promotion.
- Provide support to all PTSA committee chairs and committees as needed to ensure the success of all events and activities throughout the school year.

VP Community (Second VP)

- Serve on the PTSA Executive Board and strive to attend all PTSA meetings and PTSA Executive Board meetings.
- In designated order, perform the duties of the President in the absence or inability of the officer to act.
- Oversee and coordinate the work of all PTSA committee chairs and committees that focus on building community within the school and the surrounding neighborhood, including but not limited to, Community Outreach, Community and Connection, coffee chats, Welcome, Back to School events, and major school-wide social or commemorative events.
- Oversee and coordinate External Affairs Committee Chairs, including but not limited to, CCPTA Representative, APS Ambassador, ACI Representatives, and SEPTA Representatives.

- Provide support to all PTSA committee chairs and committees as needed to ensure the success of all events and activities throughout the school year.

VP Communications (Third VP)

- Serve on the PTSA Executive Board and strive to attend all PTSA meetings and PTSA Executive Board meetings.
- In designated order, perform the duties of the President in the absence or inability of the officer to act.
- Aid the President with PTSA correspondence and communication as necessary.
- Oversee PTSA Communications, including but not limited to, the PTSA weekly email newsletter, the PTSA's social media accounts, and the PTSA online directory.
- Edit and electronically distribute the weekly PTSA newsletter or delegate these duties to a Newsletter Chair.
- Coordinate with the DHMS Webmaster to post content on the school and PTSA website.
- Provide advice on media responses/management and any larger messaging projects.

Secretary

- Serve on the PTSA Executive Board and strive to attend all PTSA meetings and PTSA Executive Board meetings.
- If the Secretary cannot attend a meeting, the Secretary shall arrange for another PTSA member to record the minutes.
- Record the minutes of all PTSA meetings and Executive Board meetings.
- Circulate any minutes for review by the Executive Board and then make sure that minutes are posted on the PTSA website for review by the PTSA members.
- Keep the official copy of the PTSA bylaws in his/her/their files.
- Maintain a membership list as required by Virginia PTA.

Treasurer

- Serve on the PTSA Executive Board and strive to attend all PTSA meetings and PTSA Executive Board meetings.
- Maintain custody of all PTSA funds and finances.
- Make timely deposits of cash and checks paid to the PTSA. Collect any donations from the PTSA mailbox at the school on a regular basis.
- Keep a full and accurate account of receipts and expenditures as described in the PTSA bylaws. Make sure to include budget line item references on each check and in the check register.
- Make disbursements in accordance with the budget adopted by the general membership, including having checks signed by 2 officers and sending in a timely manner.
- Provide and present an updated financial statement at monthly PTSA meetings and at other times as requested by the Executive Board.
- Provide and present any proposed amendments to the budget during the school year, as determined by the Executive Board and/or the membership.
- Purchase insurance for the PTSA each summer before the current policy expires.

- In August/September of each year, send a copy of the PTSA budget to the appropriate staff members, committee chairs, the Principal, the Treasurer for the school, and the Executive Board, so that all will know how much they have to spend.
- Prepare and submit the PTSA Form 990 per IRS regulations and send a copy to the Virginia PTA.
- Submit the required PTSA membership dues to the Virginia PTA, in coordination with the President and the Membership Chair.
- Apply to Virginia PTA for a new 501(c)(3) determination letter each fall (letter expires each year on December 31).
- In March/April of each year, contact all chairs and staff members to get expenses for the year and request that all budget monies be spent and reimbursement requests be submitted no later than June 15.
- Create the annual PTSA budget with the PTSA President in April/May of each school year. Review the proposed PTSA budget with the Principal of the school.
- Prepare an annual financial report at the close of the fiscal year.
- Facilitate the annual audit of the PTSA financial records at the close of the fiscal year, as determined by the auditing procedures in the bylaws. Submit a copy of the annual audit to the Virginia PTA after it is approved by the membership.

Membership Chair

Manage PTSA membership, including reporting to PTSA Executive Board and Virginia PTA.

Responsibilities include:

- Update membership forms for the new school year:
 - Work with the vendor of the online E-Z form for any priority changes necessary (Rosey O'Neill).
 - Update paper membership form for the new school year.
- Help distribute the membership announcement and form, in coordination with the President.
- Collect paper forms/checks from DHMS PTSA mailbox. Enter form into online E-Z form and ensure payment is conveyed to the Treasurer if paid by check.
- Upload membership roster to Virginia PTA site - Memberhub, an online software program that is free to Virginia PTA local units.
- Coordinate with the Treasurer on the required PTSA membership dues to the Virginia PTA, in coordination with the President. Work with the Treasurer to reconcile active members.

Audit Committee

The purpose of the audit is to verify that PTSA funds are collected and spent as approved by the membership. Essential duty is to help assure members that your PTSA resources and funds are managed responsibly by determining the accuracy of a unit's financial record, checking that funds are handled in a business-like manner in line with PTA policies and procedures. This helps to assure members that your PTSA resources and funds are managed responsibly.

The audit committee is composed of three PTSA members voted on by the PTSA Board. The Treasurer prepares all materials for the audit committee. Responsibilities include:

- Elect one member to be the chair.
- Review documents provided by the Treasurer.
- Complete the checklist on the Virginia PTA website (e.g., ensure receipts are properly accounted for, expenditures are made as authorized in minutes and within budget limitations)
- Present the audit report to the PTSA members
- File audit report to the Virginia PTA

Webmaster/Directory

DHMS Website

The DHMS PTSA website is managed centrally through APS and is hosted on WordPress. As the webmaster for the PTSA section of the website (<https://dorothyhamm.apsva.us/ptsa/>), you are responsible for maintaining the content based on updates provided by the PTSA Executive Board. The website currently functions as a “brochure” website so the majority of the content is updated at the beginning of the year and remains static with the exception of the following:

- Weekly update of the link to the PTSA Newsletter, Phoenix Post:
<https://dorothyhamm.apsva.us/ptsa/phoenix-post/>
- Uploading monthly agenda and minutes for PTSA meetings:
<https://dorothyhamm.apsva.us/ptsa/ptsa-meetings/>
- Other periodic updates as required.

DHMS Directory

This role is responsible for uploading and maintaining the directory data for the DHMS Directory (<https://dhms.schoolhouse.directory/>)

We contract with a vendor who provides the system that we use to deliver the directory and make it available online. The directory data is provided to you by the DHMS registrar when the APS verification process concludes and you upload it into the system. You will also upload the staff list (provided by the registrar). Between June-November, as we receive updates from the Registrar to the directory, this is done on a bi-weekly basis and then less frequently as the year progresses.

SEPTA Representative

SEPTA is a community-wide organization, representing all of APS schools and programs, not a single school. SEPTA focuses on special education issues and advocacy for children with disabilities. The DHMS representative to SEPTA serves as a liaison for the DHMS community, providing input to SEPTA reflective of the DHMS community, and bringing back to the DHMS PTSA relevant topics or issues. Responsibilities include attending SEPTA meetings and following current SEPTA business (note: for most meetings you can find a video of the meeting on the SEPTA YouTube channel the day after the meeting), and providing updates to the DHMS PTSA newsletter as necessary.

DHMS Dines Out Chair

As part of the fundraising efforts for the DHMS PTSA, several “dine out” evenings are arranged with local restaurants where a percentage of evening receipts are donated back to DHMS PTSA.

Responsibilities of the chair include:

- Arranging restaurant nights with local restaurants
- Advertising the events in the DHMS PTSA newsletter
- Following up with the restaurant afterwards to receive the payment

- Providing the payment to the Treasurer

8th Grade Promotion Committee Chair

Each year, the DHMS PTSA supports the graduating 8th graders by hosting the reception for the day of the ceremony, coordinating a year-end celebration for the students, and organizing a class gift. The primary responsibility of the Committee Chair is to coordinate with the DHMS PTSA Board to determine how PTSA funds can be used to meet the needs of the promotion celebrations for students and families.

ACTL (Advisory Council on Teaching and Learning)

The ACTL is made up of representatives from each APS school to assist in reviewing the system-wide curriculum and instructional program and in developing recommendations for improvement. ACTL is made up of 40 to 50 individuals who are familiar with or interested in instructional issues. Thirteen curriculum-based/focused advisory committees report to the council annually, and generally meet each month. Throughout the years, ACTL has spearheaded important changes to the APS curriculum. DHMS seeks 2 representatives to serve on the curricular committee of their choice (e.g., World Languages, English, Social Studies, CTE).

Picture Day Chair

This position meets with the school principal, administrative staff, and vendor to coordinate and communicate school picture dates and retakes. This position's primary role takes place in late summer and early fall.

Reflections Chair

Reflections is the national PTA's student arts contest, held annually. Each year's theme and rules are determined and communicated at the national level, and APS has a county chair who organizes and trains school-based chairs to help facilitate this process. The primary roles of the Reflections chair include:

- Advertise and distribute materials to students and families and garner support from school and community partners
- Create a process to collect student entries
- With school district support, identify judges to facilitate review of student work
- Recognize school-based winners
- Advance submission to the school district round
- Volunteer at APS Reflections ceremony (typically held in January of each year)

This position's primary role takes place from September to the end of October each year.

Nominating Committee Chair

The Nominating Committee chair works with at least two other members to identify, vet, and nominate a slate of qualified nominees for the next year's elected PTSA officers. The Nominating Committee is NOT responsible for filling Committee Chair positions. The Nominating Committee works primarily from March until May of each year.