



PA Executive Board Roles

President / Co-Presidents

Preside over all PA General Meetings; provide leadership and delegate responsibilities to PA members and committees; attend meetings for the District's Presidents' Council, School Leadership Team (SLT) and PA Executive Board; encourage meaningful participation in all PA and school activities.

VP / Co-VPs of Communications (max 2)

Write and maintain *Gator Gab* Newsletter. Facilitate communications between families, school, and PA.

Assistant VP / Communications (1 position)

Works with Communications VPs on *Gator Gab* and email communications

VP / Co-VPs of Events & Community Outreach (max 2)

Coordinate and communicate with Class Parent Representatives; Help coordinate and solicit volunteers for community events; Pursue sponsorships for community events

Treasurer / Co - Treasurers (max 2)

Oversees spending and maintains financial documents; Tracks income and spending; Presents monthly fiscal reports at PA General Meetings and PA Executive Board Meetings.

Assistant Treasurer (1 position)

Assists Treasurers

Recording Secretary / Secretaries (max 2)

Record minutes for all PA meetings; Review and respond to correspondence addressed to the PA; Assist with the transfer of PA records.

Members-at-Large (max 3)

Work with the PA Executive Board and general membership to assist with PA events and activities; Members-at-Large are required to either chair a committee or run an event during the school year.