



## **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.