

PTA Open Positions Spring 2021 (for SY 2021-2022)

Vice Presidents

Members of the Executive Committee. Work across PTA Board, school administration and parent/teacher community to further communication, advocacy, community building and fundraising. Advise and support each campus Executive Committee. Support chairs of annual fundraisers with planning and communication. Support family engagement with planning and execution of events and activities. Manage Cluster calendar and assist with Cluster website. Gather weekly PTA flyers for folder distribution. Review monthly financial statements with Treasurers.

Vice President/LSAT Representative and Co-Parliamentarian

Attend all LSAT Meetings as the PTA Representative. Serve as Co-Parliamentarian.

Vice President/Equity and Inclusion

Advise and support equity and inclusion in the Cluster PTA. Work with Executive Committee and Communications Team to ensure that all events and communications are viewed with an equity and inclusion lens.

Vice President/Campus Coordination

Support each campus Executive Committee in addressing specific needs. Coordinate communication among campuses. Advise and assist with campus budgets as needed.

Treasurer Co-Chair

Member of the Executive Committee. Develop and oversee Cluster PTA budget. Manage bank accounts and present statements for monthly review to President and VPs. Prepare annual federal and state tax documentation. Conduct internal audits to ensure compliance with PTA-approved controls. Manage reimbursements by ensuring compliance with budget usage, supporting documentation, and issuing checks. Renew insurance annually. File documents necessary to maintain the PTA's tax-exempt status with the Federal and District governments.

Secretary

Member of the Executive Committee. Record PTA Board and full PTA meeting minutes and make public within 30 days. Serve as administrator for the PTA Google drive and Gmail addresses. Provide additional support for PTA meeting facilitation and documentation as needed.

Membership Chairs

Run the fall PTA membership campaign. Manage paper membership forms and online membership page. Attend all Back-to-School nights. Work with the Treasurers to send membership reports and dues to DC PTA. Ensure all tax letters are sent to members/donors as needed.

Communications Co-Chair/Campus Liaison

Member of the Executive Committee. Serve as the primary point on Cluster communications. Oversee website content management, campus listservs, external PR, and social media strategy. Develop articles for Hill Rag and monitor MOTH as needed. Coordinate collection of contact information for families to ensure connection to PTA communication channels.

Communications Co-Chair/Marketing

Develop and maintain the Cluster communication and marketing plan, both internal and external. Support communications team with artwork and materials to boost school marketing. Support campus Executive Committees with Open House and Back-to-School Night materials. Order Rock the Red t-shirts and Cluster spirit items.

Fundraising Chair

Responsible for setting and achieving Cluster-wide fundraising goals each year. Provide general support to House Tour, Cluster Auction & Party, and Capitol Hill Classic Race Chairs. Identify supplementary fundraisers (like restaurant nights, shopping support, etc.) to help build community while raising additional funds. Work to secure Cluster sponsors. Coordinate thank-yous to sponsors including letters and social media acknowledgement.

Family Engagement Committee

Define and manage family engagement and events throughout the school year to build community and inclusion. Develop a budget to include all family events that require extra support including Cluster Game Night and the Annual Scavenger Hunt. Solicit community ideas to foster inclusion of Peabody, Watkins and Stuart-Hobson families across all three campuses.

Peabody Executive Committee

Develop a month-by-month campus plan, including detailed budget allocation and tracking. Coordinate all campus-specific family gatherings, grant cycles, and teacher appreciation events. Chair monthly meetings with school administration to review campus needs and make minutes available to the community. Help to establish a network of room parents. Coordinate with school partners, including FLEX Enrichment and Food Prints.

Peabody Teacher Representative

Provide input to the PTA Board and Peabody Executive Committee. Solicit input from staff on PTA budget and programming decisions. Share PTA happenings with staff and encourage participation as necessary. Help identify staff appreciation ideas.

Watkins Executive Committee

Develop a month-by-month campus plan, including detailed budget allocation and tracking. Coordinate all campus-specific family gatherings, grant cycles, and teacher appreciation events. Chair monthly meetings with school administration to review campus needs and make minutes available to the community. Help to establish a

network of room parents. Coordinate with school partners, including FLEX Enrichment and Food Prints.

Watkins Teacher Representative

Provide input to the PTA Board and Watkins Executive Committee. Solicit input from staff on PTA budget and programming decisions. Share PTA happenings with staff and encourage participation as necessary. Help identify staff appreciation ideas.

Stuart-Hobson Executive Committee

Develop a month-by-month campus plan, including detailed budget allocation and tracking. Coordinate all campus-specific family gatherings, grant cycles, and teacher appreciation events. Chair monthly meetings with school administration to review campus needs and make minutes available to the community. Help to establish a network of room parents. Coordinate with school partners.

Stuart-Hobson Teacher Representative

Provide input to the PTA Board and Stuart-Hobson Executive Committee. Solicit input from staff on PTA budget and programming decisions. Share PTA happenings with staff and encourage participation as necessary. Help identify staff appreciation ideas.