

President/Co-President – Presides at all executive, board and general membership meetings, makes appointments to positions and committees. Acts as an ex-officio member of all committees (except the nominating committee) and ensures that all committees are running smoothly. Prepares meeting agendas in advance with the Secretary and input from others. Attends general council meetings and region training, and maintain a positive relationship with the principal and staff through monthly meetings.

Executive V.P. - Performs the duties of President in the absence of both the President and Co-President. Assists the President(s) by filling the committee chair positions and helps coordinate back to business day and the first day packet in August. This position also helps with different events through the year to make sure committees are running smoothly. Although not specifically required, the expectation is that the VP will fulfill the role of President in the following year.

Treasurer – Be a legal custodian of the funds of the local unit, receive and disburse all monies, propose budgets, maintain records as needed and prepare financial reports. Prepare and file the appropriate federal tax forms (990N, 990EZ or 990), state sales tax forms, incorporation report and charitable organization report in a timely manner. Arrange annual financial review after close of books on June 30 and prepare report of financial reviews to be included in minutes of next board meeting.

Secretary – Responsible for correspondence, keep written records (minutes) of executive, board and general membership meetings, provide copies of previous meeting records and act as custodian of all records. Prepare agendas and calendar, updating as necessary.

Vice President / After School Programs – Develop plan with Board of all after school programs that will be offered for the year. Secure independent contractors and maintain vendor contracts/student behavior contracts for all programs. Work with independent contractors and school to schedule building times and space for programs, create flyers and set policies. Set up programs on the carsonptsa.org website, including registration deadlines, class size limits and program costs. Work with treasurer for timely payment to independent vendors. Create class rosters, including all contact/parent information and provide copies to front office and Carson staff. Manage sign ups for required parent volunteers for all programs.

Vice President/Fundraising – Responsible for implementing fundraising activities approved by the Board, including scheduling and publicity for fundraising events. Report on Fundraising efforts, answer questions, document and deliver any funds raised to PTSA Treasurer.

Coordinate Rachel Carson PTSA's ongoing "no-effort" fundraising projects (via Committee Chair), including Box Tops and Amazon Smiles.

Assist (as needed) with other PTSA/school fundraising opportunities/special events, such as: Ice Cream Social, International Night, and Art Walk.

Vice President/Expenditures – Responsible for writing grants that get money from the PTSA to the school. Work with the Treasurer and President to submit the proper paperwork. In years where there is more money to distribute (e.g., in an auction year), you will work with the PTSA, students, administration and staff to determine where funds should be allocated, via surveys or other means as determined.

Vice President/Communications - Develop Carson PTSA's communication strategy. Stay aware of upcoming programs, events, and community issues that impact Carson families. Work closely with school staff, principal, PTSA board/chairs to collect details on upcoming programs/events and publish a weekly electronic newsletter (Falcon Flyer) to the general membership. Maintain and update the Carson PTSA website. Recruit/train social media chair for regular Facebook updates, provide content for updates, and monitor posts. Maintain the PTSA bulletin board. Provide publicity via the PTSA website and Falcon Flyer for all PTSA events and programs

Vice President/ Social events – Responsible for planning events that take place at the school, including coordinating use of the building with school administration. Work with a committee (usually made up of PTSA volunteers) planning the details, marketing and execution (including set up and clean up) of events. Some examples of events include (but are not limited to): Welcome Coffee for Kindergarten parents, Back to School Barbeque, Movie Night, Ice Cream Social, Heritage Night, Fall Hoe Down, Winter Bazaar, Bingo and end the of the year party.

*****Each of these positions also participates in the PTSA Board meetings (monthly) and General Membership meetings (3 per year) and must attend at least one PTSA sponsored training event during the year.**