



2019-20 Puesta del Sol Elementary PTA



Nominating Committee
(Elected)

President(s)

Communicate w/Principal/Staff/Membership
 Coordinate with Membership
 Run monthly Board & tri-monthly General Membership Meetings
 Ensure compliance with: Local/State PTA, Insurance & Licenses
 Provide unbiased leadership for: Standards, Training, Decisions
 Program development/implementation
 Ex-Officio member of all committees (except nominating)

Member at Large
(Appointed)

Treasurers - Payables Deposits	Secretary	VP Membership	Director of School Relations	Director of Educational Enhancement	Director of Fundraising	Director of Special Events	Director of Communications
<i>Elected</i>	<i>Elected</i>	<i>Elected</i>	<i>Appointed</i>	<i>Appointed</i>	<i>Appointed</i>	<i>Appointed</i>	<i>Appointed</i>
Money Process Payables Receivables Legal Notebook	Assist with PTA Rules Assist with PTA Compliance Calendar Meeting Arrangements Meeting Minutes PTA Phone Record Keeping PTA Room Scheduling Bring Secretary Tool Kit to all Meetings	Advocacy Back to School Forms Directory Membership Nominating Committee Volunteer Appreciation Volunteer Coordinator Watch D.O.G.S.	BSF Ambassador Bus Transportation Diversity, Equity, & Inclusion Committee Grant Writing Lost & Found New Family Coordinator Teacher Liaisons Picture Day Room Parent Coordinator Staff Appreciation Vision/hearing Yearbook	Academic Challenge Amity Committee After School Programs Art Appreciation Drama Club Garden Committee Health Enhancement ISA Committee Math Olympiad Passport Club Reflections Science Fair SITA S.O.S. Summer Camps	Big Give Drive Boxtops Dining for Dinero Spring Fundraiser Scholastic Book Fair Spirit Wear Walkathon	1st Day Coffee 5th Grade Events Family Fun Nights Field Day Ice Cream Social International Festival Mariners Night School Dances	El Sol Newsletter Facebook PTA Notifications Website Manager <ul style="list-style-type: none"> Email Management Registrar Web Content Web Technical
Oversees and Manages All PTA Finances	Supports PTA Compliance and Manages Documentation	Supports PTA-Based Programs & Membership	Supports School-Based Programs & Teachers	Educational Opportunities Initiated and Run by the PTA	Directs Fundraising Operations to Support PTA-Based Programs	Oversees Community-Building Events & Activities	Directs PTA Communications in Multiple Formats