



David Lawrence Jr. K-8 Center PTSA  
“Pillar of Excellence PTA of the Year 2008-2009”



We are an “A” School and a “5 Star” School  
15000 Bay Vista Boulevard, North Miami, Fl 33181  
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## Officers & Descriptions

### President

- Oversees each Vice President along with their committees
- Oversees every scheduled event.
- Meets with the Principal on a regular basis to plan, review and revise throughout the year.
- Runs the monthly board meetings & calls for Executive Committee meetings when necessary.

### Executive Vice President

- Assists the President in all of the above tasks
- Performs the duties of the President in his/her absence

### VP Volunteers

- Recruits new volunteers & assist them in registering and receiving a volunteer number
- Keeps a database of all volunteers, their contact information and their volunteering preference
- Calls for volunteers when necessary via email and/or phone
- Is responsible for the following committees – Room parents, Middle school team, Student Incentives, Student of the Month, Staff Appreciation

### VP Membership

- Recruits new members at each PTSA event
- Works closely with the Treasurer to ensure timely dues payment
- Issues membership cards to all members
- Keeps a database of all members and their contact information
- Monitors the Founders Wall committee

### VP Fundraising

- Along with the fundraising committee and the executive committee, creates a fundraising plan for the year
- Is responsible for the following committees – Adopt-a-Class, Catalog fundraisers, Supply store, Uniforms, Book fairs, Cash back education programs, Memory book, Restaurant fundraisers, Garage Sale, Family Fun Day Carnival

### **VP Programming**

- Along with the programming committee and the executive committee, creates a programming plan for the year.
- Is responsible for the following committees – Parental involvement, Mini grants, PTA Reflections, Hospitality, Student banking, General meetings, Fall festival, Culture fair

### **VP Legislation / Advocacy**

- Monitor the events and programs of Dade County Council PTA/PTSA as it pertains to DLJK8
- Report, advise and organize any advocacy programs
- Monitor and report on legislative issues and our role in each

### **Recording Secretary**

- Record the minutes of the monthly board meetings
- Record the minutes of each executive committee meeting
- Transcribe and deliver minutes to the President for review and distribution
- Present minutes for acceptance vote at each board meeting
- Keep all records of the organization

### **Corresponding Secretary**

- Check PTSA email on dadeschools.net. Distribute emails to appropriate members of the organization.
- Maintain an updated email database (Working closely with Membership VP)
- Compose letters and correspondence when necessary
- Submit the PTSA segment of the WAVE
- Create and launch eNews via Vertical Response
- Update Facebook and Twitter

### **Treasurer**

- Update bank contacts and authorized signees
- Assist in budget preparation and approval
- Update books on a monthly basis and report at each monthly board meeting
- Collect and deposit all funds
- Pay all bills in a timely manner
- Report to Florida PTSA monthly with updated membership numbers and dues
- File IRS form 990
- Organize and oversee summer audit