

## PARTS Officer and Committee Chair Descriptions

---

The PARTS Extended Board is comprised of elected officers, Members at Large, and committee chairs. It meets as needed to plan, in addition to regular meetings with the general membership, per the published schedule. The following year's officers are elected at the next-to-last meeting of the current school year. Two officers should be present at each PARTS fundraiser (or one officer and the committee chair) to double-count and log all funds received, per established cash handling policies. The PARTS checking account must have two authorized signers per PARTS Bylaws. General duties and time commitments (not counting monthly PARTS meetings) are noted for each position below, but may vary with the number of events.

### **Elected Officers**

**President** – Serve as leader and key contact for PARTS; preside at all PARTS meetings; liaison with the school principal; ex-officio member of most committees; appoint chairpersons for special committees; coordinate the work of the officers and committees to meet PARTS' objectives; prepare agenda and maintain communications by email with members; alternate serving at events with Vice President; maintain website in absence of volunteer; fill in at any event, as needed. (*Effort: year-round, on-going; 4-5 hrs/month.*)

**Vice President** – Act as an aide to the President; perform the duties of President in her/his absence or inability to serve; oversee PARTS-supported activities; coordinate the activities of Event Support and Development Committees as created by the Executive Board, and alternate serving at events with President. Ideally, is willing to serve as President in the future. (*Effort: year-round, time varies with roles, but can be from 2 to 4 hrs/month. **This position may be shared, with one VP to oversee each committee.***)

**Secretary** - Keep the minutes of all general meetings and all meetings of the Executive Board; maintain master documents and record book; organize and bring meeting supplies; email meeting reminders, agenda, and minutes for review; help recruit committee chairpersons for vacant standing committees of the board; maintain the calendar of events. (*Effort: 2-3 hrs/month.*)

**Treasurer** - Secure funds and make deposits promptly; disburse funds as properly authorized; be present at all PARTS events where money is collected; train volunteers on financial policy; reconcile bank statements; prepare financial reports for each meeting; assist with budget preparation; maintain records for periodic audit. (*Effort: 3-4 hrs/month, including attendance at events. **This position may be shared and divided into Banker and Bookkeeper***)

**To nominate yourself as a candidate for the April election, please email [rhsaparts@gmail.com](mailto:rhsaparts@gmail.com). Provide your name, email address, phone number, and the position(s) of interest to you.**

# **PARTS Officer and Committee Chair Descriptions**

---

## **Committee Chairs and Other Positions**

**Event Support** - Coordinate volunteers and arrange details for annual on-site school events such as Back to School Night/Arts Fest dinner sales; refreshments for student awards nights; Teacher Appreciation; and gram sales for Theater and Dance performances. Discuss events at meeting and offer volunteer sign-up sheets or an online method such as Volunteer Spot; follow through with planning in conjunction with the Board. (**Effort: on-going, year round; Average 2 hrs/month; up to 6 hrs during major events.**)

**Development/Fundraising** – Handle off-site events, such as dinner/dessert auction and support for the musicals (organizing help and proposing ideas and budgets for vote). Musicals support includes rehearsal dinners plus flower and gram sales at shows. Committee will brainstorm and present vetted ideas to the Board and general membership for vote. Coordinate details and volunteers for approved projects. Includes e-Scrip maintenance/promotion, and restaurant “dine-ins”. (**Effort: on-going, year round; committee members meet as needed. Average: 2 hrs/month; may increase as volunteers are recruited for scheduled events.**)

**Communications** – Disseminate positive information about the school, its students, events, and PARTS by maintaining the PARTS website, sending informational emails, preparation and distribution of a newsletter or news articles to heighten community awareness. Many tasks can be accomplished via email. (**Effort: year-round, 1-2 hrs/month.**)

**Membership** - Organize annual PARTS membership drive in conjunction with August registration, Back to School night, and the September meeting of PARTS. (**Effort: August and September, average 2-3 hrs/month, working table at events.**)

**Nominating** – Solicit nominations from membership and prepare slate of nominees for Board positions; distribute list to all members in advance of the April meeting to elect the board for the next school year. (**Effort: 1-2 hours.**)

**Auditing** – Review bank statements and Treasurer Reports periodically; audit revenue and expense records of Treasurer, once or twice per year, as well as Treasurer’s final annual report. (**Effort: Occasional duties 4-6 hrs each.**)

***Committees may be created or eliminated by the Executive Board, as needed.***