



Officer and Committee Chair Descriptions

The PARTS extended Board is comprised of elected officers, Members at Large, and committee chairs. It meets periodically as needed for planning, in addition to regular meetings with the entire membership, per the published schedule. The next to last meeting of the year is set to elect the next year's officers. At each PARTS fundraiser, there should be at least two officers present (or one officer and the committee chair or designee) who will be responsible for double-counting and logging all funds received, according to the policies established. The PARTS checking account must have two authorized signers according to the PARTS Bylaws. General duties and time commitments (**not counting** the monthly PARTS meeting) are noted for each position below, but vary as some months have few events, while others have more.

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 so that PARTS' objectives can be met; prepare agenda and maintain communications by email with members; trade off 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/mo*)

Vice President – Act as an aide to the President; perform the duties of the President in the absence or inability of that officer to serve; help oversee activities PARTS supports; coordinate the general activities of the Event Support and Development Committees (*see page 2*) created by the Executive Board, including trading off serving at events with President. Ideally, is willing to serve as President in the future. (*Effort: year-round, time varies depending upon roles, but can be from 2 to 4 hrs/mo. 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 needs for meeting; email meeting reminders, agenda, and minutes for review; help recruit committee chairpersons for all vacant standing committees of the board; keep the calendar of events for PARTS. (*Effort: 2-3 hrs/mo*)

Treasurer - Be responsible for securing funds and making deposits promptly; disburse funds as properly authorized; be present at all PARTS events where money will be collected; train volunteers on policy; reconcile bank statement; prepare financial reports for each meeting; assist with budget preparation; maintain records for periodic audit. (*Effort: 3-4 hours per month, including attendance at events. This position may be shared and divided into Banker and Bookkeeper, with respective duties, if desired.*)

To be added to the slate for the April election, please email Carol at parkerinla@yahoo.com
Give her your name, email address and phone, and what position(s) are of interest to you.

Committee Chairs and Other Positions (there should be volunteers to help on each)

Event Support - Coordinate volunteers and arrange details for annual on-site department events, such as Back to School Night bake sale; refreshments for Star and Arts Awards; Teacher Appreciation event; gram sales for Theater and Dance (Scottish Rite), and Visual Arts Events tasks involving PARTS. Discuss events at meeting and offer sign-up sheets for volunteers and follow through with planning efforts, in connection with the Board. (*Effort:* on-going, year round; time peaks with a few big events. Average: 2 hours per month; could range from 0 to 6 hours per month during major events.)

Development/Fundraising – Handle off-site events, including the fall and spring Seal Beach Yacht Club dinner/dessert auction and support for the two musicals (organizing help and proposing ideas and budgets for vote). Musicals support includes two rehearsal dinners plus flower and gram sales at shows. Also, committee will brainstorm ideas (including budgets and volunteer needs) and present vetted ideas to the Board and general membership for voting. Details and volunteers will then be coordinated for approved projects. Includes on-going e-Script maintenance (email promotions, encouraging sign-ups, etc.) (*Effort:* on-going, year round; committee members meet as needed. Average: 2 hours per month; could increase as volunteers are recruited for scheduled events).

Communications – Disseminate positive information to the community about the school, its students, and PARTS through maintaining the PARTS website, sending out informational emails on events; coordinating preparation and distribution of newsletter, and promoting related activities and programs in order to heighten community awareness. Many tasks (like notices to newspaper) can be accomplished via email. (*Effort:* year-round, but minimal, 1-2 hours per month.)

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

Nominating – Solicit nominations for positions from membership and prepare slate of nominees for Board positions; distribute list to all members in advance of the meeting scheduled to hold annual elections. Elections are held at the April meeting to elect the board for the next school year. (*Effort:* Only in anticipation of the election meeting; about 1-2 hours.)

Auditing – Review bank statements and Treasurer reports periodically; audit revenue and expense records of Treasurer at least twice per year, as well as Treasurer's final annual report. (*Effort:* Occasional duties require 1-2 hours each.)

Other Committees may be created by the Executive Board, as needed.