



PTA Job Descriptions

*All roles will require PTA memberships and regular attendance to PTA meetings
ALL Executive Roles will have daytime and evening commitments*

PTA President: Manage overall objectives and strategies of local, state, and national PTA. Acts as liaison between parents and school staff. Oversees Executive committee. Creates annual strategies for growth and enrichment at Hunter's Green. Presides, and facilitates General Assembly and monthly PTA board meetings. Develops a school calendar and budget with the Principal and Treasurer. Speaks at school events when needed. Oversees executive committee. Attendance at all meetings is expected. Tasks require daytime & evening commitment (mandatory).

Time commitment:     


PTA President-Elect: Works closely with existing President and Executive Committee with the objective of acting as a support to the President and serving a term to shadow the existing President.

Time commitment:  


PTA Treasurer: Authorized custodian of PTA funds. Manages all financial aspects of the unit including preparations of budget, tax forms, deposits, disbursements, reconciliations, and monthly reports. Miscellaneous input of PTA Memberships. Strong data entry / computer skills required. Training through Hillsborough County PTA is suggested. Attendance at monthly meetings is expected. Quickbook skills & accounting background/knowledge helpful but not required. Preserves records and documents which also includes membership data input into MemberHub. . Attendance at all meetings is expected. Tasks require flexible daytime or evening commitment.

Time Commitment:   

PTA Recording Secretary: Takes minutes at all Committee and board meetings and provides at the next meeting for a vote (as needed). Handles PTA Correspondence as directed by members and the Executive Committee. Handles thank you notes for event donations/sponsorships. Types agendas for all PTA meetings, set up & copies before PTA meetings. Accounts for all action items discussed (and holds parties accountable). Understanding of PTA Practices and ByLaws is requested. Attendance at all meetings is expected. Tasks require flexible daytime or evening commitment.

Time Commitment:  

PTA Marketing/Corresponding Secretary: Handles PTA Correspondence as directed by members of the Executive Committee. Includes general correspondence, acknowledgement, school event updates or business partner/associate promotions within the school that may be needed throughout the school year such as: Newsletter/Panther Report, Social Media/Website (ie: Facebook, school website, Neighborhood advertising, Nextdoor, etc.) and student calendar with important PTA/School event reminders for families.

Time Commitment:  

1ST V.P. SCHOOL EVENTS



This elected position will serve on the Executive Committee and be responsible for the recruitment, organization, coordination and assistance to the following committees: Back to School Bash/Pool Party, Family Fun Night, Staff Appreciation, Cultural Arts/Reflections and Health & Safety. He/she will serve as a leader for school events sponsored by PTA and will maintain regular contact with committee chairs to ensure they have the help they need for specific programs. As a member of the board, VP of School Events is expected to attend all monthly PTA meetings and serve as a liaison to the PTA President and the rest of the Executive Committee. VP of School Events assumes duties in absence of the PTA President. Tasks require daytime & evening commitment (mandatory).

Time Commitment     

Reflections/Cultural Arts Event - Help plan the Winter Art & Music event alongside HGE Staff.

Time Commitment 



Staff Appreciation - Facilitates a back-to-school luncheon for HGE staff (prior to school officially starting back) and plans special meals and treats for teachers on a monthly basis (whichever the budget allows) and helps with Teacher Appreciation Week as well as Conference Nights.

Time Commitment  

Health & safety - Plans events like Bike & Walk to School Day and Red Ribbon Week


Time Commitment 

Family Fun Night - Oversees the forming and managing of committees to plan and execute Family Fun Nights such as: a Movie Night, Panther Jamz, School dance, etc. (will potentially change from year to year - depending on committees vote).



Time Commitment  

2ND V.P. WAYS & MEANS

The VP of Ways & Means is the fundraising coordinator of the PTA. This member serves on the Executive Committee as well as an officer on the Executive Board. This member oversees, creates, and coordinates all fundraising activities and is expected to attend these events. He or she works closely with those members in the team to ensure fundraising goals are met and PTA protocols are followed. Attendance at all meetings is expected. Tasks require flexible daytime or evening commitment.

Time Commitment:   


Partnerships - Responsible for soliciting and maintaining relationships with new and existing business partners and sending out periodic event invites and information. Manages contact information, logos and coordinates with other Chairs (Marketing, Events, Marquee, School Support) to ensure business partners receive all benefits. Ensures the Recording Secretary receives info for thank/correspondence throughout the year. Heavier time commitment upfront, maintenance throughout the year. Partnership Team Categories will consist of: Business Partners and Event Sponsorships.

Time commitment:  


Uniforms- Communicates with t-shirt vendor and availability of items. Places orders and distributes uniforms at Open House and 1-2 additional times throughout the school year. Heavier time commitment during the first half of the school year.

Time commitment:  


Fundraising - Plans and executes small fundraisers on behalf of the PTA for HGE (ie: Kids Rule the School).

Time commitment: 

Birthday/PR Marquee- Designs and schedules electronic marquee calendar, including birthdays, on the front-office computer.

Time Commitment: 


Flyers - Print and distribute (to teacher's mailboxes - preferred on Thursdays) flyers for PTA events & Dad's club. Ability to create and design flyers preferred, but not required.

Time Commitment: 





Restaurant Nights- Contact local restaurants and schedule school spirit events quarterly and promote/attend restaurant events.

Time Commitment: 

Family Sponsorships- Manage the communication process with Family Sponsors, plan breakfast and coordinate reserved seating for school events.

Time Commitment: 

5th grade chair - Oversees and manages a committee for all 5th grade activities including 5th grade fundraising, 5th grade trip, yearbook dedications, and end of the year party. Works closely with 5th grade teachers.





Time Commitment:    

5k - Run New Tampa - Plans all aspects of the HGE's Run New Tampa's 5k. Creates and manages committees for planning, coordinates with neighborhood and school, communicates with vendors (FitNiche, t-shirt/medal vendor, police, etc.) to ensure the event runs smoothly and efficiently.



Time Commitment   

3RD V.P. SCHOOL SUPPORT



Serve on the Executive Committee/Board. Ensure each Executive Member has support in their respective role (such as full committee members)..Attendance at all meetings is expected. Tasks require flexible daytime or evening commitment.

Time Commitment:    




Media Center/Volunteer Coordinator - Coordinate and manage the media center volunteers schedule. Works under VP of School Support to coordinate volunteers for routine and special events. Basic computer skills (e.g. Signup Genius) is preferred. Collaborates with school and board members to recruit and retain volunteers at the school. Time commitment is heavier during special events.

Time Commitment:  


Homeroom Representative- Have teachers fill out a favorites sheet and return to you. Hold an initial meeting with all homeroom parents to explain the basics of the job and provide suggestions and support. Have a way to communicate with all homeroom parents (currently the Remind App) and send out occasional information for them to pass along to parents. Send reminders to homeroom parents to send out favorites sheets around holidays and before Teacher Appreciation Week.

Time Commitment:  



Yearbook - Oversees and manages the yearbook committee. Preferred a yearbook representative is at school events. Designs yearbook content, layout, photos and sales.

Time Commitment:   

SAC Representative/Advocacy - Attend school SAC meetings and serve as a liaison between SAC & PTA. Responsible for raising issues/identifying projects focused on student advocacy as appropriate, submit agenda items to the VP of school support and obtain approval from the VP of School Support and President or Principal before distribution of all flyers/correspondences/announcements.

Time Commitment: 

Dad's Club Support - Work with Dads Club Representative to support the planning of meetings and special events. Monitor Dads Club budget. Go to Dads Club meetings (once a month) and help set up if needed. Dad's club will have its own committees such as: Leadership team, project coordinator, food/set up.

Time Commitment:  

Community Outreach - Responsible for coordinating with organizations for community events like Toys for Tots and food drives.

Time Commitment: 

Bulletin Boards - Responsible for updating bulletin boards throughout the school with relevant information and inspirational messages (3-4 times throughout the year). First change should be completed right before Open House.

Time Commitment: 

What are the responsibilities of board members and chairs? In general, we request our board members help plan and execute events that enrich the Hunter's Green Elementary's community. We hope you can volunteer your time and talents, either at the school or behind the scenes. We ask you please keep your binders/records up-to-date to pass on to your successor, attend PTA meetings whenever possible, attend school events to show support for your Executive Team and your school, and renew your membership annually.

Time commitments: Rated on a scale of 1 to 5, with 5 being the heaviest commitment (shown as a clock). Positions of one or two time clocks are considered the smaller commitment positions, perfect for those who want to participate but may have limited time to spare on PTA activities.

Last edited: March 2024