

**CENTER FOR YOUNG CHILDREN  
UNIVERSITY OF MARYLAND**

**PTA POSITION DESCRIPTIONS**

**President**

- Helps build a sense of community among CYC parents, teachers, staff and children
- Encourages parental involvement in activities
- Facilitates PTA meetings and activities
- Elicits feedback from parents, teachers, and CYC administrators as appropriate.
- Works with CYC administrators/staff to accomplish CYC goals
- Listens to parent concerns and voices them to appropriate parties
- Keeps CYC parents informed
- Assists newsletter editor in producing newsletter

**Vice President**

- Participates in PTA meetings
- Supports the President of the PTA in helping to build a strong CYC community
- Fundraising Coordinator
- Assumes specific projects or responsibilities as designated by the President
- Substitutes for the PTA President when necessary
- Works with coordinators on Giant BonusBucks and other fundraising programs

**Secretary**

- Participates in PTA meetings
- Takes, produces and distributes minutes of PTA meetings
- Assists with production and distribution of newsletter
- Maintains PTA files
- Posts notices and reminders of meetings and events

**Treasurer**

- Participates in PTA meetings
- Maintains and balances PTA financial records
- Helps coordinate the money-side of fundraising events (providing cash for cash box, depositing of checks, writing checks)
- Handles the receipt of checks or cash for social activities (e.g. the ice skating party)
- Pays bills incurred by PTA
- Works with the PTA to allocate funds appropriately

### **Historian**

Given the transient nature of the CYC community, the Historian position was established to create and maintain notes and outlines for each past event in order to facilitate planning for any given event in subsequent years.

- Establish permanent files (located centrally in CYC building) for every PTA-sponsored event: International Dinner, Maryland Day, Fall Picnic, Garden Planting, etc.
- Maintain such files, including contacting event coordinators for handouts and materials involved in each event, as well as asking coordinators to complete survey/summary sheet on what worked and what should be changed.
- Meet once per year with PTA President to approve updates to files and to assist Executive Committee in planning for the year.

### **Class Representative**

The PTA solicits a volunteer from each classroom to be a Class Representative for the academic year. This position has the following responsibilities:

- Serves as liaison between the PTA and the class families
- Participates in PTA meetings
- Encourages parent involvement in classroom events and in PTA activities
- Keeps classroom parents and teachers informed of issues/activities that the PTA is addressing
- Elicits feedback from parents and teachers as appropriate
- Helps coordinate special events planned by the teachers
- Organizes parent volunteers for activities