

Montana PTA

Job Descriptions

Mission Statement

We empower communities to work together for children and families through education, leadership, communication and advocacy.

Vision Statement

Montanans working together for the future well-being of all children.

Adopted 2-16-99
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MONTANA PTA BOARD OF DIRECTORS COMMITMENT AND EXPECTATIONS

The Montana PTA Board of Directors will commit the time, resources, and vision to:

- Provide a complete job description to board members
- Provide new members with board orientation, coordinated by Executive Director
- Provide annual board training
- Provide opportunities for state and national leadership training
- Empower board members to do the work of the board
- Reimburse board members for expenses incurred per the policy and procedure manual
- Submit an annual work plan with budget request

The board members shall commit to:

- Attend board orientation
- Attend all board meetings
- Be an active member of this working board
- Be familiar with state and national PTA resources
- Be familiar with the bylaws
- Be familiar with the standing rules, policies and procedures of the board
- Be familiar with the budget and financial procedures
- Will read and abide by the MT PTA Code of Conduct
- Will read and abide by the MT PTA Whistleblower Policy
- Will read and abide by the E-mail policy
- Will read the Montana PTA *Voice* and Convention Packet
- Refer questions to other board members – its ok not to know all answers
- Be a resource for leadership conferences and convention
- Write articles for the *Voice* periodically or when assigned
- Submit expense forms regularly
- Keep board procedure book and files and pass on to successor
- Keep president informed of your board work and send a copy of all PTA correspondence to the president
- Any correspondence involving policies and procedures shall be cleared first through the president
- Provide a written board report for each board meeting
- Keep in mind that while serving on this board my personal statements and opinion may be interpreted as “PTA opinions”
- I am bondable

_____ Signed _____ Dated
Board Member

_____ Signed _____ Dated
President or Secretary

Montana PTA President

- Term:** 2 years (must have served on the Montana PTA Board of Directors for one year prior to election, though is not required to be serving on the board at the time of nomination)
- Reports to:** Montana PTA Board of Directors and the National PTA
- Chairs:** Montana PTA Executive Committee
- Email address:** montanaptapresident@gmail.com

Primary responsibilities: The president serves as the primary administrative officer of the Montana PTA. He/she presides at all meetings of the executive committee. The president is an ex-officio member of all committees except the nominating committee. National PTA travel is required two to three times per year for periods of 3-5 days each, including attendance at National PTA Conventions. Authorized expenses are paid by Montana PTA and National PTA. Board of directors must reside in Montana. Be a member of National Constituent Association Advisory council "NCAAC".

Meeting Attendance Requirements

All Board of Directors and Executive Committee members are required to attend:

- Annual meeting (1 day meeting usually held one weekend in June or July)
- Pre- and Post-Convention meetings – 1 day before and a half day after Montana PTA Convention
- Winter meeting (1 day meeting usually held one weekend in January or February, usually held via teleconference or video conference)
- Spring meeting (usually held one weekend in April; usually held via teleconference)
- Occasional special meetings called with advance notice per MT PTA Policy and Procedures

Specific activities

- ◆ Prepares agendas for executive committee and board of directors meetings with input from executive committee
- ◆ Prepares president's report for each board of directors meeting
- ◆ Receives all expense vouchers/receipts for approval and forwards all signed expense vouchers to the treasurer for payment
- ◆ Submits budget requests for next fiscal year to treasurer in a timely manner
- ◆ Works closely with the treasurer to remain informed on status of the budget
- ◆ Submits an article for each issue of the *Montana PTA Voice* and ensures that required items are included (nominating forms, call to convention, proposed bylaw amendments, convention registration, etc.)
- ◆ Extends call to convention 30 days prior to the Montana PTA Convention to all units, councils, unit coordinators, and Montana PTA Board of Directors (in accordance with the MT PTA Bylaws, the *Montana PTA Voice* may be used to extend the call to convention)
- ◆ Oversees the Montana PTA Convention
- ◆ Requests the National PTA representative to Montana PTA Convention
- ◆ Submits an annual report, including the convention report, to National PTA when they require it
- ◆ Supports board of directors in submitting National PTA award applications, proposed bylaw amendments, Reflections entries, and resolutions with national intent by National PTA required deadlines
- ◆ Oversees National PTA grant applications and annual reporting
- ◆ Signs all Montana PTA contracts
- ◆ Stays informed of all board activities

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- ◆ Makes annual appointments to the board of directors and appoints committee chairs in accordance with the Montana PTA standing rules.
- ◆ Chooses, by direction of the Montana PTA Board of Directors, Montana delegates to the National PTA Convention and completes Delegate Authorization Form online
- ◆ Submits all required paperwork for Standards of Affiliation to National PTA by required deadlines
- ◆ Requests, by the direction of the Montana PTA Board of Directors, National PTA board training and leadership development
- ◆ Responds to phone, mail, and email correspondence
- ◆ Oversees all Montana PTA publications
- ◆ Provides orientation and delivers records to successor in a timely manner
- ◆ Is the Vice-President and a member of Treasure STATE PTA
- ◆ Participates in all President conference calls presided over by National PTA President as scheduled

Activities related to representing the Montana PTA on the National PTA Board of Directors

- ◆ Attends National PTA Legislative Conference, the National PTA Convention and any State Presidents meetings
- ◆ Is familiar with National PTA bylaws, standing rules, policies and procedures, standing rules, and National PTA budget
- ◆ Carries Montana PTA issues and concerns to the National PTA
- ◆ Reads and responds to National PTA correspondence
- ◆ May choose to serve on National PTA teams or committees (optional)
- ◆ May choose to serve the National PTA in other capacities (optional)
- ◆ May choose to join State President's Club for current and retired state PTA presidents (optional)

Skills and knowledge desired (may be acquired)

- ✓ Must have served one year on the Montana PTA Board of Directors
- ✓ Must be a member of a local PTA unit in Montana
- ✓ Basic PTA knowledge
- ✓ Organization and communication skills
- ✓ Boardsmanship skills
- ✓ Knowledge of PTA issue positions
- ✓ Knowledge of parliamentary procedures
- ✓ Public speaking skills
- ✓ Leadership experience
- ✓ Computer literacy
- ✓ Ability to travel with advance notice
- ✓ Requires communication via email

Montana PTA President –Elect

Term: Shall serve a term of one year prior to beginning a two-year term as president

Reports to: Montana PTA Board of Directors

Email address: montanaptapresidentelect@gmail.com

Primary responsibilities: The primary task of the Montana PTA President-Elect is to learn the various duties of the Montana PTA President. To help in this effort, the Montana PTA President and the Montana PTA President-Elect shall prepare a combined work plan for presentation at the Montana PTA Board of Directors annual meeting. The work plan will focus the duties on the President-elect on those areas deemed necessary to fully educate the President-elect to the duties of the Montana PTA presidency. All board members have Montana PTA committee assignments. Board of directors must reside in Montana. Authorized expenses paid by the Montana PTA.

Meeting Attendance Requirements

All Board of Directors and Executive Committee members are required to attend:

- Annual meeting (1 day meeting usually held one weekend in June or July)
- Pre- and Post-Convention meetings – 1 day before and a half day after Montana PTA Convention
- Winter meeting (1 day meeting usually held one weekend in January or February, usually held via teleconference or video conference)
- Spring meeting (usually held one weekend in April; usually held via teleconference, however, board members may choose to travel to meeting site)
- Occasional special meetings called with advance notice per MT PTA Policy and Procedures

Specific activities

- Will serve on the Budget Committee
- Will assist the president in developing the Montana PTA Board of Directors meeting agendas
- Will attend National PTA conventions and conferences as allowed by the budget of the Montana PTA.
- Will serve as the Montana PTA President alternate to National PTA meetings
- Copied on all correspondence via email that President is involved in

Desired skills and knowledge (may be acquired)

- ✓ Must have served one year on the Montana PTA Board of Directors
- ✓ Must be a member of a local PTA unit in Montana
- ✓ Basic PTA knowledge
- ✓ Organization and communications skills
- ✓ Boardsmanship skills
- ✓ Knowledge of PTA issue positions
- ✓ Knowledge of parliamentary procedures
- ✓ Public speaking skills
- ✓ Leadership experience
- ✓ Computer literacy
- ✓ Ability to travel with advance notice
- ✓ Requires communication via email

Montana PTA Secretary

Term: Elected to a 2 year term
Reports to: Montana PTA Board of Directors
Chairs: Bylaws and Standing Rules Committee
Email address: montanaptasecretary@gmail.com

Primary responsibilities: The secretary keeps accurate and permanent records of the Montana PTA. All board members have Montana PTA committee assignments. Board of directors must reside in Montana. Authorized expenses paid by Montana PTA.

Meeting Attendance Requirements

All Board of Directors and Executive Committee members are required to attend:

- Annual meeting (1 day meeting usually held one weekend in June or July)
- Pre- and Post-Convention meetings – 1 day before and a half day after Montana PTA Convention
- Winter meeting (1 day meeting usually held one weekend in January or February, usually held via teleconference or video conference)
- Spring meeting (usually held one weekend in April; usually held via teleconference, however, board members may choose to travel to meeting site)
- Occasional special meetings called with advance notice per MT PTA Policy and Procedures

Specific activities

- ◆ Assists president with preparation and mailing of agenda when appropriate
- ◆ Establishes a quorum at start of each meeting
- ◆ Keeps written and recorded minutes of the Montana PTA executive committee and board of directors meetings and the Montana PTA Convention
- ◆ Sends copies of minutes to board of directors members in a timely manner
- ◆ Submits accepted minutes and motion slips to Office Manager in timely manner
- ◆ Sends copies of convention minutes to members of the audit committee in a timely manner
- ◆ Maintains current Montana PTA Bylaws and Uniform Bylaws for Local Units and Councils and the Montana PTA Standing Rules
- ◆ Keeps list of current committees and committee members
- ◆ Submits a secretary budget to the treasurer for the next fiscal year in a timely manner
- ◆ Acts as custodian of all records, except those specifically assigned to others
- ◆ Provides orientation and delivers secretary's records to successor in a timely manner
- ◆ Maintains current MT PTA Job Descriptions and Policies & Procedures Manual
- ◆ Is the Secretary and a member of Treasure STATE PTA
- ◆ Works along with President and Office Manager to make sure all paperwork changes with bylaws, standing rules or policy and procedures gets passed to office manager within 30 days of changes so all official paperwork is changed in office and on website.

Desired skills and knowledge (may be acquired)

- ✓ Must be a member of a local PTA in Montana
- ✓ Basic PTA knowledge
- ✓ Organization and communication skills (especially writing)
- ✓ Boardsmanship skills
- ✓ Knowledge of parliamentary procedure
- ✓ Leadership experience
- ✓ Computer literacy
- ✓ Ability to travel with advance notice
- ✓ Requires communication via email

Montana PTA Treasurer

Term: elected to a 2-year term
Reports to: Montana PTA Board of Directors
Chairs: Budget Committee and Credentials Committee
Email address: montanaptatreasurer@gmail.com

Primary responsibilities: The treasurer is the custodian of the funds of the Montana PTA. All board members have Montana PTA committee assignments. Board of directors must reside in Montana. Authorized expenses paid by Montana PTA.

Meeting Attendance Requirements

All Board of Directors and Executive Committee members are required to attend:

- Annual meeting (1 day meeting usually held one weekend in June or July)
- Pre- and Post-Convention meetings – 1 day before and a half day after Montana PTA Convention
- Winter meeting (1 day meeting usually held one weekend in January or February, usually held via teleconference or video conference)
- Spring meeting (usually held one weekend in April; usually held via teleconference, however, board members may choose to travel to meeting site)
- Occasional special meetings called with advance notice per MT PTA Policy and Procedures

Specific activities

- ◆ Maintains accurate and detailed records of all deposits and disbursements
- ◆ Disburses the funds of the Montana PTA only upon the order of the Montana PTA president or board of directors
- ◆ Consults with board of directors on proper use of financial records and reports
- ◆ Develops the annual Montana PTA budget with input from the board of directors
- ◆ Provides all National PTA reports as requested (Annual MT PTA Financial Review, IRS 990 Form)
- ◆ Maintains Montana PTA and IRS records for Montana PTA 501(c)(3) group exemption
- ◆ Provides the IRS with an annual report on the Montana PTA group exemption
- ◆ Serves as a resource to local units, councils, and regions on a variety of IRS, fiduciary responsibility, and PTA financial issues
- ◆ Submits articles for the *Montana PTA Voice* as appropriate
- ◆ Responds to all local units, councils, and regions and state and federal agencies as they apply to the accounting and business practices of the Montana PTA
- ◆ Prepares the annual Montana PTA 990 federal tax return
- ◆ Performs annual Montana PTA Convention duties (gives credential and treasurers report and handles direct billing with hotel)
- ◆ Works with Program Chair to disburse any MT PTA awarded scholarship monies
- ◆ Handles the end of year adjustments regarding the reserve accounts in collaboration with MT PTA President
- ◆ Provides orientation and delivers treasurer's records to successor in a timely manner
- ◆ To make all required governmental reporting in reference to any paid staff
- ◆ Participates in Treasurer conference calls facilitated by National PTA
- ◆ Is the Treasurer and member of Treasure STATE PTA

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Duties performed by the Office Manager– overseen by Treasurer

- ◆ Collects, receives, and deposits all monies due to the Montana PTA
Annual Montana PTA Convention duties (receives and deposits all convention proceeds including scholarship and boutique sales monies and maintains delegate voting records)
- ◆ Oversees membership, insurance, and *Montana PTA Voice* subscription information for all local units
- ◆ Oversees reconciliation of account records from bank statements monthly
- ◆ Oversees monthly balance sheet and comparative income statement
- ◆ Oversees the forwarding of per capita National PTA dues to National PTA on a monthly basis
- ◆ Oversees maintenance of registration records for all convention attendees
- ◆ Oversees preparation of financial, and insurance reports for each board meeting and periodically as appropriate
- ◆ Oversees annual IRS subordinate report filing

Desired skills and knowledge (may be acquired)

- ✓ Must be a member of a local PTA in Montana
- ✓ Basic PTA knowledge
- ✓ Organization and communication skills
- ✓ Boardsmanship skills
- ✓ Experience with organizational finances such as payroll reporting and IRS forms
- ✓ Leadership experience
- ✓ Computer literacy
- ✓ Ability to travel with advance notice

Montana PTA Advocacy Chair

Term: 2 year term appointed biennial by the Montana PTA president and approved by the Board of Directors

Reports to: Montana PTA Board of Directors

Chairs: Resolutions Committee

Email address: montanaptaadvocacy@gmail.com

Primary responsibilities: The Advocacy Chair leads the legislative work of the Montana PTA and administers the advocacy award program. Board of directors must reside in Montana. Authorized expenses paid by the Montana PTA.

Meeting Attendance Requirements

All Board of Directors and Executive Committee members are required to attend:

- Pre- and Post-Convention meetings – 1 day before and a half day after Montana PTA Convention
- Montana PTA Convention
- Montana PTA chairs may also attend the Annual, Winter, and Spring meetings if they choose. They may be required to attend or participate via teleconference for portions of the meetings.

Specific activities

- ◆ Responsible for implementing and facilitating, at the state level, the mission of the National PTA to advocate for children by striving to ensure their educational opportunities, good health, and safety
- ◆ Serves as the direct link between the National PTA and all grass roots legislative education and lobbying efforts
- ◆ Stays current on federal and state legislative issues and activities
- ◆ Initiates and participates in state-wide advocacy efforts and legislative issues affecting public education and the welfare of children
- ◆ Provides on going education and technical advocacy assistance to PTA regions, councils, and local units
- ◆ Directs the resolution process at Montana PTA Convention and ensures the maintenance and distribution of current compilations of state legislative resolutions, policies, and directives
- ◆ May plan a Legislative Issues Conference
- ◆ Submits an advocacy plan to the board of directors at the annual meeting
- ◆ Submits an advocacy budget for the next fiscal year to the treasurer in a timely manner
- ◆ Prepares and submits an advocacy report for each board of directors meeting
- ◆ Submits website advocacy page updates to website coordinator in a timely manner
- ◆ Accesses and utilizes Montana PTA and National PTA resources
- ◆ Communicates directly with the Montana PTA Board of Directors, regional, council, and local legislative chairpersons, representatives of the larger public education community, and legislators and public officials when appropriate
- ◆ Updates Grassroots Award paperwork
- ◆ Submits advocacy articles to *Montana PTA Voice* as appropriate
- ◆ May attend the annual National PTA Legislative Conference (2-3 days in Washington, DC)
- ◆ Participates in Advocacy conference calls facilitated by National PTA
- ◆ Work with office manager to keep Resolution book up to date with changes that occur at annual convention.
- ◆ Provides orientation and delivers advocacy/legislative records to successor in a timely manner

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Skills and knowledge desired (may be acquired)

- ✓ Must be a member of a local PTA unit in Montana
- ✓ Basic PTA knowledge
- ✓ Organizational and communication skills (public speaking and writing)
- ✓ Boardsmanship skills
- ✓ Knowledge of PTA issue positions
- ✓ Interest in advocacy and legislative process
- ✓ Leadership experience
- ✓ Computer literacy
- ✓ Ability to travel with advance notice
- ✓ Requires communication via email

Montana PTA Convention Chair

Term: 2 year term appointed annually by the Montana PTA president and approved by the Board of Directors

Reports to: Montana PTA Board of Directors

Email address: montanaptaconvention@gmail.com

Primary responsibilities: The primary responsibilities of the Convention Chair are to plan, carry out, and evaluate the annual Montana PTA convention. Board of directors must reside in Montana. Authorized expenses paid by Montana PTA.

Meeting Attendance Requirements

All Board of Directors and Executive Committee members are required to attend:

- Pre- and Post-Convention meetings – 1 day before and a half day after Montana PTA Convention
- Montana PTA Convention
- Montana PTA chairs may also attend the Annual, Winter, and Spring meetings if they choose. They may be required to attend or participate via teleconference for portions of the meetings.

Specific activities

- ◆ Submits a Convention plan to the board of directors at the annual meeting
- ◆ Submits a convention chair budget for the next fiscal year to the treasurer in a timely manner
- ◆ Prepares a board report for each board of directors meeting
- ◆ Submits appropriate articles for the *Montana PTA Voice* to the office manager in a timely manner
- ◆ Presents all proposed contracts to President for approval
- ◆ Selects an appropriate convention hotel in city determined by board of directors. Negotiates hotel contract, and submits contract for approval to Montana PTA President and Montana PTA Treasurer
- ◆ Recruits and chairs a convention planning committee and assigns areas of responsibility
- ◆ With the assistance of the President and the Board of Directors, plans all convention events and activities as outlined in the convention coordinator's book including but not limited to, workshops, keynote speakers, menus, events, entertainment, extras, PTA Store, volunteers
- ◆ Produces with assistance of the office manager the exhibitor packet and makes sure the database of past mailings is kept up-to-date.
- ◆ Works with President to create and refine convention agenda
- ◆ Oversees correspondence, invitations and registration of convention vendors/exhibitors
- ◆ Oversees convention set up (registration, exhibitor area, PTA Store, general session and workshop rooms, displays if needed, dining areas)
- ◆ Makes arrangements for pre and post convention board meetings and hotel reservations for Board of Directors, special guests, and National PTA representatives
- ◆ Coordinates with the office manager convention information for the website
- ◆ Evaluates convention and updates convention chair book
- ◆ Provides orientation and delivers convention chair books and necessary records to successor in a timely manner

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Desired Skills and Knowledge (may be acquired)

- ✓ Must be a member of a local PTA unit in Montana
- ✓ Basic PTA knowledge
- ✓ Organization and communication skills
- ✓ Boardsmanship skills
- ✓ Computer literacy
- ✓ Prior attendance at one or more Montana PTA conventions
- ✓ Requires communication via email
- ✓ Ability to travel in Montana in the event the convention is not held in city of residence (an out of town Convention would require several planning trips to the Convention hotel)

Montana PTA Membership Chair

Term: appointed to a 2 year term
Reports to: Montana PTA Board of Directors
Email address: montanaptamembership@gmail.com

Primary responsibilities: The membership vice president administers the Montana PTA membership program and the membership award program. Board of directors must reside in Montana. Authorized expenses paid by Montana PTA.

Meeting Attendance Requirements

All Board of Directors and Executive Committee members are required to attend:

- Pre- and Post-Convention meetings – 1 day before and a half day after Montana PTA Convention
- Montana PTA Convention
- Montana PTA chairs may also attend the Annual, Winter, and Spring meetings if they choose. They may be required to attend or participate via teleconference for portions of the meetings.

Specific activities

- ◆ Designs and implements state membership goals set by Montana PTA extension plan
- ◆ Submits a membership plan to the board of directors at the annual meeting
- ◆ Submits a membership budget for the next fiscal year to the treasurer in a timely manner
- ◆ Encourages and supports PTA membership efforts throughout Montana
- ◆ Maintains membership chair procedure notebook
- ◆ Communicates regularly with Montana PTA treasurer and office manager for up-to-date membership totals
- ◆ Communicates with president, council, and local unit leadership regarding membership issues through a variety of means
- ◆ Submits monthly membership articles to *Montana PTA Voice*
- ◆ Submits website membership page updates to office manager in a timely manner
- ◆ Reviews membership report prior to each board of directors meeting
- ◆ Communicates as appropriate with National PTA membership team
- ◆ Participates in Membership conference calls facilitated by National PTA
- ◆ Models PTA membership outreach and effective and appropriate membership practices
- ◆ Promotes Montana PTA and National PTA honorary memberships
- ◆ Provides orientation and delivers membership records to successor in a timely manner
- ◆ Serves as the President and is a member of the Treasure STATE PTA
- ◆ Submits convention membership themes for board to vote on
- ◆ Implement outstanding educator and volunteer paperwork, judging and awarding winner at convention.

Desired skills and knowledge (may be acquired)

- ✓ Must be a member of a local PTA unit in Montana
- ✓ Basic PTA knowledge
- ✓ Organization and communication skills
- ✓ Boardmanship skills
- ✓ Familiarity with membership issues
- ✓ Leadership experience
- ✓ Computer literacy
- ✓ Ability to travel with advance notice
- ✓ Requires communication via email

Montana PTA Reflections Chair

Term: 2-year term appointed annually by the Montana PTA president and approved by the Board of Directors

Reports to: Montana PTA Board of Directors

Email address: montanaptareflections@gmail.com

Primary responsibilities: The reflections chair administers the statewide Montana PTA Reflections cultural arts program. Reports to one of the Member Representatives for questions or guidance. Board of directors must reside in Montana. Authorized expenses paid by Montana PTA. The reflections chair is required to attend the Montana PTA Convention.

Meeting Attendance Requirements

All Board of Directors and Executive Committee members are required to attend:

- Pre- and Post-Convention meetings – 1 day before and a half day after Montana PTA Convention
- Montana PTA Convention
- Montana PTA chairs may also attend the Annual, Winter, and Spring meetings if they choose. They may be required to attend or participate via teleconference for portions of the meetings.

Specific activities

- ◆ Submits a Reflections plan to the board of directors at the annual meeting
- ◆ Submits a Reflections arts budget for the next fiscal year to the treasurer in a timely manner
- ◆ Submits appropriate *Voice* articles to the office manager in a timely manner
- ◆ Works with the website coordinator to update Reflections information on the website
- ◆ Encourages local units to participate in the National PTA Reflections cultural arts program
- ◆ Distributes national and state Reflections rules to board of directors and local units
- ◆ Publicizes Reflections program and deadlines using a variety of means
- ◆ Organizes Montana PTA Reflections judging (secures judges and designates judging site, orders participant recognition items—ribbons, certificates—hires photographer to produce required slides)
- ◆ Consults with local units
- ◆ Receives local unit winning entries, sorts by age and type of entry
- ◆ Invites local units to submit winners biographical information
- ◆ Verifies with office manager that all participating units are in good standing
- ◆ Prepares for judging event (set up, refreshments, serves as resource to judges, disassembles display)
- ◆ Compiles winners list
- ◆ Plans and carries out Montana PTA Convention Reflections recognition (corresponds with families of invited participants, may arrange for a group photo, hosts reception)
- ◆ Prepares winning entries for submission to National PTA (paperwork, computer discs, slides)
- ◆ Ships Montana PTA entries to National PTA in a timely manner
- ◆ Sends appropriate thank you correspondence and notifies National PTA winners
- ◆ Returns entries to local units
- ◆ Sends photos, entries, and ribbons or recognition items to participants unable to attend Convention recognition
- ◆ Coordinates with MTPTA Board of Directors the logistics and timing of the Reflections Celebration.
- ◆ Participates in conference calls facilitated by National PTA
- ◆ Announces National PTA Reflections theme in a timely manner
- ◆ Provides orientation and delivers Reflections records to successor in a timely manner

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Desired skills and knowledge (may be acquired)

- ✓ Must be a member of a local PTA unit in Montana
- ✓ Basic PTA knowledge
- ✓ Organization and communication skills
- ✓ Boardsmanship skills
- ✓ An interest in cultural arts
- ✓ Computer literacy
- ✓ Ability to travel with advance notice
- ✓ Requires communication via email

Montana PTA Office Manager

Reports To: Montana PTA President

Primary responsibilities: The office manager is a paid employee of the Montana PTA. He/she carries out the daily operations of the Montana PTA, residing at 410 Colorado Avenue, Room 209, Laurel, Montana. The President of the Montana PTA directs the needs/expectations of the Montana PTA Board to the office manager for completion. Authorized expenses paid by Montana PTA.

Specific activities:

- Collects and sorts mail from the post office
- Monitors and responds to postal, phone and internet correspondence forwarding to appropriate person
- Financial Duties –collects, receives and deposits monies due to the MT PTA, enters checks and deposits, prepares financial reports, and balances bank accounts
- Maintains active membership database, including: bulletin subscriptions and distribution of membership cards,
- Maintains NPTA database of local unit presidents and state board members.
- Maintains membership reports for state and National PTA and files reports on required deadlines
- Coordinates with the MT PTA Treasurer distribution of information on the MT PTA insurance program
- Prepares Montana PTA *Voice*, including: layout, prepared copy of bulletin submitted to printer, pick-up of final edition and mailing
- Purchases office supplies and official PTA items as needed
- Responds to new unit inquiries and forwards information to President
- Processes Montana Honorary Membership applications
- Maintains files and records of office
- Prepares office report for board meetings and fills in for Montana PTA Secretary when needed at board meetings
- Maintains database for attending convention delegates, including: convention information mailing, name badges, convention attendees verification, exhibitors information, presenters information and various ribbon distribution, orders ribbons and other registration supplies
- Maintains Montana PTA Library, including: database, organization of materials and distribution and collection of requested information. Prior approval of purging information needed by President.
- Mails scholarship information in collaboration with Program Chair
- Maintains appearance of office, including: cleaning and bulletin boards
- Additional duties as detailed in the Office Manager Procedure Manual
- Monitors website along with President to make sure all forms are up-to-date

Skills and knowledge desired (may be acquired)

- ✓ Basic PTA knowledge
- ✓ Computer literacy (knowledge of Excel, Word, Publisher and Quickbooks)
- ✓ Organization and communications skills
- ✓ Must be a member of a local PTA unit in Montana PTA

NOTE* Occasional weekend work and travel may be required for convention, board and council meetings, leadership trainings etc.