



MARY LIN PTA BOARD AND PROJECT COORDINATORS

EXECUTIVE BOARD MEMBERS	
PTA PRESIDENT OR 2 CO-PRESIDENTS	The president is elected by the local unit members to direct the affairs of the association in cooperation with the other members of the executive committee and to represent its members
VICE PRESIDENT – OPERATIONS*	Direct PTA efforts supporting school operations
VICE PRESIDENT – EDUCATION*	Direct education enrichment efforts.
VICE PRESIDENT – FUNDRAISING*	Direct all PTA fundraising efforts
VICE PRESIDENT – PARENT INVOLVEMENT*	Direct all PTA programs focused on strengthening our school community.
VICE PRESIDENT – COMMUNICATIONS*	Direct all PTA communications efforts.
PARLIAMENTARIAN	The parliamentarian is a consultant, commonly a professional, who advises the president and other officers, committees, and members on matters of parliamentary procedure. The parliamentarian’s role during a meeting is purely an advisory and consultative one. The parliamentarian must remain impartial, and therefore does not make motions, participate in debate, or vote on any question except in the case of a ballot vote
TREASURER	The treasurer is the legally responsible, authorized custodian of the PTA funds and is responsible for the financial management of the PTA. The treasurer receives and disburses all monies in accordance with the local unit bylaws and the approved budget.
SECRETARY	Records activity from all meetings (Board and General Membership) and other record keeping tasks.
*Coordinator positions fall under the guidance of the Vice Presidents of their respective division. Please see below for coordinator roles and role descriptions.	

OPERATIONS COORDINATORS – VP of Operations	
<i>Nominations Coordinator</i>	Initiate recruitment of Nominations Committee and follow guidelines established by Georgia PTA. (February-April)
<i>Room Parent Coordinator</i>	Facilitate sign up process and orientation program for RP. (July/August)
<i>Staff & Teacher Appreciation Coordinator</i>	Coordinate teacher/staff appreciation events such as “grab and go” breakfast or luncheons and holiday/year end party.
<i>Interior Enhancement Committee Chair/Co-Chairs</i>	Facilitate tasks related to the continued enhancement of our new building interiors
<i>Lost & Found Coordinator</i>	Assist in maintaining Lost and Found and donations of unclaimed items to local shelters
<i>School Tours Coordinator</i>	Coordinating efforts of a few representatives to rotate leading tours (Nov-April).

EDUCATION COORDINATORS – VP of Education	
<i>Science & Technology Night Coordinator(s)</i>	Coordinate activities for annual family education night.
<i>Lin Extracurricular & Enrichment Programs (LEEP)</i>	Coordinate with school administration and outside vendors on offerings available for educational enrichment outside of regular school hours. (Tasks begin in April/May for next school year and continue throughout summer.)
<i>CINS Representative</i>	Serve as Mary Lin PTA representative to Council of Intown Neighborhood Schools
<i>Spelling Bee Coordinator</i>	Assist school administration in coordinating annual Spelling Bee held in January.
<i>Art Night Coordinator(s)</i>	Assist Art teacher in coordinating Art Night (May)
<i>Special Education Committee Chair/CoChairs</i>	Support our Special Education team in enrichment programs.

FUNDRAISING COORDINATORS – VP of Fundraising	
<i>Major Fundraiser Coordinator(s)</i>	Implement key fundraising efforts as approved by PTA Board.
<i>Dine Outs Coordinator</i>	Administer tasks supporting solicitation of ads for PTA's school directory
<i>Spirit Wear Coordinator</i>	Coordinates dine-outs with community restaurants. Approximately 4-5 during the school year
<i>School Supply Sale Coordinator</i>	Coordinate with 3rd party vendor spirit wear offerings and administer marketing and sales process at the start of school year. (June-Aug)
<i>Box Tops Coordinator</i>	Manage marketing of Box Tops program in addition to collecting and submitting for payment.

PARENT INVOLVEMENT COORINDATORS –VP of Parent Involvement	
<i>Open House Coordinator</i>	Planning begins in June to coordinate Open House for early August
<i>Kleenex & Coffee Coordinator</i>	Coordinate first day of school coffee social for parents
<i>Principal's Coffees Coordinator</i>	Coordinate monthly coffees
<i>Community Service Projects Coordinator</i>	Community Service Projects Coordinator
<i>Small Tall Ball Coordinator(s)</i>	Coordinate dance held in February.
<i>Linapalooza Coordinator(s)</i>	Coordinate school wide talent show held in March
<i>Holiday Program Coordinator(s)</i>	Coordinate holiday program held in early December.

COMMUNICATIONS COORDINATORS – VP of Communications	
<i>Website Coordinator</i>	Assist school administration in maintaining Mary Lin website
<i>Rocket Blast Coordinator</i>	Administer the weekly publication of the PTA sponsored e-newsletter.
<i>Yearbook Coordinator(s)</i>	Coordinate all tasks related to producing the yearbook. (Co-coordinators recommended.)