

## PSA Executive Committee Job Descriptions

**President;** the President will attend and run all SDCCS PSA general membership meetings and Executive Committee meetings; act as liaison to the Principal. Direct the management and activities of the SDCCS PSA, Participate in the annual SDCCS PSA budget process. Serve as back-up liaison to the SDCCS Board of Directors; and in the event of the Vice President' s inability to attend a SDCCS Board meeting, attend said meeting in their stead, with full voting rights.

**Vice-President (and SDCCS Board Liaison);** the PSA Vice-President will attend all SDCCS PSA general membership meetings and Executive Committee meetings; act as an aide to the president. Perform the duties of the President in the absence or inability of that officer to act. The Vice-President will act as liaison to the SDCCS Board of Directors; attend all Board meetings and serve as a voting member of the Board of Directors of the Theresa Hessling Charter School Project.

**Secretary;** the Secretary shall attend and record minutes, including attendance, of all SDCCS PSA general membership meetings and Executive Committee meetings. The Secretary will be responsible for notifying the membership of all meetings and distribution of all meeting agendas and minutes of previous meetings. The Secretary also may be responsible for SDCCS PSA correspondence and other duties that may be assigned by The SDCCS PSA Executive Committee.

**Treasurer;** the Treasurer shall attend all SDCCS PSA general membership meetings and all PSA Executive Committee meetings. Oversee the budget of the PSA and coordinate the expenditure of all funds with the PSA Executive Committee. Perform Monthly reconciliation of PSA Bank Account. Produce PSA financial reports as needed. Oversee Classroom Funds for each teacher/grade including processing deposits, check requests, purchase order requests, and producing monthly statements distributed to Teachers and classroom coordinators. Attend Classroom Coordinator meetings as needed to communicate Classroom Fund policies. Meet with School's Business Manager for annual internal audit of PSA funds, provide back-up as needed for SDCCS general audit. Serve as a member of the Budget Committee of the Board of Directors of the Theresa Hessling Charter School Project. The Treasurer must be familiar with and adhere to written policies and procedures (i.e. –PSA bylaws, classroom fund policies, etc.)

**Volunteer Coordinator;** the Volunteer Coordinator will attend all SDCCS PSA general membership meetings and Executive Committee meetings. The Volunteer Coordinator will serve as a liaison back to Room Parents. The Volunteer Coordinator will maintain a list of prospective volunteers to recruit volunteers as necessary to help with school wide events, etc.

**Fundraising Chair;** oversee PSA fundraisers, help coordinate with specific event sub-chairs to ensure expenditure budget is maintained, encourage/support sub-chairs with their fundraising goals, and report to PSA Treasurer. If you are interested in the Fundraising Chair position, please contact Heidi Abelman at [psapresident@sdccs.org](mailto:psapresident@sdccs.org).