



P.S. 133Q Parent-Teacher Association
248-05 86th Avenue
Bellerose, NY 11426

Roles and Responsibilities of the PTA Executive Board

President or Co-Presidents

- Responsibilities as set forth in bylaws
- Responsible for coordinating fundraising activities
- Responsible for coordinating student givebacks
- Responsible for coordinating teacher appreciation activities

Recording Secretaries

- Responsibilities as set forth in bylaws

Treasurer

- Responsibilities as set forth in bylaws

Corresponding Secretary

- Responsible for all social media communications
- Responsible for all meeting notices and communications
- Responsible for updating the PTA website and all other general communications

Volunteer Coordinator

- Responsible for building positive relationships with PTA volunteers
- Responsible for developing and maintaining a volunteer mailing list
- Responsible for planning, directing, and assigning responsibilities at events where volunteers are needed

Membership Chairperson

- Responsible for building positive relationships with parent community
- Responsible for developing and maintaining a membership mailing list
- Responsible for creating and implementing a membership plan
- Responsible for promoting membership throughout the year
- Responsible for turning out members to monthly meetings

Fifth-Grade Committee Chairperson

- Responsible for building positive relationships with parents of the senior class
- Responsible for coordinating fundraising for senior activities
- Responsible for planning Senior Day, Yearbook and Graduation activities

Member-at-Large

- Responsibilities vary depending on the needs of the PTA