



**Independence
CHARTER SCHOOL**

PTA

2018-2019 PTA Officer and Committee Chair Search

Your 2017/2018 PTA Officers are grateful to have had the opportunity to serve Independence Charter School in such a meaningful way for these past two years. For some of us, our two-year term limit is approaching, and the time has come to nominate a new slate of officers who will step in fill these very rewarding roles.

The ICS PTA is a young organization, and has only had a few Officer Boards since its inception. It's been a joy to create new ways to engage and serve the parents, teachers and students of Independence Charter School, and we've loved coming up with new ideas, projects, fundraisers, membership drives, and celebrations for the community that we care for so deeply.

The next slate of officers will find a lot of support, as we've been creating checklists, job descriptions and sets of notes for each of our annual events and fundraisers. You will NOT have to re-invent the wheel. However, you'll have the freedom to invent your OWN ideas and create new traditions for ICS. We can't wait to see what you come up with! Please email pta@icscharter.com with any questions.

Officer positions open:

- President - Amy Romaine
- Vice President - Katrina Flener
- Treasurer - OPEN
- Secretary - Ashley Tobin

Committee Chair positions open:

- Book Fair - OPEN
- Membership - OPEN
- Communications - OPEN
- Silent Auction - OPEN
- Events - OPEN
- Parent Engagement - OPEN
- Spanish Liaison - OPEN
- Grade Level Representatives - OPEN

There are official **Officer responsibilities** as outlined in our by-laws. But they are fairly dry in description. Listed below are the open positions and our hands-on descriptions. Joining the ranks as an Officer is a wonderful and rewarding experience. It can feel crazed at times, but everyone works so well together as a team that you are never left on your own...everyone has everyone's back. Including past officers who will gladly support you.

The Treasurer: The Money Manager

The function of the treasurer is to keep on top of the books, submit dues to the state PTA organization, cut checks for field trips, keep Officers up to date on the balance of the accounts and have the accounts in order for the annual audit by a committee. Someone with bookkeeping or accounting skills helpful.



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Committee Chair/Co-Chair positions - these positions are created on an as needed basis and are not officer positions. They are also a 2-year commitment and can be done in pairs, with Co-Chairs being available for each committee. Committee Chairs will work with and have the full support of the officers. They are not required to attend officers meetings. It would be helpful to attend monthly meetings, but the majority of the work can be done over conference calls and emails. Individuals are more than welcome to co-chair more than one committee, as some of the duties may overlap.

Book Fair Co-Chairs: Reading Guru

Main job: coordinate the Book Fair with Scholastic and the school, work with the volunteers to set-up, run and clean-up the event.

Membership Co-Chairs: Data keeper

Main job: keep our membership database up to date and find creative ways to encourage our families to join the PTA.

Communications Co-Chairs: The Messenger

Main job: share PTA information with the ICS community at large, including families, teachers & staff; via email, flyers, social media, posters, etc. We need someone who is comfortable working on our social media presence.

Silent Auction Co-Chairs: Fundraising Champion

Main job: coordinate the communication amongst the different committees for the Silent Auction.

Events Co-Chairs: The Fun One

Main job: work with the other committees to run events.

Parent Engagement Co-Chairs: The Connector

Main job: help coordinate and organize parent engagement, including the regional groups and parent engagement events like a movie night.

Spanish Liaison Co-Chairs: The Communicator

Main job: help facilitate communication to and from the Spanish speaking families

Grade Level Representatives: The Conduit

Main job: help facilitate communication to and from your grade-level, including organizing grade-level activities, should the teachers and parents want to do that.



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Here are the attendant duties of the officer position:

Treasurer

- Maintain a full account of the funds.
- Submit dues to the PA State PTA.
- Make disbursements as authorized by the executive board.
- Present an annual report of the financial condition of this association to the membership.
- Have the accounts examined annually by an auditor or an auditing committee

TESTIMONIALS

“Participating on the PTA as an officer is truly rewarding. You can definitely bring your voice to the table and your input is seriously considered. I really enjoy the teamwork alongside other parents who truly care about the direction of the school and who are interested in helping the school in as many ways possible. We have brought awareness to many important issues to our community. I also enjoy hearing the feedback from the parents we serve.”

— Cynthia Kwan, Advocacy Committee Chair