

Updated 2023



PTU Executive Board, 2023-2024 School Year

Benefits of Serving on the PTU Executive Board

- Complimentary PTU Membership and Member discounts
- Ability to help drive PTU programs and initiatives
- \$25 Credit to Uniform Resale
- 1 piece complimentary Spirit Wear per school year (up to \$40 value) to wear at PTU functions

Executive Board Responsibilities:

- Carry out Compulsory Initiatives as identified below
- Attend Executive Board Meetings on a monthly basis
- 2 year commitment

PTU Coordinator Opportunities:

1. President

- Create agenda and preside over monthly PTU Board Meetings and General Meetings
- Act as liaison and key contact between parents and school leadership to ensure student success
- Communicate with/survey Members to determine interests and feedback
- One of the authorized signers for the PTU checks, contracts and authorization
- Facilitate School Supply box lists and ordering (April)
- Serve on Catholic Schools Week Committee (Jan)
- Manage and maintain the PTU Executive Board & Coordinator responsibilities
- Maintain and archive PTU records for future boards and committees
- Chair Breakfast in Bethlehem Community Event with help of VP of Event Planning (Dec)
- Coordinate 8th Grade Scholarship (April)
- Approve and oversee Coordinator initiatives.
- Assist VP of Event Planning with Family Movie Night
- At end of term work with incoming president to create calendar of events for following school year.

2. VP of Fundraising

- Maintain and promote ongoing Gift Card Fundraiser
- Manage Fall, Christmas and Spring Flower Fundraisers
- Initiate and oversee other fundraising programs (Dine to donate, dress down days, etc.)
- Co-Chair St. Nick Shop with Event Coordinator and run Main Campus shop (December)

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- Main contact for Spirit Wear Sales
- At end of term review fundraising initiative procedures with incoming VP of Fundraising

3. Treasurer

- Work with President to develop an annual budget for the PTU and provide updates on budgeted versus actual numbers at monthly Executive Board meeting
- Keep accurate record of funds raised and funds spent. This information will be given to the Church on a quarterly basis for audit
- Make cash deposits and write reimbursement checks as needed
- Review deposits and withdrawals to bank account on a monthly basis and provide current account balance at monthly Executive Board Meeting
- Act as authorized signer for PTU checks
- Monitor funds available in universal Teachers Pay Teachers account
- Stock and regularly replenish PTU Office/Closet Supplies
- "Understudy" major fundraisers and assist if needed
- At end of term work with incoming Treasurer to create budget for following school year

4. VP of Membership

- Facilitate annual Membership Drive Communication and Database (August)
- Organize Membership drive tables at meet the teacher nights (August)
- Determine volunteer needs and create volunteer signups including sign up emails
- Track and update volunteer requirement for members and update recognition pages
- Schedule and facilitate twice annual Parent Social & General Meetings for PTU Members (October & March)
- Maintain ongoing Uniform Resale donations and sales throughout year and at end of term pass on to future VP of Membership fully organized for following school year.
- Manage and maintain the PTU Board & Coordinator nominations process (April/May)
- "Understudy" Father/Son Bonfire, Winter Event & Summer kick-off and assist if needed.
- Coordinate November Gift Card Sales of physical gift card orders for teacher gifts. (Nov)
- At end of term, assist incoming VP of Membership with Membership Drive for next school year.

5. VP of Marketing

- Make Website Updates on PTU pages using Wix
- Attend & record minutes of monthly and general board meetings and publish to Board, Principal and Pastor by the end of the meeting week.
- Send email e-blasts using Constant Contact for various PTU functions, weekly (as needed) Faculty News, and Month at a Glance each month.
- Design/update all PTU event and fundraiser flyers on Canva
- House PTU printer and fulfill printing requests
- Post activities and events on PTU Facebook Group page
- "Understudy" Family Movie Night & Parent/Child Date Night and assist if needed.
- At end of term, train incoming VP of Marketing on Constant Contact, Wix and Canva as well as give an overview of already created templates.

6. VP of Event Planning

- Chair Family Movie Night with help of President (Sept.)
- Father/Son Bonfire (October)

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- Co-Chair Breakfast in Bethlehem (December)
- Winter Event (Ice Skating or Tobogganing on rotation basis) (Jan/Feb)
- Parent/Child Date Night Event (Father/Daughter Dance OR Mother/Son Derby on rotating basis) (April)
- Summer Kick Off (August)
- Create all Event Cheddar Up pages, including those for Coordinator run activities
- “Understudy” events managed by PTU Event Coordinator and provide guidance as needed.
- At end of term train incoming VP of Event Planning on Cheddar Up