



PAA Board Position Descriptions

President: The President will preside at all meetings of the PAA, uphold the Constitution, have the responsibility for the general management of the PAA and will serve at the will of the voting membership including the following primary roles:

- Develop monthly meeting agenda, distribute materials / invitation, and facilitate meeting
- Attend periodic community organization meetings or events representing and promoting PAA
- Update constitution and PAA handbook policies as needed ensuring ratification and proper documentation
- Meet with PLHS Activities Director as needed to understand financial needs of activities
- Ensure compliance with all 501c3 non-profit regulations and district procedures
- Ensure PAA Officer and Activity Rep role clarity and proper training
- Facilitate development of annual PAA priorities
- Authorize fundraising and funding requests per procedure and policy
- Ensure effective fundraising and marketing efforts

Vice President: In the absence of the President or any vacancy of the President's office, the Vice President may be vested by the voting members of the PAA to have all the powers of the President. The Vice President will perform all other duties as may be required by the PAA which may include:

- Act as a liaison with the local business community including planning and coordinating all-activity PAA marketing and fundraising efforts
- Coordinate and communicate PAA's volunteer and ticket sale fundraising efforts for the annual Lakefront MusicFest event
- Ensure PAA presence at community and school events and attend periodic community organization meetings or events representing and promoting support of PAA
- Coordinate PAA's annual fundraising drive and maintain updated Wall of Fame nameplates
- Lead the PAA fundraising and/or marketing committees

Secretary: The Secretary will make and keep all records of the PAA, be responsible for all official correspondence, notify the public and members of PAA meetings, and will perform all other duties as may be required by the PAA which have included:

- Develop and submit information for publication including PLHS Newsletter, PAA parent distribution lists, PAA and district websites
- Liaison with local newspapers or other media to promote activities and communicate PAA meeting schedule
- Regularly check mail box at PLHS and email inbox
- Draft and send PAA official correspondence, email announcements and meeting invitations
- Responsible for taking meeting minutes at monthly PAA meeting
- Maintain master PAA files / documentation including online shared file access and website/public posting as appropriate
- Ensure file transfer to new board members
- Create activities performance/event schedule
- Develop PAA brochures and marketing materials



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Treasurer: The Treasurer will be responsible for the care and safekeeping of the funds of the PAA, coordinate the funds with individual activities, ensure quarterly financial reporting from all individual activity boosters, prepare PAA financial reports and tax filings, and will perform all other duties as may be required by the PAA. The Treasurer's primary responsibilities have included:

- Coordinate authorization of funding and fundraising requests with activity reps and district personnel
- PAA accounting / bookkeeping including deposits, payment tracking, manage online banking
- Prepare and deliver monthly treasurers report
- Oversight and consolidated quarterly reporting of PAA individual booster accounts
- Capture spending needs forecast
- Coordinate with tax accountant, review tax filings for accuracy, ensure timely filing and business renewal
- Send thank you note and charitable donation letter to donors and provide nameplate recognition information to VP
- Upkeep master PAA email list / contact information of current and past donors
- Maintain accounting system / master data for current and past years

Activity Representatives, Alternate Representatives & Officer Positions: Each individual activity (Choir, Band, Theater, Speech, Mock Trial, Knowledge Bowl, Robotics, Middle School Band & Choir) must have one Primary Activity Representative and one Alternate Activity Representative, designated by the individual activity. The Activity Rep responsibilities include:

- As a voting member of the PAA, represent the activity at all PAA meetings so that each activity has input in to PAA decisions.
- Share information and highlights of their activity's happenings during monthly PAA meetings.
- Be a liaison between the Program Director / Coach of that activity and the PAA.
- For activities with individual activity booster groups who have their own checking account, facilitate the submission of the required quarterly financial reporting and accounting documentation between the activity's treasurer and the PAA Treasurer.
- Promote / encourage parent membership or support for the activity you represent and for PAA.
- Report to the PAA ideas or concerns of the parents you represent.
- Assist with coordinating all-activity and individual activity fundraising and recruit or organize other parent volunteers as necessary. The activity representative may delegate or solicit other parents to help with these projects.
- Receive and discuss funding requests and fundraising efforts with the Program Director/Coach and submit for approval through PAA process.

Choir, Band & Robotics Booster Club Officer Positions: These activities also have their own booster clubs under the umbrella of PAA. They have Officer positions similar to those of the broader PAA organization but within the activity booster club. This is a great way to play an important role within your student's activity.