



MONTINI PARENT TEACHER ALLIANCE
OPEN POSITION JOB DESCRIPTIONS
2019/2020

TEACHER LIASION

- Open to any Montini Staff member
- Keep lines of communication open between the MPTA and Montini staff
- Responsible for attending quarterly MPTA Meetings
- Give insight from teacher's point of view
- Review MPTA minutes with staff at Montini Staff meetings
- Recruit other teachers to attend MPTA events

VICE PRESIDENT

- Desire to serve the MPTA, the school, the Church and ultimately the students
- Good listening skills combined with effective communication skills
- Assist the president and perform the duties of the president if the president is absent or unable to serve
- Participate in executive board meetings and provide input for decisions
- Effectively oversee the Event and Volunteer Committees
- Be a liaison for new families

TREASURER

- Work closely with Montini School's Business Manager to accept payments for events and fundraisers.
- Pay any bills incurred by MPTA
- Basic knowledge of Quickbooks is helpful, but not necessary.

EVENT/VOLUNTEER COORDINATOR

- Recruit volunteers to help with various positions needed for a successful event
- Secure event locations
- Manage and coordinate volunteer coverage at events
- Assist with thank you letters and cards, following the event
- Ensure optimal and effective communication with volunteers in event preparation
- Organize volunteer meetings as needed
- Secure venue locations for Family Dinner Nights

MARKETING/SOCIAL MEDIA COORDINATOR

- Manages content posting and online conversations across our various social networking platforms, including Facebook, Twitter, Instagram, etc...
- Develops social media programs that support our overall brand strategy with the objective of increasing brand visibility and traffic across social media platforms.
- Performs other related duties, tasks, and responsibilities as required, assigned and directed.

Submit your submission for consideration to the MPTA via MontiniPTA@gmail.com. Those names submitted will be compiled on a ballot. At the meeting on **THURSDAY, MAY 23RD** candidates will be given the opportunity to state their case for their desired position. Voting will be via secret ballot by those meeting attendees.