Executive Board: The executive board is composed of a leadership team and council and committee heads.

Leadership Team: Meets 6 times per year as a Leadership Team to drive critical agenda issues.

President: (Jennifer Heathwood 2021-22): Oversee the work & initiatives of the PTA; organize the agenda & manage monthly meetings; work with treasurer to create the yearly budget; meet regularly with council and committee chairs and school administration.

President Elect: Support & shadow president throughout the school year to learn responsibilities of position; serve on the Bronxville School Foundation and attend monthly meetings; head the Nominating Committee to fill positions for the following year. Serve as chairperson of Fall Light Up the Night Community event.

Treasurer: Create annual budget in coordination with each council, and work directly with individual council treasurers; keep PTA accounts; prepare financial forecasts; oversee audit along with executive council; coordinate receipt & disbursement of monies; prepare information for tax returns; advise board of financial problems & policies; present monthly financial reports at PTA meetings. Knowledge of Quickbooks helpful, but not necessary. Work closely with the Assistant Treasurer. See more at Forms & Docs.

Treasurer Elect: Shadow treasurer to prepare for treasurer role the following year and split duties as treasurer deems appropriate; manage account for Memorial Day activities in conjunction with Memorial Day Treasurer, BASC Treasurer, and Apparel Treasurer; organize yearly audit with Treasurer and Leadership Team.

Secretary: Take the minutes at the PTA Board meetings; check & receive incoming internal & external (mail) communication; notify board of all meetings; record & file minutes for monthly meetings. Maintain current bylaws, governing rules & master PTA calendar; verify current membership list with Membership and Directory leads.

Membership: Oversee the PTA’s online membership, directory & email platform in coordination with the Membership chair & school administration. This role will require
getting familiar with Membership Toolkit’s functionality in order to (1) serve as an admin for the platform to monitor its usage; (2) maintain the accuracy of the school and family directory entries. Also works with Communications & Media Committee.

**Communications + Marketing:** Oversee communications, branding, and operations of PTA online platforms (including Membership Toolkit, PTA website (Wix) & social media) with PTA leads for PTA Website, PR, Social Media, Community Outreach, Membership Toolkit. Responsible for overall communications strategy. Works to promote PTA initiatives in the community, including fundraisers, major PTA events & Memorial Day activities; send press releases and articles to local publications as approved by the President.

[Click here](#) to volunteer for the Leadership committee and other Executive Board positions.

**Other Executive Board positions:** Each chair oversees his/her respective area and collaborates with the President for decision making. Attend select board meetings and two all hands meetings per year.

**Division Council Chairs:** Council Chairs represent their individual councils to the Executive Board and to the school administration; oversee & manage all council activities and council meetings with faculty and parents; help recruit, orient & direct grade chairs/class parents; create budget with council reps; communicate concerns/issues to administration; serve on interview committees for the hiring of new teachers. Ensure relevant communications are published through PTA email and posted to PTA website and/or social media accounts, in coordination with Communications & Media Committee.

**ES Council Chair:** Alanna Leavell

**MS Council Chair:** Caroline Dimitri

**HS Council Chair:** Amy Wiser

**Apparel:** Design & order merchandise geared towards the BXV school community; run a fall and spring week long sale with parent volunteers; organize inventory; maintain sales spreadsheet; promote sales.
Apparel Treasurer: Coordinates with PTA treasurer elect. Manages placing orders, maintaining inventory, and coordinating payments with the treasurer. Fiscal accountability to the leadership team.

Athletic Council: Oversee the work and initiatives of the Athletic Council which includes: support of JV & varsity athletes through various spirit & fan based events; host Homecoming, Bronco Bonanza, Fan Days, Spirit Week; promote charity events; run concession stand; assist in tournament play.

BASC: (BXV After School Clubs): Select after school classes, clubs & lessons for the ES and MS; administer registration for activities; manage day-to-day running of the activities during the semester; coordinate with instructors & parents; recruit & manage parent volunteers; provide regular status reports to PTA; ensure compliance with guidelines. See BASC website.

BASC Treasurer: Collaborate with BASC chair to manage finances and work with Treasurer elect to report on finances.

BOLD Council Chair: (BXV Organization for Learning Differences) Coordinate and oversee the work of the BOLD Council which works to promote awareness & inclusion of students with learning & developmental differences; provide resources, speakers & a forum for parents.

B*Well Co-Chairs: Coordinate and oversee the work of the B*Well Committee which includes: sourcing speakers regarding health and wellness topics for all 3 schools; coordinate with council chairs & school principals; committee consists of chair & co-chair.

Creative Arts Council Coordinating arts efforts across schools including performing arts, visual arts, creative writing etc. Develop mission statement and raise profile of Arts efforts in School Community. Coordinate the annual, school-wide Winter Arts Celebration which occurs in late February/early March.

DEI: The Bronxville School PTA has created a school-wide DEI (Diversity, Equity & Inclusion) Committee. The Mission of the DEI Committee is to encourage an environment amongst the school community where members from diverse backgrounds based on race, ethnicity, gender identity, and sexual orientation feel seen, heard and empowered. The committee will work on sourcing speakers on the
topic of DEI for all 3 schools and will coordinate with the work of school leadership; the committee consists of chair & co-chair.

**Fundraising and Events Chair:** Oversee fundraising strategy with President by coordinating with councils, committees, event chairs. Supervise and assist in recruiting volunteers where necessary, and when needed line up chairpeople for the following year. Recruit hosts for Fall and Spring socials. Make suggestions for fundraising improvements and the addition or removal of specific fundraising programs. Report on fundraising and committee activities at PTA meetings.

**Memorial Day Fundraiser:** Responsible for planning and executing largest PTA fundraiser of the year which has included but not limited to cocktail parties, a country fair, fun run, book sale, dog show, raffle. Subject to chair’s creativity.

**MD Treasurer:** Coordinates with Memorial Day chair and PTA treasurer elect to create and manage event budget and fundraising goals.

**New Families Chair:** One New Families lead from a division will serve as liaison with the Leadership Team to ensure synergistic strategies within the school and across divisions.

**Social Media Chair:** Program Social Media channels for the PTA; collaborate across all verticals to produce a cohesive social footprint for the PTA.

**SCHOOL COUNCIL POSITIONS:** Similar in all three councils

(Click [here](#) to Volunteer for School Councils)

**Chair (HS/MS/ES):** See description above.

**Vice Chair (HS/MS/ES):** Support & shadow chair in order to assume position the following year; attend monthly council meeting & assist with council communications; serve on PTA Nominating Committee.

**Secretary:** Record minutes at monthly council meetings & assist Chair with communications regarding upcoming events.

**Treasurer:** Prepare annual budget & manage the bank account; maintain excel spreadsheets; process expense reimbursements; record reimbursement forms, receipts, etc. for auditing purposes.
**Grade Chairs:** Liaise with chair and grade parents; liaise with grade faculty advisor & class officers; help with activities as needed.

**Apparel:** (See above under Executive Board. Help in any capacity.)

**Art Liaison:** Assist art teachers with displaying students’ artwork; cycle artwork approximately 1x per month. Do on your own schedule. (ES&MS)

**Band Liaison:** Assist with concerts which includes decorating and arranging the presentation of flowers for the teachers. Also assist with other activities as needed.

**Orchestra Liaison:** Assist with concerts which includes decorating and arranging the presentation of flowers for the teachers. Also assist with other activities as needed.

**Chorus Liaison:** Assist with concerts which includes decorating and arranging the presentation of flowers for the teachers. Also assist with other activities as needed.

**B*well:** (See above under Executive Board. Each school needs a representative.)

**BOLD:** (BXV Organization for Learning Differences) Each school needs a representative(s) to work with the BOLD Chair to promote awareness & inclusion of students with learning & developmental differences; provide resources, speakers & a forum for parents.

**Health & Safety:** Includes school staff, faculty, parents, police chief, community members. Meets 6-7x/yr to discuss local health & safety issues.

**Hospitality:** Coordinate refreshments for Back-to-School nights & first council meeting of the school year; plan the teachers’ Holiday Tea in December & the Recognition Tea in June.

**New Families:** Assemble informational & welcome packets for the new school families; host orientation in August & cocktail party in the fall; gather student volunteers for school tours & match new families with a host family & student in mid-August; be available throughout the year for questions from new families. Bulk of work is from June-October.

**School Productions (Performing Arts / Theater Arts):** Assist with the production of school productions which includes: publicity, ticket sales, costumes, props, sets, makeup, refreshments & cast party.
**Picture Day:** Coordinate student photos with professional photographers; attend 3 days of photo sessions; recruit parent volunteers to field shifts.

**ELEMENTARY SCHOOL SPECIFIC COUNCIL REPS**

**K - 4 Grade Chairs:** Assign and coordinate 3 parents per classroom in early September; attend orientation, supply reps with information support teacher; respond to inquiries from parents; assist at school-wide events & June Field Days. Each grade chair has specific grade related responsibilities. Beginning & end of the school year require the largest time commitment. Attendance at monthly Council meetings is recommended.

**Fifth Grade Chairs:** All responsibilities listed above, plus specific 5th grade activities. Coordinate materials & communications for the Philadelphia trip (October), Spirit Days (5 throughout the year run by the classroom parent reps), Changing Bodies (March), Splash Down (June), & Moving Up Ceremony (June). There are typically 3 co-chairs that split the duties, plus a Photography Chair. The beginning & end of the school year requires the most time.

**BASC:** (BXV After School Clubs) Select after school classes, clubs & lessons for the ES; administer registration for activities; manage day-to-day running of the activities during the semester; coordinate with instructors & parents; recruit & manage parent volunteers; provide regular status reports to PTA; ensure compliance with guidelines.

**Book Fair:** Organize & staff book fair for a week in the fall.

**Character & Community:** Promote character & leadership education in the school & community; research programs, submit ideas & coordinate with the principal.

**Chess Club:** Manage the registration process for lunchtime chess; liaise with administration, parent volunteers, chess instructors, and the National Scholastic Chess Foundation; organize the chess team’s participation at 4 local tournaments; in the spring, coordinate a group of dedicated players to attend the National Championship; provide updates to the community & school.

**Kindergarten Orientation:** Plan “Visit Day” for incoming Kindergarteners-- order & label lunch boxes & organize for delivery; recruit current K parents for DIAL testing & assist in set up.

**Skating Club:** Promote, register members & coordinate with rink in October. One committee member is required to be at rink each week.
Teacher Appreciation: Host a fall & spring teacher appreciation lunch at the school; request food donations from parents and coordinating parent volunteers to set-up, serve, and break down event. Requires several hours of planning/shopping and being present at events from 8:30am - 2pm.

Yearbook: Design & sell ES yearbook; collect & assemble photos of students, faculty & events; liaise with yearbook vendor to produce.

MIDDLE SCHOOL SPECIFIC COUNCIL

Middle School BASC: Organize & coordinate all Bronxville After School classes for middle school and manage student sign-ups, staffing & club locations.

Community Service (MSCC): Organize community service opportunities for middle school students. All students are encouraged to volunteer at least 3 hours a quarter. Manage student sign-ups, parent chaperons and transportation. Work as a liaison with various community partners.

Modified Athletics: Represent middle school student athlete interests and parent needs to the Athletic Director. Advocate for athletes and parents.

Teen Center: Plan and host teen center events. Teen center typically has 1 event for 8th grade, 2-3 events for 6th and 7th grade.

HIGH SCHOOL SPECIFIC COUNCIL

Fine Arts: Assist HS arts department with the May art show and on a case by case basis otherwise.

Graduation: Assemble committees and oversee the preparations for the baccalaureate and graduation ceremonies.

Senior Shadowing: Assist with community outreach to find 2-week career shadowing opportunities for graduating seniors.

Bronxville Youth Council: Organize and run on and off-campus service opportunities including the Bronxville Halloween Parade and Haunted House, Dodgeball, Talent Night, Powder puff football, Westhab playgroups and holiday gift drive, Meals on Wheels, SEC basketball and prom, Bundles of Joy and others!

ATHLETIC COUNCIL: Support JV & varsity athletes through various spirit & fan based events; host Homecoming, Bronco Bonanza, Fan Days, Spirit Week; promote charity events; run concession stand; assist in tournament play.
Reps for: Apparel, Concessions, Homecoming, Special Projects, AC Website