

YBPFA Board Structure
Roles and Responsibilities, and chairs they oversee

Title	Role	Responsibilities/Chairs (if applicable that year, and including but not limited to)
President	Oversight, Coordination, Compliance, and Visioning	<ul style="list-style-type: none"> ● Assessment of new ideas ● Preside over meetings ● Support of board members and chairs ● Public face for PFA helping families see the value and understand the needs of the school ● Meets annually with principal to lay out fundraising/programmatic priorities for the year ● Hosts PFA socials once a quarter
VP Operations	Oversight of on-campus programs and events produced by PFA	<ul style="list-style-type: none"> ● Enrichment and 27 minute club ● Back to School: Bobcat Kickoff, Back to school night ● Fifth grade committee ● Open house ● Teacher Appreciation ● Supplies: earthquake, student planners and folders ● Green team: environmental and beautification ● Picture Day ● Traffic and parking ● PFA Closet
VP Fundraising	Direct and passive donation program oversight and leadership	<ul style="list-style-type: none"> ● Direct donations ● Corporate sponsors ● Passive programs (e-scrip, box tops, wash bucks, etc) ● Routine fundraisers (Jamba Juice, Restaurant nights, etc) ● Book fair ● Maintain database of donors

		<ul style="list-style-type: none"> ● Major fundraisers: Rock'n'Run, Spring auction, Bobcat Bee ● Parent/Child events
VP Principal		
VP Marketing	<p>Consistency of school brand across media and communications</p> <p>PR and positioning of YB in community</p>	<ul style="list-style-type: none"> ● Create and maintain a clear YB and PFA brand ● Ensure brand is leveraged consistently in all communications, programming, and fundraising ● Spirit Wear ● PR/Marketing of the YB brand in the community and press to solidify our position as the arts and tech school in the area ● Directory ● Yearbook ● Historian/photographer ● Community outreach emails (quarterly)
VP Communications	<p>Consistent, timely and engaging communication with YB families</p>	<ul style="list-style-type: none"> ● Communications coordinator: ensures that approved PFA messaging get disseminated across appropriate channels. ● Events marketing: notices about events and programs to BEAT, posters, e-flyers, marquee messages. ● Digital media chair: publish newsletter (BEAT), send to Webmaster, post links to Facebook, mid-week updates and phone messages ● Corresponding secretary: correspondence between school and outside entities, assistance with letters to parents/faculty etc., oversight of marquee messages ● Webmaster: keep school documents and news and photos in Parents section, post updates to Facebook, send new links to writer of the BEAT

VP Community Engagement	Engagement events and parent support	<ul style="list-style-type: none"> ● Volunteer recruitment and recognition ● Room parent coordinator ● Reyes Adobe Days ● Trunk or Treat ● Holiday boutique ● Great Race of Agoura liaison ● Int'l Walk to School Day ● YB Bridges (hospitality) ● Family nights (science, art, math)
Treasurer	Financial tracking, reporting and compliance	<ul style="list-style-type: none"> ● Create and track budget ● Deposit checks and track passive income deposits ● Prepare checks for signature ● Prepare financial reports
Special Events Treasurer	Specific fund drives	<ul style="list-style-type: none"> ● Assist treasurer with tracking income from donations and fundraisers
Recording Secretary	Documentation of PFA meetings	<ul style="list-style-type: none"> ● Record meeting minutes ● Attendance ● Maintain contact list of PFA board members and committee chairs
Parliamentarian	Oversight of PFA bylaws	<ul style="list-style-type: none"> ● Attend PFA meetings, advise on bylaws ● Serve as chair of nominating committee ● To make, distribute and count election ballots.
Past President	Advise and mentor	<ul style="list-style-type: none"> ● Serve as needed in advisory, non-voting capacity