

DAVID LUBIN ELEMENTARY

PARENT TEACHER GROUP

Executive Board Job Description

Role: President

Job Description:

Per By Laws:

- Preside over and run the General and Executive Membership meetings in an orderly manner per the Board's bylaws,
- Work as primary contact between the Principal and the membership,
- Co-sign all warrants/checks with the Treasurer, and
- Coordinate work of officers and committees to promote the PTG's mission.

Other Duties Generally Performed:

- Draft agendas for Executive and General Membership meetings (must attend at least 50% of the meetings to be eligible for re-election),
- Provide information to Principal Dixon for the all-call or other school wide communication,
- Provide information to the Secretary for the newsletter, Remind app and website, and
- Support as many PTG events as possible.

Time Commitment:

- 10 to 15 hours per month



3535 M Street
Sacramento, CA 95816
916-277-6271

@davidlubinptg
lubinPTG@gmail.com
www.davidlubinPTG.org

Nonprofit Tax ID # 94-2848564