



PTA Education Chair Job Description

Voting Member of the Executive Committee

The Education Chairman works with the teachers, staff and administration to help coordinate additional educational activities and support to create a more in depth and valuable learning experience. This position's job can vary year over year with the amount the executive board deem necessary or is aligns with the direction and goals the PTA Board and General Membership decide.

Duties that the Chairman will perform, but are not limited to, are as follows:

- Organize educational field trips or opportunities for all students within the school that provide the age appropriate activities for each grade.
- Support sub committee chairmen with needs from the Board
- Assists in maintaining clear records and communication with the Treasurer to verify that all purchases comply with spending level authorization compliance levels outlined in our Bylaws