



PTA Buildings & Grounds Chair Job Description

Voting Member of the Executive Committee

To help maintain the beauty of our school, the PTA helps with the cost of maintenance on some areas of our school grounds. In addition, we strive to continue to fund the enhancements to our school facilities.

The Buildings & Grounds Chair is a voting member of the Executive Committee. The duties of this position are responsible for coordinating assignments, direction and completion of work that the PTA Board deems necessary for the beautification of our school

The requirements of the job are not all-inclusive and can be fluid based on the current needs of the school. The job may be expected to perform the following:

- Develops and administers a maintenance and project schedule
- Review on a monthly basis any upgrades or repairs that the PTA should help fund or repair
- Plan quarterly school wide clean up days to help clean up and essential needs deemed necessary by the PTA board or grounds committee
- Builds professional working relationship with the school maintenance department and school administration
- 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
- Continuously reviews records to verify that all purchases are within the set budget voted on by the general membership