


Hello Harrison Families!

Do you want to make a difference in the Harrison community and positively impact the student and teacher experience?

 The Nominating Committee* is excited to announce open PTA Executive Board positions for the 2026-27 and 2027-28 school years!

Your unique skills, experiences, and perspectives are valuable, and we encourage you to talk to current Board members if you are interested in a role.

Open PTA Executive Board Positions – details on each on next page

Each role has a two-year term (the President-Elect will become the President in year 2, with a new President-Elect to support them).

- President-Elect (working alongside current co-Presidents)
- Co-Treasurer (working alongside current Treasurer)
- Corresponding Secretary
- Recording Secretary
- VP(s) of Community Building
- VP(s) of Culture and Education
- VP of Fundraising
- VP(s) of Hospitality

Key Dates and Selection Process

Now - March 31	March 16 PTA Meeting	April	May 11 PTA Meeting
Interested in joining the PTA Board? Complete this Interest Form (ranking up to 3 roles) by March 31!	Speak to current board members after the meeting about their roles and get your questions answered!	The Nominating Committee creates a slate of candidates who have diverse skills, experiences, and whose children represent Harrison's different grades and demographics.	The 2026-27 PTA Executive Board will be officially selected. New Board members will begin serving in their PTA Board roles beginning summer 2026.

? Questions about the process? Email HarrisonPTApresident@gmail.com; the co-presidents will forward these to the Nominating Committee members.

*The Nominating Committee, composed of four PTA members (Julia Balyas, Betty Dell'Aquila, Atin Sood, and Susan Zhu), aims to help the PTA fill open Executive Board positions in an objective, equitable, inclusive, and unbiased manner. The Nominating Committee will review interest forms and speak with interested candidates.

Executive Board Open Positions – Details

President-Elect

This individual will work alongside the current co-Presidents, Annie Olvaney and Jen Jee-Roytman, and will be assuming the President role in the second year of their term. Candidates must have previous experience as a Class Parent or PTA committee member.

Responsibilities:

- Shadow the current co-Presidents to prepare for the presidency in the second year
- Work alongside the principal to set a calendar of events for the school year
- Facilitate communication between the principal and executive board to assist the completion of PTA events
- Sign contracts, invoices, and checks while being mindful of the budget
- Work with the Treasurer to set the initial budget
- Review all and make necessary changes to the Executive Board rule and descriptions and all PTA communications
- Work with the front office staff to coordinate distribution of information
- Run monthly PTA meetings
- Step in to run any committee duties when volunteers are not available
- Assist the Executive Board in finding volunteers for open committees
- Run and monitor all PTA related social media and Remind messages
- Run the PTA website if there is no webmaster available
- Help form and coordinate the 5th Grade Committee

Expected time commitment: Varies greatly, ~ 2-10 hours a week

Co-Treasurer

This individual will be working alongside our current Treasurer, Marianne Weber, to ensure a smooth transition of knowledge and operations.

Responsibilities:

- Shadow the treasurer and begin to take over some of the responsibilities of the role
- Oversee financial transactions and adherence to the adopted policies and procedures related to financial transactions
- Facilitating budget development and budget adherence
- Oversee gambling license and related filings, financial reporting, and federal and state tax filings

Expected time commitment: ~ 2 hours per week

Corresponding Secretary

Responsibilities

- Assist communication between the PTA and class parents through the PTA corresponding secretary email. Serve as the primary contact for questions between class parents and the PTA Board.
- Inform volunteers if they were selected as a class parent. Describe class parent duties, class dues, and the confidentiality agreement. Can utilize previous emails to shape their communication.
- Collect class parent confidentiality agreements and send out class lists to those who have returned their confidentiality agreements.
- Remind class parents about PTA meetings and encourage participation.

Time Commitment: ~ 2 hours per month for August and September; ~ half hour per month for the rest of the year

Recording Secretary

Responsibilities

- Take the minutes at PTA meetings and make them available to the President and Webmaster to post on the PTA website in a timely manner.
- Request agenda items from the PTA Board a week before PTA meetings.
- Provide a QR code and make copies of the agenda available to meeting attendees.

Time commitment: ~ 2 hours per month

Vice President Roles

Responsibilities (generally)

- Keep track of the PTA calendar to mobilize volunteers in a timely manner to ensure completion of events
- Oversee and guide volunteer committees in a positive manner to be as successful as possible
- In the event a volunteer drops out of a committee, inform the President so that new volunteers can be considered
- Be knowledgeable about various forms from the Treasurer and provide the necessary form(s) to each committee as applicable
- Be aware of events that require additional actions, such as securing permits, and assist in doing so

VP(s) of Community Building Events / Committees

- Art to Remember
- Yearbook
- Talent Show
- Color Run
- Meet and Mingle Night
- Family Game Night
- Scholastics Book Fair (fall and spring)
- Memorial Day Parade

Time commitment ~1 hour per week

VP(s) of Culture and Education Events / Committees

- Cultural Celebrations: Diwali, Winter Holidays, Lunar New Year, Eid
- Multicultural Night
- Media Volunteer
- TREP\$
- Earth Day

Time commitment ~ 3 hours per month

VP of Fundraising Events / Committees

- School Supplies Boxes
- Restaurant Givebacks
- Trunk or Treat
- Holiday Boutique
- Roller Rink
- Plant Sale
- Read-a-thon

Time commitment varies based on timing of events

VP(s) of Hospitality Events / Committees

- Welcome Back Lawn Signs
- Kindergarten Social
- Teacher Luncheons (Welcome Back, Holiday, Teacher Appreciation Week)
- Thanksgiving Pies for the Staff
- Pi Day for the Staff
- Mix It Up Day
- Teacher Appreciation Week

Time commitment: ~1-2 hours of prep per event, varies by month with August and May being the busiest