

Position Description

President: The President is the Chief Executive Officer of the OPTC and its Executive Board and will supervise the general management of the organization. To be eligible for election as OPTC Board President, a Member must have served previously on the Board for a minimum of one (1) term.

Vice President: Shall have the Executive powers and perform the duties of the President in his/her absence. To be eligible for election as OPTC Board Vice President, a Member must have served previously on the Board for a minimum of one (1) term.

Treasurer: Shall be responsible for maintaining accurate records of all financial affairs of the OPTC, including all monies earned or funds donated to the OPTC. To be eligible for election as OPTC Treasurer, a Member must have served previously on the Board for a minimum of one (1) term.

Secretary: Shall keep written records of all Executive Board and General Membership meetings and provide copies of the minutes for all members.

Membership: Shall coordinate membership drives, collect dues, and maintain membership records.

Programs: Shall direct the implementation of programs sponsored by the OPTC, including: events, festivals, and assemblies.

Parliamentarian: Shall keep a current list of standing rules and advise the OPTC on the validity of any question which may arise.

Volunteer Coordinator: Shall be responsible for recruiting and coordinating volunteers for school events.

Fundraising: Shall coordinate fundraising activities.

Box Tops: Shall collect the box tops, count, sort, verify and submit.

Technology/Digital Media: Shall maintain OPTC website and social media platforms current. Shall assist with graphic design and digital communications i.e. flyers, posters, etc. Shall maintain OPTC technical related equipment and software i.e. iPads, Paypal, Point of Sale (POS) devices, laptops, etc.

Spirit Wear: Shall maintain and keep inventory of all spirit wear, order spirit wear and fill in orders and deliver to the students.

Teacher Representative: Shall serve as liaison between OPTC and teachers.