

## PTSA EXECUTIVE BOARD RESPONSIBILITIES

**PTSA EXECUTIVE OFFICERS should be in attendance for all executive and general meetings.**

**Per by-laws can be removed for missing 3 meetings in a row.**

**PTSA EXECUTIVE OFFICERS should be in attendance at back-to school night in September and should have a membership table set up, a logo sales table set up, and a clothes closet table set up. This is actually considered the first general meeting used for introductions, brief discussion on budget, and to recruit members.**

**PTSA EXECUTIVE OFFICERS should be in attendance at the new student orientation in April and should have a membership table set up, a logo sales table set up, and a clothes closet table set up.**

### **PRESIDENT:**

- *Liaison for ARS Booster Clubs (currently athletics, band, choir, theater)*
- *Create chart of PTSA and ARS Booster Club contacts*
- Develop and publish yearly PTSA calendar (general meetings and executive meetings)
- Verifies all executive meetings/general meetings are on the PTSA general calendar
- Develop and publish meeting agendas (general and executive meetings)
- Facilitate meetings and take attendance
- *Provide advisory gifts for "best meeting attendance"*
- In January/February, form a nominating committee for PTSA officers for next year
- In April, form an audit committee for a financial audit in July
- One week before each general meeting, send Principal an e-mail and ask her to post an announcement about the meeting on the ListServe
- Works with PTSA webmaster to ensure information on website remains current
- Signs checks
- As needed, sends request to Principal to send out informational e-mails, robo calls, etc. These are requests coming from VPs.
- Ensure ALL involved in PTSA understands that reimbursements are typically made AFTER purchase, with the appropriate receipts. All purchases must be tax-free. PTSA does not reimburse for taxes inadvertently paid. If funding is needed up-front, a check can be issued with a statement of work or an estimate from the vendor. Must ask for check ~ 2 weeks in advance.

### REMINDERS FOR PRESIDENT:

- Follow up with school janitorial staff to make sure heat/AC is left on for general meetings in cafeteria from 6-7 p.m.
- Copies of attendance sheets are in the folder in PTSA box; Make copies before each meeting; Pens are in PTSA closet or borrow (and return) from copy room.
- After each meeting, tally up the attendance sheets and send out an e-mail to the executive committee on attendance. Attendance sheets are stapled and put into the PTSA box. The PTSA secretary files them.

## PTSA EXECUTIVE BOARD RESPONSIBILITIES

- For the general meetings, make sure you have pens for each attendance sheet and that the attendance sheets are either: 1) at the front of all tables (6-8) or; 2) in the hallway to prevent disruption
- Make sure microphone is turned on and ready for use for all general meetings
- Have DRAFT agendas sent out on the Wednesday before the next week's meeting and finalize by Friday; Parent Support Specialist will make copies and translate. When sending out DRAFT, use the watermark feature, so the wrong copy isn't accidentally made.
- Schedule a room (BIO ROOM, etc) or a meeting place for each executive meeting.

### **TREASURER:**

- Keeps books
- Makes out checks and mails/delivers checks
- Prepares statements for every executive meeting and general meeting.
- Discusses details of every statement at executive meetings and general meetings.
- Brings up discrepancies for over/under budgets and requests amendments as needed.
- Follows up with appropriate faculty member on the "School Support" items. Role is to contact ARS faculty, teacher, or support staff and let them know what is in budget, discuss current needs, review reimbursement procedures, and send out reminders. "School Support" items are listed in the budget as:
  - Classroom books
  - Student agendas
  - ID badge holders and lanyards
  - Teacher supplies
  - Library needs
  - Physical education needs
  - Graduation gifts
  - Family support

### **SECRETARY:**

- Takes minutes for all executive and general meetings.
- Publishes minutes of all meetings on PTSA website.
- Reads minutes of last meeting at all executive and general meetings and make corrections as needed.
- Ensures copies of agendas are made before meetings.
- Updates officers listing on Texas PTA Website (September).

### **VP OF MEMBERSHIP:**

- Prepares flyer that provides information for joining PTSA.
- Sets up sign-up table at back to school night in September and new student orientation in April to provide information about PTSA and for joining PTSA
- Recruits volunteers to help with PTSA registration tables and for answering questions.
- Prepares brochure about PTSA and officers for handing out at events.

## PTSA EXECUTIVE BOARD RESPONSIBILITIES

- Collects money for registration.
- Keeps books by grade of all PTSA registrants.
- Give moneys to Treasurer for deposit
- Hands out PTSA cards to registrants.
- Prepares summaries for membership by grade level.
- Provides a brief update on membership status at all general meetings.
- Sends out reminders throughout year about joining PTSA.
- Provides registration information to Texas PTA in?
- Must be able to come to school frequently to pick up registration forms and money and hand over money to Treasurer for deposit.

### **VP OF SCHOOL EVENTS: (PTSA provide monetary support only)**

- PTSA Liaison for the school organizations, clubs, events, etc.
- Helps to flush out yearly calendar for school events and ensures funding is appropriate.
- Throughout the year, meets in person with each school group or school event chair and reviews with them the budget, timing of the event, discuss the ways to be reimbursed, paying up front, etc. They would also talk about future needs and proposals for future budget considerations.
- Flexible schedule required to visit the school during school hours and meet with each group at least once. The events currently supported are:
  - Jr. Cotillion Committee (1) (May)
  - Sr. Prom Committee (1) (April); Lead by Kris Waugh
  - EnviroFair (1) (April); Lead by Sarah Krier
  - Tamalada (1) (December); Lead by Diane Nenque
  - Appreciation for ESL Classes for Parents (1) (May); Lead by Diane Nenque
  - Ten (10) Student Organization Lead Faculty Appreciation Events (September-May); ALL appreciation events except Faculty/Teacher event in May
    - Girls Club for Bus Driver's Appreciation (September, December, February, May) (25)
    - NHS for Custodians (September) (6)
    - Middle School Student Council for Cafeteria (October) (9)
    - Ambassadors for Ann Richard School Foundation (November) (3)
    - High School Student Council for Counselors (February) (3)
    - N.J.H.S. for Staff and Security (March) (18)
    - Library Minions for Librarian (April) (1)
  - Seven (7) Grade Level Fundraisers (September – May)
    - October Homecoming Dance (Fundraiser); Lead by 10<sup>th</sup> Grade Teacher Team
    - February Winter SnowBall Dance (Fundraiser); Lead by 9<sup>th</sup> Grade Teacher Team
    - March Senior Shenanagans (Fundraiser); Lead by Jill Dicuffa
    - May Moveathon (Fundraiser); Lead by 6<sup>th</sup> Grade Teacher Team
    - Need 7<sup>th</sup> Grade fundraiser
    - Need 8<sup>th</sup> Grade fundraiser

## PTSA EXECUTIVE BOARD RESPONSIBILITIES

- Need 11<sup>th</sup> Grade fundraiser

### **VP OF PTSA COMMITTEES:**

- The liaison between the committee members and the executive board. Recruit leads for each committee and/or committee members for PTSA activities.
- Ensure each event is on the school wide calendar
- Let the committee chair and/or members know date, budget, schedule, planning, expectation, etc.
- Review reimbursement procedures with committee chair and/or member
- Assist as needed with recruiting and publicity.
- They send information to the president about upcoming events. The president then in turns requests of the superintendent to send out e-mails, robo-calls, etc.
- Current committees:
  - Hospitality Committee: Melissa Saucedo, Committee Chair
    - Faculty Breakfast (50) **(AUG )**
    - Faculty Luncheon (50) **(JAN)**
    - Faculty/Nurse (50) Appreciation Luncheon **(MAY)**
    - Senior Parents Appreciation Breakfast **(MAY)**
    - Faculty Pot Luck (50) Luncheon **(JUNE)**
  - Scholarship Committee:
    - Business Donations **(YEAR LONG)**
    - Silent Auction at EnviroFair **(APRIL)**
    - Senior Scholarship **(APRIL)**; Lead by Charlie Foreman
  - Clothing/Spirit Items Committee:
    - Clothes Closet **(Yearlong)**; Lead by April Garret
    - Spirit Shirts/Decals Committee **(Yearlong)**; Lead by Linda Nenno
    - Student Logo Sales **(APRIL)**; Lead by Charlie Foreman
  - Reflections Committee **(\$100) (Oct-March)**; Lead by Lieng Chin
  - Dad's Club/Courtyard Support **(Yearlong)**; Lead by Mark Penniman
  - Tailgating Committee **(October)**; Lead by Dad's Club

### **HISTORIAN:**

- Work with Parent Support Specialist to update Bulletin Board
- Yearbook advertisement
- Ensures all events are photographed, i.e. student photographers, and photographs are sent to the website and used for publicity

### **PARLIAMENTARIAN:**

- Advise the presiding officer on question of parliamentary procedure