Collegiate PTSA Positions

Officers

President

1st Vice President – Programs

2nd Vice President – Membership

Secretary

Treasurer

Standing Committee Positions

Communications Chair

Fundraiser Chair

Hospitality Chair

Volunteer Coordinator

Parent Education Chair

Arts in Education Chair

Nominating Chair

Appointed Positions

Historian

Parliamentarian

Council Delegate

Cedar Hill Collegiate Academy & high School
PTSA Positions and Duties

DUTIES OF OFFICERS

President Duties:

- Coordinate the work of the officers and committees of the association in order that the purposes may be promoted;
- Confirm that a quorum is present at all meetings of the association before conducting business;
- Preside at all meetings of the association;
- Appoint the Chair of each standing committee and special committee such as Historian, Parliamentarian, Arts in Education, Communications, Council Delegate, and Student Reps.
- Authorized to sign contracts approved by the executive board;
- Authorized co-signer on PTSA checking account;
- Appoint a member, subject to the approval of the executive board, who is not authorized to sign on the bank account to open, review, initial, and date each bank statement.
- Be listed as the principal officer and be authorized to sign tax documents, unless prohibited by terms of employment;
- Confirm the executive board has reviewed and the membership adopted the Texas PTA PTA/PTSA Records Retention Policy annually;
- Confirm that all executive board members have signed the local PTA Ethics/Conflict of Interest Policy;
- Represent the Local PTA as a delegate to Council PTA (when the Local PTA is in membership with Council PTA);
- File with the Council PTA Secretary the names of this local PTA's delegates and alternates by the first regular Council PTA meeting and no later than October 1.
- Confirm that all executive board members are graduates of Texas PTA Leader Orientation or have complete the course by October 15 after the election;
- Submit the names and contact information of the officers and chairs to the Texas PTA Office by May 1 or within 30 days after Local PTA officer elections are conducted;
- Appoint the financial reconciliation committee, subject to the approval of the executive board;
- Serve as ex-officio member of all committees except the nominating and financial reconciliation committees.

1st Vice President – Programs Duties:

- Serve as aide to the president;
- Consult with Principal to see if there is a program that needs to be arranged at the PTSA General Body meetings; Be in charge of programs;
- Preside in the absence of the president (in designated order)

2nd Vice President – Membership Duties:

- In charge of membership and recruit members, assures that membership list and dues are sent to Texas PTA before fall and spring deadlines;
- Preside in the absence of the president (in designated order)
- Arrange for Life Membership certificates and pins;
- Distribute membership cards to all members;
- Plans activities that will encourage new members to join and old members to remain active (i.e. membership drive, monthly tokens, etc.);
- Update membership list monthly and distribute to President, Secretary, Treasurer and Council PTA

Secretary Duties:

- Record the minutes of all meetings of the association;
- Keep an accurate record of attendance at the executive board meetings;
- Responsible for correspondence;
- Have a current copy of the Bylaws;
- Maintain a list of the names of Local PTA officers who have completed the Texas Leader Orientation, with the dates each course that was completed;
- Maintains the Records Retention Policy;
- Maintain the Conflict of Interest Policy as signed by the current board members;
- Maintain a membership list;
- Calls and gives notice of meetings at least 3 days prior to meeting date;
- Prepare flyers when required to alert parents of PTSA meetings;
- Notifies Executive Board of need to update Bylaws every two years;
- Prepares and maintains minutes of the Executive Board and General body meetings;
- Maintains permanent records of membership list;
- Distribute minutes of PTSA meetings and Board meetings via email prior to meetings

Treasurer Duties:

- Has custody of all funds of the association;
- Keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and cancelled checks in accordance with Records Retention Policy;
- Make disbursements in accordance with the budget adopted by the association;
- Signer of bank accounts on PTSA checking account;
- Present financial report at every meeting of the local PTSA;
- Complete and file all necessary tax documents;
- Present books to the audit committee as requested

DUTIES OF STANDING COMMITTEE POSITIONS

Communications Chair Duties:

- Identify and utilize technology applicable to the message and audience;
- Keep website and/or social media posts current;
- Work with community and school district Communications Director to promote PTSA activities and sponsored events

Fundraiser Chair Duties:

- Assist as member of the budget committee, if in place;
- Coordinate all aspects of fundraising projects and ensure all fundraisers comply with local, state, federal laws, and school district rules;
- Maintain a record of all participants of each fundraising activity

Hospitality Chair Duties:

- Arrange for refreshments at PTSA General body meetings when assigned/needed;
- Arranges for gratuity during Teacher/ Staff Appreciation week;
- Coordinate gratuities and activities with other committee members for special events;
- Maintain hospitality inventory

Volunteer Coordinator Duties:

- Coordinate volunteers for various activities/events;
- Become knowledgeable of volunteer guidelines set by school district;

- Maintain a current record of all volunteer hours and familiar with Noble Hour;
- Recruit volunteers for various activities/events;
- Recognize volunteers for their hard work;

Arts in Education Chair Duties:

- Promote National PTA Reflections program;
- Become knowledgeable and coordinate with forms, rules, guidelines, and timelines for Reflections program;
- Promote cultural events in the community and surrounding area

Parent Education Chair Duties:

- Organize and present programs with goal to empower parents with knowledge;
- Organize and present programs with focus on interaction between parents, teachers, administrators, students, and community members to inspire and support school community

Nomination Chair (elected after appointment of Nomination Committee) Duties:

- Treat all discussions in the committee strictly confidential;
- Schedule date, time, and location of committee meetings;
- Follow the bylaws of the Local PTSA;
- Present Report of the Committee report to PTSA Executive and General body meetings

DUTIES OF APPOINTED POSITIONS

Historian Duties:

- Prepare historian book and have approved by President and Principal prior to submission for judging at District Conference;
- Capture pictures of PTSA activities/events

Parliamentarian Duties:

- May vote only when vote is by ballot;
- Advise on the presiding Officer on questions of parliamentary procedure when asked;
- Review and be familiar with Roberts Rules of Order;

Council Delegate Duties:

- Liaison between Local PTSA, Council PTA and School Board;
- Promotes programs and plans of the Local PTSA and Council PTA;
- Accurately represents the Local PTSA in all matters requiring debate and vote