

Foothill PTSA Board Role Job Descriptions



[Foothill PTSA](#) is an all-volunteer membership organization made up of parents, students, and Foothill educators who work on behalf of the entire Foothill community to advocate for academic excellence and enrichment of the educational experience of our students.

The following are the open roles for the 2026-27 PTSA Board. Elections for all open positions will take place at the next [PTSA General Association Meeting](#) on Wednesday, March 18, 2026, at 7:30 pm.

Executive Vice President

- Works as the primary aide to the president
- Performs the president's duties in their absence
- Designated as an authorized signer for PTA checks, contracts, and authorizations for payment
- Be a member of a PTSA committee such as Grants, Senior Scholarship, or Hospitality
- Attend monthly executive board, general association meetings, and other PTSA events as and when required

Reflections Chair

[Reflections](#) is a PTA-run program that provides opportunities for recognition and access to the arts, which boosts student confidence and success in the arts and in life.

- Become familiar with the materials on the California State PTA website.
- Attend various trainings available to get started with the program
- Publicize the Reflections Program, theme, and due dates in the school newsletter.
- Manage the program from start to completion under the guidance of the council-level chairs
- Attend and assist with other PTSA events as and when required

PPIE Ambassador

- Serve as liaisons between [PPIE](#) and the school.
- Convey PPIE updates to school PTSA and newsletters;
- Represents the PPIE at selected school functions; shares school information with the PPIE, and supports occasional special projects

- Attend PPIE meetings and events
- PTSA meetings to provide PPIE news as needed

Student Representative

- Attend and participate in all PTSA meetings
- Communicate the needs and concerns of fellow students to the PTSA
- Attend and assist with other PTSA events as and when required
- Provides the opportunity to learn about board meetings and the workings of a non-profit organization
- Provides the opportunity to have a voice in issues that affect the student community