



## **PTSA Officer and Committee Chair Roles and Responsibilities**

***NOTE:** The time commitment for all positions EXCEPT President is approximately 5 hours a month depending on the PTSA schedule of programs and initiatives.*

The **President** shall:

- Preside at all PTSA meeting;
- Perform such other duties as may be prescribed in the bylaws; and liaise with the principal in the performance of duties;
- Be an ex officio member of all committees except the nominating committee;
- Oversee the work of the officers and committee chairs of the PTSA.

The **President-Elect** shall

- Act as aide to the president;
- Perform the duties of the president in the absence or inability of that officer to serve;
- Learn the duties of the president in preparation for ascending to president the following school year;
- Perform other duties as assigned.

The **Vice President of Communications** shall:

- Act as aide to the president;
- Perform the duties of the president in the absence or inability of that officer to serve;
- Perform duties associated with communicating to parents, staff, students and community;
- Perform duties associated with the update and upkeep of communication platforms including newsletters, websites and social media.

The **Vice President of Membership** shall:

- Act as aide to the president;
- Perform the duties of the president in the absence or inability of that officer to serve;
- Perform duties associated with coordinating activities focused on increasing PTSA membership and parent, teacher and student involvement in PTSA activities;
- Perform duties associated with coordinating membership drives and overseeing the membership committee tasked with increasing member involvement and engagement in PTSA and school events and activities.

The **Treasurer** shall:

- Have custody of all the funds of the association;
- Keep a full and accurate account of receipts and expenditures;
- Make disbursements as authorized by the president, executive board, or association in accordance with the budget adopted by the association;
- Have checks or vouchers signed by two authorized persons (the treasurer and one other);
- Present a financial statement at every meeting of the PTSA and at
- Be responsible for the maintenance of such books of account and records as conform to the requirements in the bylaws;
- Have the accounts examined annually or upon change of officers by an auditor or an auditing committee of not fewer than three members, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report;

The **Secretary** shall:

- Record the minutes of all meetings of the association;
- Have a current copy of the bylaws;
- Maintain an up-to-date membership list;
- Perform other duties as assigned.

### **Standing Committees (Appointed Board Positions)**

#### **Chair, Diversity, Equity and Inclusion Committee**

Promote diversity and equity inclusive of race, gender, cultures and backgrounds; LGBTQ parents and students; students with special abilities and needs; and military families. Work closely with the Chair, Diversity, Equity and Inclusion on special programs and projects like Special Education and Inclusive week and other similar initiatives promoting the practice of diversity, equity and inclusion.

#### **Chair, Food Pantry and Food Insecurity Initiatives**

Food Pantry Committee Chair will work directly with the Thomas A. Edison Student Services Director to help facilitate food drives and donations for the Edison Food Pantry. The chair will be a member of the Edison Food Pantry Working Group with Student Services Reps, Career & Transition Teacher Rep, PACE Program Rep, Special Education Department Chair, Dean of Students and an Assistant Principal.

#### **Chair, Fundraising Committee**

Promote fundraising programs and initiatives with goal of raising funds for PTSA programs, events and initiatives including but not limited to scholarship program, teacher grants and appreciation events, Edison Birthday Celebration, senior gifts, food insecurity programs and other programs as approved by the Executive Board and membership.

### **Chair, Reflections/Arts in Education Committee**

Promote artistic involvement within the PTSA and facilitate participation in Texas PTA artistic programs such as Reflections. Includes logging contest entries, helping with judge selection, assisting participants (as needed), and planning and coordinating recognition activities.

Communicate participant progress through the various levels of competition. Work with VP Communications to publicize all activities.

### **Chair, Scholarship Committee**

Promote scholarship program to graduating seniors and their parents. Facilitate robust program and ensure appropriate funding to provide scholarship. Includes creating online application, helping with committee/judge selection, assisting applicants (as needed), and planning and coordinating disbursement of scholarship funds to college/university.

### **Chair, Special Education Committee**

Promote an inclusive environment for families with children with special needs and abilities. Work closely with the Chair, Diversity, Equity and Inclusion on special programs and projects like Special Education and Inclusive week and other similar initiatives promoting the practice of diversity, equity and inclusion.

### **Chair, Volunteer Committee**

Coordinate and execute all Faculty Appreciation activities and Thomas Edison Birthday Celebration. Coordinate with VP Communications to issue the call for volunteers for specific events. Coordinate with VP Members to confirm parent interest in specific volunteer activities and engagement (sign-up).