JCHS PTSA Open Board Position Description Summaries
2025-2026

President/ 2 Co-Presidents – preside at meetings and oversee the Board business. Be familiar with PTA Mission and Purposes, policies, principles and duties. Know and follow the bylaws of the association. Become familiar with basic financial procedures. Be a signer on all financial accounts, sign all contracts and check request authorizations for payment and reimbursements. Review monthly bank statements.

Secretary - Record minutes of each meeting; Gain approval for minutes; Determine the presence of a quorum at meetings; Serve as emergency signatory; Other duties.

Treasurer – make sure new signature cards are on file with the bank as soon as new officers take their positions. Make sure the PTA has proper insurance. Ensure the local unit is incorporated and pays renewal fees annually. Keeps an accurate and detailed account of all monies received and paid out. Give treasurer's report at all meetings.

1st VP Academic Enrichment and 2nd VP Academic Enrichment – Work together to with Chairs to accomplish Reflections showcase, Honors Night, Honor Roll Recognition, Mini Grants to teachers, and Student Ambassadors.

2nd VP Administrative Support - Work together to facilitate the work of the Front Office Volunteers, Attendance Office Volunteers, College Commitment Board, College and Career Fair and Scholarships.

VP Business Partners – cultivate relationships with local businesses to secure donations, sponsorships, and other forms of support for the school and PTA activities in conjunction with JCHS administration.

VP Communications - Works to accomplish weekly newsletter and social media updates.

VP Legislation - Work together to stay abreast of legislation as it pertains to education and schools, attend a PTA Day at the Capital, inform students on the value of voter registration.

1st VP Membership & 2nd VP Membership - Work together to coordinate annual membership drive; Strive to meet budgeted goals; Manage membership reports to GA PTA and other information updates; Submit monthly membership dues requests to Treasurer; Work to provide incentives to members; Manage brick order and installments; Update PTSA website through Membership Toolkit; Provide membership information upon request; Manage Matching Donations.

1st VP Senior Activities and 2nd VP Senior Activities - Work together with Chairs to accomplish Senior Treats, Senior Breakfast/Lunch, Senior Carnival, and Yard Signs.

2nd VP Staff Support – Work together with JCHS administration to recognize teacher/staff birthdays, lunches, breakfasts, and staff appreciation week.

VP Technology - Manages PTSA web portal, google drive and email platform; Problem solves any issues with technology.

VP Volunteers – Manage list of volunteers and routinely creates Sign Up Genius for the various volunteer needs.

1st VP Wellness & 2nd VP Wellness - Work together to conduct Wellness Wednesdays throughout the year.