

PTAA PTO Board

Types of Board Members:

- **Executive Board Members:** A nominating committee seeks out nominees for each executive board position. Board elections are conducted at the May (Spring) General PTA Meeting. Executive Board Members are voted into office, except for the Parliamentarian, who is appointed by the President.
- **Chairman Board Members:** Nominating Committee seeks out candidates and submits to the Executive Board, who will then appoint each Chairman.

EXECUTIVE BOARD MEMBERS

Position: President

Duties at a Glance:

- Prepare written agendas and preside at all general and board meetings.
- Work with all board members to help meet their goals and required duties.
- Sign all contracts that have been approved by the board. (Ex. Meeting Minutes)
- An authorized signer on the bank account.
- Foster an environment of open communication among all board members
- Appoint a financial reconciliation committee at least 30 days before the last general meeting of the year. All appointed committee members are subject to approval of the board.

Position: VP of Fundraising (1)

Duties at a Glance:

- Coordinates and work with the committees (General Fundraising Committee, Spirit Wear Committee, & School Supplies Committee)
- Research and determine fundraisers for the PTO
- Comply with local, state, and federal laws and district rules regarding fundraisers.
- Verify that the board has approved, and the president has signed any contracts or agreement for fundraising.
- Work with the board to declare tax free days and communicate sales tax information clearly to the treasurer when making deposits.
- Ensure that all money is counted by at least 2 people and verified, using the deposit form. Submit to the treasurer in a timely manner.
- Ensure all fundraising- related bills are paid by completing a fund request form. Submit all receipts or invoices to the treasurer.

- Report all income, expenses, and profit from the fundraiser events to the board and organization at meetings.

Position: VP of Memberships (2)

Duties at a Glance:

- Recruit new members throughout the year.
- Engage school administration and facility in supporting PTO through membership
- Reach out to all families, new and returning, to become a member of your PTO
- Share the importance of the PTO.
- Celebrate your success at organization and board meetings.
- Maintain membership “roster”
- Ensure all money is counted by at least 2 people and verified, using the deposit form. Submit to the treasurer in a timely manner.

Position: VP of Volunteers (3)

Duties at a Glance:

- Promoting good relations between school and community
- Determining and implementing the best methods for recruiting volunteers.
- Surveying potential volunteers to meet the needs of the school
- Arranging for the general orientation of all volunteers and routines for record keeping.
- Helping each volunteer become familiar with the school policies, people, programs, and the building itself.
- Explaining the volunteer program to teachers in a facility meeting and/or individually.
- Correlating the needs of the teachers and staff with the interest and abilities of the volunteers when making assignments.
- Cross reference background checks completed by PTAA administration.

Position: VP Programs (4)

Duties at a Glance:

- Identify community needs by surveying families and school personnel
- Evaluate existing programs and determine relevancy and future plans
- Research programs providers and/or ideas aligned with identified needs and goals
- Provide year-round programming to establish the PTO’s focus on family engagement, not only fundraising.
- Maintain a file of programs, speakers, materials, and other pertinent information to establish continuity. (File will be passed on to the succeeding programs VP)

Examples of Programs: Mobile Ed Productions, College Week, Red Ribbon Week, School Supplies Services, School Uniform donate services, Speakers on Cyberbullying & Social Media influences, NuMinds Enrichment, Parent Education Classes/Talks/Speakers, ant etc....

Position: Treasurer

Duties at a Glance:

- Keep an accurate and detailed account of all monies received and disbursed.
- Ensure all cash funds are counted by multiple individuals and documented with a deposit form
- Keep a permanent file with PTO Employer Identification Number (EIN), as assigned by the IRS, and the PTO Sales tax Permit, as assigned by the Texas Comptroller
- Present a financial report of all accounts at general and executive board meetings.
- Make timely deposits to the PTO bank account.
- Make disbursement in accordance with the budget, as adopted by the membership, and verify each transaction is accompanied by a funds request.
- File 990 with IRS
- File sale tax report
- Maintain a list of assets owned by the PTA.
- Submit all required items to the financial reconciliation committee in a timely manner.

Required Monthly Duties:

- Reconcile the checking account to the bank statements
- Reconciled any credit card to the bank statement
- Transfer funds from any e-commerce account to the checking account
- Reconcile any e-commerce account and verify transfer only went to the checking account
- Generate financial reports for board and general meetings
- Propose any budget amendments as needed.
- Deposit and disburse funds as needed and record in accounting software/ledger.
- Record sales tax and state/national dues in escrow or liability account.

Position: Parliamentarian

Duties at a Glance:

- Maintain copies of current governing documents – bylaws, standing rules, and policies
- Provide guidance to members and board members on issues outlined in governing documents.
- Confer with the president prior to meetings regarding business items on the agenda.
- Advises the president on governing
- Maintains a position of impartiality and does not make motions, enter debate or vote.

Position: Secretary

Duties at a Glance:

- Maintain all official records of the organization
- Record in the minutes all business transacted at each organization and board meeting
- Notifies board members of upcoming meetings.
- Assist the president in determining a quorum at organization and board meetings.
- Present minutes from the previous meeting, organization, and board meetings.
- Prepares a draft of minutes of each meeting within 2-5 days of meeting.

CHAIRMEN

Social/Event Chair

Mission:

To build unity and community among families since we are not united by a common neighborhood.

To increase family and parent participation and engagement while padding the PTO volunteer base

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1. **Hospitality Chairman**
2. **Event Chairman**
3. **Social Chairman**

Position: Hospitality Chairman

Duties of the Chairman:

- Focus on making ALL parents and staff feel welcome (and appreciated) at PTAA
- Coordinates Staff Appreciation event throughout the year – Birthday Celebrations, Staff Appreciation Week and Etc.
- Solicit or plan snacks, drinks and/or meals for events (when required)
 - Example – Water and Coffee at General Meetings, breakfast at PTO & Staff Meet and Greet, Snacks for testing weeks.
- Maintain and organize hospitality supplies

Position: Event Chairman***Duties of the Chairman:***

- Plans and executes school events sponsored by the PTO (all grade participation)
 - Example – Fall Carnival, Art Fair and Field Day
- Creates/forms committees for each event for support (if need)
- Partners with VP of Volunteers for volunteer support
- Partners with Hospitality Chairman for any hospitality needs

Position: Social Chairman***Duties of the Chairman:***

- Efforts to build unity among families.
- Plans and executes smaller 'social' events for parents, students, or families.
- Partners with Hospitality Chairman for any hospitality needs