

**The North Atlanta PTSA** serves as the common point to support the school, students, teachers, parents and the community.

The PTSA executive committee members include 10 elected positions: 2 co-presidents, 6 vice-presidents, a treasurer and a secretary. The parliamentarian is appointed by the co-presidents.

Each executive committee member is elected for a term of two years. Executive committee members may not serve in the same position for more than two years but can be nominated for another position.

### **Suggested Expectations and Qualifications for all Officers**

- Knowledgeable about and adheres to the basic policies of the PTSA.
- Experienced in PTSA or other organizational work.
- Attends and participates in monthly Executive Committee Meetings and General PTSA Meetings. If an officer cannot make a meeting, they must present a written summary of their update prior to the meeting to be inserted in the minutes.
- Attend and support the back-to-school teacher/faculty meeting, Open House (Celebration of Learning), Warrior Welcome and other significant events.
- Willingness to serve for 2 years and prioritize his/her schedule relative to the responsibilities and duties of the position.

### **Executive Committee**

- Co-Presidents (2)
- Parliamentarian
- Secretary
- Treasurer
- Vice Presidents (6)
  - Communications
  - Student Outreach
  - Parent Outreach
  - Teacher Outreach
  - Community
  - Fundraising
  - Operations & Compliance

### **Co-President(s)**

*Time Commitment: 8-10 hours a month plus school activities and gatherings.*

- Direct the affairs of the PTSA with cooperation from the Executive Committee and represent the PTSA members.
- Develop a year-long plan of action; oversee and interact with all PTSA officers and activities.
- Interact with school administration.
- Presides at all general meetings and executive committee meetings.

### **Secretary**

*Time Commitment: 8-10 monthly hours plus school activities and gatherings.*

- The Secretary is responsible for keeping accurate records of the proceedings of the PTSA and Executive Committee meetings.
- The PTSA and Executive Committee meetings are mandatory for the Secretary.
- These records will be the history of the PTSA.
- Promptness, accuracy and knowledge of PTSA policies are essential to the job.
  - **Alumni Relations:** liaison with NAHS alumni for reunions, school tours, and more
  - **Historian:**

## Treasurer

*Time Commitment: 8-10 monthly hours.*

- The Treasurer is the legally responsible, authorized custodian of the PTSA funds. The Treasurer is responsible for the financial management of the PTSA.
- The Treasurer receives and disburses all monies per the bylaws and the approved budget; is responsible for the bank account and all transactions; prepares monthly reports and presents reports at PTSA meetings; and prepares reports for and files annual tax returns.

## Vice Presidents

- Works with Co-Presidents and Communications VP to review and approve communications to school and the administration.
- Maintains the PTSA calendar of events.
- Manages approved budget and submits expenses with receipts within 30 days of the event.

## **VP Communications**

*Time Commitment: 10-15 monthly hours.*

- Oversee and interact with committee chairs for this area.
- Provide updates/announcements at general meetings.
- Must have experience in WordPress, Membership Toolkit, Mailchimp and Content Development.
  - **Warrior Weekly Newsletter Chair:** Manage the schedule of volunteers who edit via MailChimp the weekly newsletter using information submitted via northatlantanews@gmail.com. In addition, provides NAHS news to the Sutton Source editor, APS Communications, and Media & Public Relations Chair. Journalism/PR skills are helpful. Attention to detail is a must.
  - **Social Media Chair:** Support the PTSA Board and Committee Chairs in relaying communications regarding various PTSA activities, events and fundraising efforts through social media.
  - **Grade-Level Liaisons:** Serve as a grade-level point of contact for parent questions and communicate NAHS information throughout the year. Coordinate grade-level community meetings at NAHS and social gatherings throughout the school year.
  - **Multilingual Communications**
  - **PTSA Website Chair:** Work to update general content on the NAHS PTSA website and coordinate updates of the various sections. Knowledge of web design is a plus.
  - **Speaker Series**

## **VP of Community**

*Time Commitment: 8-10 hours a month.*

- Oversee and interact with committee chairs for this area.
- Provide updates/announcements at general meetings.
  - **Visions Chair:** Coordinate the set-up and decoration of the courtyard tables and provide food and refreshments for up to 750 people at the Senior Visions event held in the spring/May. This event requires at least 25 volunteers.
  - **Open House/Back to School Chair:** Coordinates information, volunteers and set up for the Open House (Celebration of Learning) scheduled before school begins. Coordinate with the PTSA, sports and club's presence at the Open House. Coordinate information to be given to new NAHS families.
  - **Grounds Chair:** Maintain planters at the school entrance and coordinate with the Assistant Principal any grounds improvement projects. Coordinate at least two cleanup workdays throughout the year with the NAHS clubs, organizations and parents.

- **Special Education Chair**
- **Multilingual Engagement**
- **Diversity Committee Chair**
- **Hispanic History Month:** Coordinate all activities & event volunteers. (October)
- **Black History Month:** Coordinate all activities & event volunteers. (February)
- **Homecoming/Hoopcoming Week Activities:** coordinate volunteers and help the NAHS teacher(s) and SGA representative(s) oversee these events. Also assist with other community-building events at NAHS.

### **VP of Teacher Outreach**

*Time Commitment: 8-10 hours a month plus school activities and gatherings.*

- Oversee and interact with committee chairs for this area.
- Provide updates/announcements at general meetings.
  - **Sunshine Committee Chair:** Coordinate purchase and delivery of cards and/or help to NAHS families and staff members who are facing difficult and challenging times.
  - **Teacher Appreciation Chair (2):** Coordinate refreshments, set-up, serving and cleanup for monthly teacher appreciation events, Back to School Breakfast and Teacher Appreciation events throughout the year.
  - **Hospitality Chair:** Coordinate set-up and refreshments for PTSA meetings and other PTSA-sponsored and/or supported events. Manage inventory of the PTSA room and shared supplies.

### **VP of Student Outreach**

*Time Commitment: 10-15 hours a month plus school activities and gatherings.*

- Oversee and interact with committee chairs for this area.
- Provide updates/announcements at general meetings.
  - **Senior Events:** Back to school senior sunrise breakfast
  - **Stellar Seniors:** coordinate with NAPPS on hosting this event showcasing our seniors to cluster parents and students.
  - **Drug Awareness Chair/Red Ribbon Week:** Coordinate all activities & event volunteers.
  - **No Place for Hate:** Coordinate all activities & event volunteers.
  - **Testing Support Chair:** Coordinate with administration the purchase and delivery of snacks to students during the weeks of GA EOCT, IB & AP exams.
  - **Student Council:** Coordinate and manage a student council, with representation from each grade. Students should provide insight and advice on school events.
  - **College and Career Center Chair:** Represents PTSA along with the Foundation to support and publicize the CCC.
  - **Volunteer Chair:** Promote volunteering and manage volunteer sign-ups (MTK for parents). MyVoluntier events for student volunteer hours. Encourage volunteerism within the community. Post volunteer activities in the Warrior Weekly and social media channels. Distribute volunteer contact lists to committee chairs periodically and as needed.
  - **Honors Night:** Hospitality, the printing of programs, decoration and set up.

### **Reporting to the VP of Parent Outreach**

*Time Commitment: 8-10 hours a month plus school activities and gatherings.*

- Oversee and interact with committee chairs for this area.
- Provide updates/announcements at general meetings.
  - **Prospective Parent Tours Chair (2):** Plan timeline and tour route for monthly tours. Coordinate volunteers, speakers, student speakers, classroom visits and the number

- of tour guides necessary. Maintain and update PowerPoint presentations.
- Coordinate and organize folders that are handed out to prospective parents on tours.
- **Warrior Welcome Chairs:** Coordinate the annual open house held in late January. Manages communication, volunteers and setup.
- **DLI:** Support parents when needed.
- **New Parent Chair:** Help new families to the APS system (families coming in from private schools and other parts of the country/state who have not been in APS) and serve as a resource. Organize a welcome event for the new parents.
- **Senior Yard Sign Chair:** Coordinate the selling, printing and distribution of the senior yard signs with parents and printers.
- **Speaker Series:** Provide community speakers for school and PTSA events.

## **VP of Fundraising**

*Time Commitment: 8-10 hours a month.*

- Oversee and interact with committee chairs for this area.
- Provide updates/announcements at general meetings.
- Must work with Sports Booster teams to coordinate fundraising.
  - **Spirit Wear:** Coordinate with vendors and keep in stock spirit wear. Manage online store and sell spirit wear at school and community events.
  - **Business Partners/Restaurant Bonus Chair:** Promote and oversee all retail, restaurants and business donor programs.
  - **Retail Bonus/Directory Ads Chair:** solicit support from businesses in our community working with Sports Booster to coordinate placement on the digital sign and banners on the sports fields..

## **VP of Operations and Compliance**

*Time Commitment: 8-10 hours a month.*

- Ensure the board has everything it needs for functioning properly- people, process, systems
- Oversee and interact with committee chairs for this area.
- Provide updates/announcements at general meetings.
  - **Membership Chair-** manage annual membership campaign and appropriate modules in Membership Toolkit

## **Inactive Roles for 2024-2025**

- **Media and Public Relations Chairs:** Develop and implement a strategic media relations program to secure positive news coverage of NAHS and increase the school's visibility in the community. Work with the Warrior Weekly Newsletter Chair to gather the latest news for external distribution.
- **Graphic Designer:** Provides graphic design assistance when needed.
- **Photography Chair:** Establish, organize and maintain a web-based photo repository for all NAHS communications (website, email blasts, general publicity). Recruit photographers to attend events and coordinate photos from student photographers. Work with the Media & Public Relations Chair to distribute photos to external media.
- **Grants Committee :** Receive grant requests from teachers and students. Gather information about each grant and present to executive board for approval.