



## Leadership Position Summaries

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### PTA Member-Elected Officers

#### **President**

Direct affairs of Naumann PTA in accordance with governing rules and guidelines; provide leadership to PTA volunteers, coordinate PTA activities on campus with principal; preside at meetings.

#### **Vice Presidents**

Support and backfill the President as needed, recruit committee chairs and volunteers, provide guidance and oversight for the committees assigned to each VP; manage activities in their area as needed.

Per the current member-approved Bylaws, the areas of responsibility for each vice president are:

- **1st VP** – Family, School & Community Event committees: delegate to LISD Council of PTAs, communicates with and supports the chairs for socials, garden care, Little Library, and Clothes Closet and reports back to the PTA Board
- **2nd VP** – Program committees: Communicates with and supports the chair of each of our programs and reports back to the PTA Board
- **3rd VP** – Fundraising committees: Communicates with and supports the chair of each of our fundraisers and reports back to the PTA Board

#### **Secretary**

Record minutes, keep records current, maintain correspondence.

#### **Treasurer**

Manage and maintain the budget, process revenues and expenses and ensure money management protocols are followed, file IRS forms as required, produce financial reports and maintain financial records.

### Other Board Positions

#### **Communications Chair**

Manage PTA bulletin board, produce PTA newsletter, submit PTA news and info to school admin for weekly Insider newsletter and may manage/produce other communication tools.

Communicates with the PTA board and chairs and campus admin to promote PTA and school programs and information on Facebook and Twitter.



## Leadership Position Summaries cont.

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### **Hospitality Chair**

Provide hospitality and appreciation to teachers and staff, host regular and special treats, plan for teacher appreciation week.

### **Membership Chair**

Recruit and register new members, maintain membership roster.

### **Parliamentarian**

Be familiar with the Bylaws, Standing Rules, Rules of Order, and PTA policies; advise the board on parliamentary rules as needed.

### **Room Representatives Chair**

Recruit Room Reps for each class and provide them guidance and support for class parties and teacher support.

### **Teacher Liaison**

Facilitate PTA-teacher communications and coordination.

### **Volunteer Coordinator**

Collaborates with the PTA President, PTA Board and Teachers/Staff to identify how volunteers can be involved.

*The board members listed above attend board meetings, serve the PTA's vision and mission and the interests and will of our PTA members, and manage the affairs of the PTA. Officers are required to complete [Texas PTA training courses](#).*

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## **Special Committee Chairs**

Special Committee Chairs work with the vice-president responsible for that committee. The areas listed below are traditionally part of the Naumann PTA, but may not be active unless someone commits to the chair position.

### **Family, School & Community Events**

#### **Clothes Closet**

Staff and recruit volunteers for Naumann's three dates to work at the Clothes Closet, clear campus Lost and Found, collect and prep items donated on campus, and serve as liaison between Naumann and LISD Council of PTAs Clothes Closet leaders.



## **Leadership Position Summaries cont.**

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### **Garden Care**

Plans and implements the planting of the school garden and helps to create a volunteer garden watering schedule.

### **Holiday Breakfast**

Plan and manage the annual holiday breakfast held in December. This includes organizing entertainment, food, and volunteers.

### **Little Free Library**

Checks the Little Free Library once a week for books that should be returned to the Naumann library and makes sure donated books are elementary student appropriate.

### **Socials**

Plans 1-2 community social events per semester to foster community between Naumann families.

## **Programs**

### **Educational Assemblies**

Works with the board to bring 2-3 educational assemblies to our Naumann students during the school year.

### **Math Pentathlon**

Serves as the School Contact Designee and coaches the Math P team at Naumann. Coordinate with Naumann administration to schedule practices at school and coordinate collection of fees.

### **Reflections Arts Program**

Plan and manage Family Art Day, promote and manage submissions for Reflections, recruit judges, prepare winning entries for next levels of competition, plan an awards event.

### **Talent Show**

Plan and manage the annual Talent Show. This includes scheduling the venue and date for auditions, rehearsal and the show; arranges facilities; informs parents and students of the process; and recruits and manages volunteers.

## **Fundraising**

### **Major Fundraiser (Adventure Dash)**



## Leadership Position Summaries cont.

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Plan and manage the major, annual fundraiser. This includes making arrangements for selected fundraisers and promoting and executing the fundraiser.

### **Book Fair**

Coordinate, plan, and manage the Scholastic Book Fair on campus. This includes working closely with the Librarian, managing inventory, sales, backorders, accounting, setup and closing of the fair, and volunteers.

### **Buddy Program**

Works to recruit and match "old" Naumann families with new-to-Naumann families to foster connection within the Naumann community.

### **Passive Fundraising** (e.g., Box Tops, Recycling, Sticker Machine)

Track submission and promotional deadlines and revenues. Collect and submit items as needed.

### **Restaurant Knights**

Schedule and arrange fundraising evenings with local restaurants.

### **School Supply Packs**

Coordinates with school administration to provide a supply list to the vendor so sales can open in May for the following school year. Organizes the distribution process of school supply packs in August.

### **Spirit Items**

Research spirit item products and vendors, order items, manage sales, inventory and fulfillment.

### **Sponsorship**

Connects with and recruits local businesses to become Naumann PTA sponsors. This person also ensures that sponsors are promoted at required events.

### **Other**

### **Diversity, Equity & Inclusion**

Embraces and fosters diversity, equity and inclusion, with a focus on respect and acceptance of every family and student.



## Leadership Position Summaries cont.

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### **Kids First**

Helps build a culture of understanding and acceptance on campus specifically around special needs individuals. Request materials from Texas PTA and work with Naumann administration to schedule a time to hold the program

### **Mix It Up Lunch**

Promote a healthy, welcoming school environment and reduce prejudice by encouraging interactions across group lines. Coordinate with Naumann administration to schedule a day to host [the program](#) during lunch.

### **Webmaster**

Manages the PTA website and associated tools. Serves as a site administrator and makes updates to the website as needed.

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**More information may be found in the member-approved [Bylaws and Standing Rules](#). Or contact any of our [current PTA leaders](#)!**