

ECHS PTSA Position Descriptions¹

All PTSA Positions are 1 year terms. Positions can be held for 2 terms consecutively

Anyone wanting to take on a role they have held previously needs to take 1 year off and may serve in a different capacity during that time. Positions in **GREEN** are VACANT.

President (non-student position)

- Prepare [written agendas](#) and preside at all Association and board meetings.
- Ensure your Local PTA meets all requirements of the [Standards of Continuing Affiliation](#).
- Ensure all members and dues are reported to Texas PTA in a timely manner, at least monthly.
- Work with all board members to help meet their goals and required duties.
- Sign all contracts which have been approved by the board.
- Be 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 association meeting of the year. Appointments are subject to the approval of the board.
- Represent Local PTA as a delegate to Council PTA, if applicable.
- Support the Committee Chairs or step in to fill vacant chair positions as needed
- Serve as an ex-officio member of all committees, except the Nominating and Financial Reconciliation committees.
- Serve as a member of ECHS SBAC
- Complete all mandatory [FOUNDATIONS](#) training within 30 days of election or appointment.

Vice President (non-student position)

- Be responsible for aide-to-the president & preside in the absence of the President
- Be an authorized signer on the bank account.
- Support the Committee Chairs or step in to fill vacant chair positions as needed
- Assist in filling Executive Board vacancies
- Work with President to develop Programs for the community
- Complete all mandatory [FOUNDATIONS](#) training within 30 days of election or appointment.

Secretary (non-student position)

- Maintain all official records of the association.
- Record in the minutes all business transacted at each association and board meeting. View [Sample Meeting Minutes](#).
- Notifies board members, as requested by the president, of all called meetings.
- Assist the president in determining a quorum at association and board meetings.
- Present minutes from the previous meeting, association or board.
- Present a report of board meetings to the association membership as needed.
- Prepares a draft of the minutes of each meeting within two to five days of the meeting.
- Act as the corresponding secretary, reading communications at meetings and writing thank you notes, etc.
- Complete all mandatory [FOUNDATIONS](#) training within 30 days of election or appointment.
- Assume the duties of the historian if one is not designated in the bylaws.
- The historian prepares and updates a record of the activities and achievements of the PTA and makes historical facts available on request to the membership.
- The historian's formal, written report is the official history, presented and adopted at the annual membership meeting and filed with the minutes. It summarizes all the PTA's activities for that fiscal year.
- Historian Report includes
 - A list of the executive board members and when they were elected or appointed;
 - All executive board meeting and membership meeting dates, along with any major business conducted by the executive board and presented to the membership;

¹ Created August 2022, Updated 5/19/2023, 4/28/24, 5/58/25,4/10/2026

- o The programs and activities hosted by the PTA during the year, including a brief description of each
- o Training or other events or activities that executive board members attended.

Treasurer (non-student position)

- Study all references to duties and finances in the PTA bylaws, policies and standing rules.
- Ensure your Local PTA meets all requirements of the [Standards of Continuing Affiliation](#).
- Keep an accurate and detailed account of all monies received and disbursed. Consider using the [myPTEZ.com](#) financial tracking tool.
- Be an authorized signer on the bank account.
- Ensure all cash funds are counted by multiple individuals and documented with a [Deposit Form](#).
- Keep on permanent file the PTA Employer Identification Number (EIN), as assigned by the IRS, and the PTA sales tax permit, as assigned by the Texas Comptroller.
- Present a financial report of all accounts at all membership and executive board meetings. View a [Sample Financial Report](#).
- Make timely deposits to the PTA bank account.
- Make disbursements in accordance with the budget, as adopted by the membership, and verify each transaction is accompanied by a [Funds Request Form](#) and necessary documentation.
- Electronically file the appropriate [Form 990](#) within 60 days of the end of the fiscal year. To ensure acceptance by the IRS, Form 990N (see Resources below), 990EZ, and 990 must be filed electronically. Here are some options for the electronic filing: [990 e-Filing Options](#).
- File sales tax reports to Texas Comptroller as required (annually, quarterly or monthly).
- Maintain a list of assets owned by the PTA.
- Submit all required items to the [Financial Reconciliation](#) Committee in a timely manner.
- Complete all mandatory [FOUNDATIONS](#) trainings within 30 days of election or appointment
- Required Monthly Duties**
- Reconcile the checking account to the bank statement.
- Reconcile any credit card or merchant accounts to the bank statement.
- Transfer funds from any e-commerce account to the checking account.
- Reconcile any e-commerce account and verify transfers only to the checking account.
- Generate [financial reports](#) for executive board and/or membership 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.
- Coordinate with the membership chair to submit members/dues to Texas PTA.

Parliamentarian (can be student)

- Maintains copies of current governing documents - bylaws, standing rules, policies and parliamentary authority.
- Provides guidance to members and board members on issues outlined in governing documents.
- Ensure your Local PTA meets all requirements of the [Standards of Continuing Affiliation](#).
- Confer with the president prior to the meeting regarding business items on the agenda.
- Advises the president on points of parliamentary procedure.
- Maintains a position of impartiality and does not make motions, enter debate or vote.
- Complete all mandatory [FOUNDATIONS](#) trainings within 30 days of election or appointment
- Attends all Executive Board and Membership Meetings, schedule permitting

Membership Chair (year long position, mostly complete in first quarter of school year)

- Submit members and dues to Texas PTA at least monthly.
- Ensure your Local PTA meets all requirements of the [Standards of Continuing Affiliation](#).
- Recruit new members throughout the year with the goal of recruiting one member for every student on your campus - A Voice for Every Child!
- Engage school administration and faculty in supporting your PTA through membership.
- Reach out to all families, new and returning, to become a member of your PTA.
- Share the importance of PTA and publicize the vision, mission, priorities, and [benefits of membership](#).
- Promote [Member Programs](#) available exclusively to PTA campuses and their members.

- Distribute membership cards to all members and [request additional cards \(en Español\)](#) as needed.
- Thank your members for supporting PTA and recognize outstanding contributions with Texas PTA [Honorary Life Membership](#) or [Extended Service Awards](#).
- Celebrate your successes at association and board meetings, through social media, and by receiving [Texas PTA Membership Awards](#).
- Complete all mandatory [FOUNDATIONS](#) training within 30 days of election or appointment.
- Attends all Executive Board and Membership Meetings, schedule permitting

Faculty Representative (ECHS Staff ONLY)

- Act as a liaison between PTSA and teachers to communicate needs to PTSA and information back to the teachers
- Attend PTSA Executive Board meetings when possible, or send report to be given at the meeting
- Complete all mandatory [FOUNDATIONS](#) trainings within 30 days of election or appointment

RRISD Council Delegate (non-student position)

- Attend RRISD Council of PTA's luncheon meetings 5 times in the year as a voting delegate (avg of 2 hours/meeting)
- Report information received back to the ECHS PTSA Executive Board
- Complete all mandatory [FOUNDATIONS](#) trainings within 30 days of election or appointment
- Attends all Executive Board and Membership Meetings, schedule permitting

Upperclassmen & Lowerclassmen Representatives (student only position, application based)

- Attend all executive board/general membership meetings (schedule permitting) to be able to share information with the students and bring student perspective to the meetings
- Help design ECHS Community-centered programs with the PTSA President
- Complete all mandatory [FOUNDATIONS](#) trainings within 30 days of election or appointment

Business Partnerships Chair (non-student position)

- Lead the recruitment effort for ECHS PTSA business partnerships
- Act as the main point of contact for ECHS PTSA with our business partners
- Ensure all portions of the Business Partnership perks are fulfilled
- Update Business Partnership levels if needed
- Complete all mandatory [FOUNDATIONS](#) trainings within 30 days of election or appointment
- Attends all Executive Board and Membership Meetings, schedule permitting

Club Grants/Scholarship Chair (non-student position)

- Review current grant application & process to provide suggestions for improvement
- Determine best timing for Club Grants applications & distribution
- Form committee to review Club Grant applications
- Assist Club leaders & advisors, as needed, in securing items for grants and/or reimbursement of funds
- Review current scholarship application & process to provide suggestions for improvement
- Determine best timing for scholarship applications & evaluation
- Form committee to review scholarship applications
- Collect information from scholarship winner(s) to ensure distribution of scholarship funds to the schools.
- Complete all mandatory [FOUNDATIONS](#) trainings within 30 days of election or appointment
- Attends all Executive Board and Membership Meetings, schedule permitting

Hospitality Chair (non-student position)

- Organize a committee to assist with hospitality events on campus including Pie Day (Nov), Staff Holiday Celebration (Dec), Staff Appreciation Week (May).
- Facilitate staff treats/meals as needed based on information from ECHS Admin & their Hospitality committee
- Work with Volunteer coordinator as needed to secure additional volunteers or donations for appreciation events.
- Organize small staff birthday celebrations quarterly: posters at school, social media posts
- Work with ECHS Admin to see if they would like PTSA to celebrate additional staff oriented holidays

- Complete all mandatory [FOUNDATIONS](#) trainings within 30 days of election or appointment
- Attends all Executive Board and Membership Meetings, schedule permitting

Volunteer Coordinator (can be student)

- Maintain list of PTSA members willing to volunteer for events throughout the year
- Create sign-up geniuses or other forms to secure volunteers or donations for PTSA events as needed
- Assist with communicating community volunteer opportunities for students as they arise throughout the year.
- Complete all mandatory [FOUNDATIONS](#) trainings within 30 days of election or appointment
- Attends all Executive Board and Membership Meetings, schedule permitting

Communications Chair (can be student)

- Responsible for creating communications committee to manage PTSA message via multiple communications channels (website, social media & newsletter)
- Webmaster tasks:
 - Maintain the ECHS PTSA Google website
 - Update with information shared by the ECHS PTSA Executive board regarding events planned by or supported by ECHS
 - Share any web info posted with ECHS ITS so that it can be considered for the RRISD ECHS website.
- Social Media tasks:
 - Create and manage social media campaigns for PTSA events and initiatives on our Instagram account
 - Work with committee chairs to determine what needs to be shared on their behalf
- PTSA Newsletter tasks:
 - Create monthly newsletters for PTSA membership regarding PTSA events and initiatives
 - Work with committee chairs to determine what needs to be shared in each issue
- Complete all mandatory [FOUNDATIONS](#) trainings within 30 days of election or appointment
- Attends all Executive Board and Membership Meetings, schedule permitting

Advocacy/Legislative Chair (can be student)

- Identify policy issues of interest to your PTA membership and monitor through local and national media, school district policies, school board meetings, and [PTA resources](#).
- Advocate for policies aligned with Texas PTA's [Legislative Priorities](#).
- Present legislative reports at all membership and board meetings.
- Provide members with contact information for elected officials, while sharing action alerts and encouraging participation.
- Meet with elected officials at least annually.
- Network with PTA Advocacy Leaders in your community to collaborate on common goals.
- Promote and participate in Texas PTA's bi-annual [Rally Day](#) and Straight Talk events.
- Complete all mandatory [FOUNDATIONS](#) trainings within 30 days of election or appointment
- Attends all Executive Board and Membership Meetings, schedule permitting

Alumni Representative(s) (alumni of ECHS)

- Looking for member(s) of each class that has already graduated to serve as Alumni representatives with ECHS PTSA
- Promote alumni membership to keep former students connected to the ECHS community
- Complete all mandatory [FOUNDATIONS](#) trainings within 30 days of election or appointment
- Attends all Executive Board and Membership Meetings, schedule permitting

Committee Member (any ECHS PTSA member):

- A great way to earn volunteer hours and get involved in your community
- Short, specific opportunities to support PTSA programs and events on campus