2026/2027 Open Board Positions

All board members are expected to attend the monthly PTSA board meetings held on the 2nd Tuesday of each month and bi-monthly PTSA association meetings.

VP of Education

The VP of Education supports educational programs and enrichment opportunities within the school community. Collaborates with teachers, staff, and volunteers to plan learning-focused events, share educational resources with families, and help ensure the PTSA initiatives align with the school's academic goals. Attends school site council meetings and updates the PTSA board on pertinent information.

VP of Membership

The VP of Membership helps grow and strengthen the PTSA community by encouraging families, students, and staff to join and stay engaged. Promotes membership, coordinates outreach efforts, and supports initiatives that make all families feel welcome and connected to the school. Provides membership reports at PTSA Board and association meetings, collects dues, distributes membership cards and ensures council payments are current.

VP of Ways and Means

The VP of Ways and Means oversees the PTSA's fundraising efforts to support school programs and initiatives. Helps to plan, coordinate, and manage fundraisers, explores new funding opportunities, and works with volunteers to ensure the PTSA has the resources needed to benefit students, families, and the community. Works with the Spirit Night chair to help coordinate spirit nights.

Financial Secretary

The Financial Secretary manages the PTSA's financial records, including tracking income, expenses, and membership dues. Helps maintain accurate reports, supports the budgeting

process, and ensures transparency in all financial transactions to help the PTSA run smoothly and responsibly.

VP of Leadership

The VP of Leadership works closely with Elementary Leadership and ASB, serving as a liaison between student groups and the PTSA Board. Supports and helps facilitate student-led events and other activities. Collaborates with Elementary and Middle School awards assembly committees to ensure supplies are available for event setup and are properly stored afterward.

Newsletter Communications

The Newsletter Communications chair manages communication with families through the PTSA newsletter. Gathers content, shares important school and PTSA updates, highlights events and programs, and helps keep the school community informed and connected. Gathers content from all of our parent organizations to be included in the bi-weekly newsletter, and presents the information in creative and informative ways that speak to Spartan families.

Parliamentarian

The Parliamentarian advises the PTSA board on rules, procedures, and bylaws to ensure meetings and decisions are conducted fairly and properly. Helps the board follow proper governance practices and provides guidance on any procedural questions. Assists the President by advising on parliamentary procedures as they arise. Chairs the Bylaws committee to review unit bylaws each year and revise bylaws every 3 years.

President

The PTSA President leads the board and the association, sets goals for the year, and ensures the organization runs smoothly. Presides over meetings, supports board members and volunteers, works closely with school staff, and serves as the main liaison between the PTSA and the school community. The PTSA President attends CAPTA meetings that rotate between in-person and on zoom every month. The PTSA President meets with the President of NAF and SANKOFA as well as the Principal to coordinate the annual calendar.

Executive Vice President

The Executive Vice President supports the PTSA President and board in managing the organization's activities. Assists with planning and overseeing programs, steps in when the President is unavailable, helps coordinate committees and volunteers, and ensures the PTSA's goals and initiatives are carried out effectively.

VP Grade Level Chair

Works with the PTSA Board, Principal, and teachers to coordinate Room Representatives at the school to build stronger family-school partnerships in support of student success. Collaborates with the PTSA Board, teachers, and administrators to identify how parents can get more involved at school. Oversees the recruitment and training for Room Representatives. Promotes PTSA goals, membership and activities on campus as a committee chairman or officer.

Social Media

Works with the Board to gather and publicize family engagement activities and events using social media. Utilizes Canva, creates and schedules posts, and ensures current, up-to-date dissemination of activity and event information. Recaps family engagement via creative video and photo creation, ensuring approval of all images via President / Principal before posting.

Recording Secretary

Takes minutes at board and association meetings, co-signs formal papers with the President, handles PTSA correspondence as directed by the President, maintains and preserves PTSA records and important documents to pass on at the end of the term.

Treasurer

Maintains permanent records to track unit funds and financial transactions. Chairs the budget committee and prepares an annual budget for adoption by the association. Prepares reports for every board and association meeting as well as an annual financial report. Pays all PTA bills as authorized by the board or association. Ensures taxes and reports required by PTSA bylaws, insurance or federal and state governments are completed and submitted by the due dates.

Historian

The Historian documents the PTSA's activities and accomplishments throughout the year. Collects photos, articles, and records from events, maintain archives, and helps preserve the history of the PTSA for future boards and the school community. Collects and records volunteer hours for the PTSA.

Financial Auditor

Reviews the books and financial records of the PTSA to determine their accuracy. Presents reports on financial reviews to the board for review and to the association for adoption. Uploads copies of adopted financial reviews to the document retention system as indicated in unit bylaws.

REFLECTIONS Art Exhibition Chair

Each year, the National PTA spearheads the "REFLECTIONS" Art Exhibition. A *theme* for the year is announced (such as "I Belong!", or "I Matter, Because…"), and students *reflect* on that theme a bit. They then use it as inspiration for an original work of art in one of six categories: Literature, Visual Arts, Film, Photograph, Dance, Music. The works are judged and the winners in each category are forwarded from Newcomb to the area's PTA Council. The works are then judged against winners from other area schools. Those winners advance to the District Level, and then the State Level, and, ultimately, the National Level. To account for all the various levels of judging, REFLECTIONS happens at the beginning of the school year with student works typically submitted by the end of October, and judging completed by the first or second week of November. The REFLECTIONS Chair, recruits artists from the entire student body; shares details about the guidelines for the different categories; organizes judging of the submissions, forwards the school winners to the Council PTA, and organizes an exhibition of our students' works (typically in conjunction with Newcomb's STEAM Celebration on March 14 - "Pi Day").