

ECHS PTSA Position Descriptions¹

All PTSA Positions can only be held for 2 years 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.

1st VP-Aide to President (non-student position, pending bylaws approval)

- 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.
- Support Committee Chairs for Staff Celebrations, Social Media & Web Master.
- Assume the duties of the historian if one is not designated in the bylaws.
- Complete all mandatory [FOUNDATIONS](#) training within 30 days of election or appointment.

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](#).

¹ Created August 2022, Updated 5/19/2023

- 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.
- Support the Volunteer Coordinator and assist in Web Store set-up as needed.
- 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

- 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.

Historian

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

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

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

Spirit Wear Chair

- Lead the design and introduction of new spirit items
- Order from vendor and distribute spirit items based on sales
- Maintain spirit item inventory (once ECHS has permanent campus)

AISA/PTSA Student Class Representatives (student only position, application based)

Class of 2025, 2026 & 2027 are VACANT

- 2 representative per graduating class (AISA-Student Voice role)
- 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
- Will run our monthly AISA student discussion groups held every first Friday of the month. Students will lead the monthly Student Forum made up of several small groups that will discuss ideas, processes, solutions. Topics will be chosen by student survey.
- AISA recommendations regarding ideas, processes, or solutions would be brought to Admin for consideration.
- Will act as liaison with the ECHS Wellness team
- Help design ECHS Community-centered programs with the PTSA President

Business Partnerships Chair

- 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

Auction Chair (1st semester)

- Form committee to organize the Annual Winter Auction (online)
- Secure donations of auction items (Oct & Nov)
- Set up online auction site

- Facilitate auction advertising thru social media, school communications and PTSA website
- Ensure timely delivery of auction items at the conclusion of the auction

Club Grants Chair (1st semester, 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

Reflections Chair (Fall event)

- Promote the Reflections program on campus, social media & PTSA website
- Set deadline for student submissions
- Form committee to review student submissions
- Work with RRISD Council of PTA's Reflections Chair to share ECHS submissions in the Council contest

Clothes Closet Representative (2nd Wednesday of every month from 9:30-11:30am)

- Work one shift per month at the RRISD Clothes Closet Voigt location (day assigned by RRISD Council of PTAs) or secure a volunteer to cover the shift
- Ensure ECHS community is aware of Clothes Closet program
- Organize clothing drive to support Clothes Closet program (if needed)

Project Grad Chair (2nd semester, non-student position)

- Form a multi-grade level committee to design year end graduation celebration for the Senior Class
- Develop a theme, etc with input from Senior Class for event
- Work with Spirit Wear Chair to design Senior Class t-shirt to help fund the event

Scholarship Chair (2nd semester, non-student position)

- 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.

Staff Appreciation Chair (Spring Event held the week of Mother's Day)

- 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.

Staff Celebrations

- 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

Community Events Chair (year long commitment, can be split into single event chairs)

- Form a committee to help organize/assist with on campus community events such as Movie Night (December), Owl Con/Talent Show (March), Field Day (May), GLOW 5K(recurring month not set yet)
- Facilitate event advertising thru social media, school communications and PTSA website

Volunteer Coordinator

- 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.

Webmaster

- 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.

Advocacy/Legislative Chair

- 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.

DEI Chair (new role being implemented for 23-24)

- Work with ECHS PTSA Officer team to ensure proper implementation of [Tx PTA DEI Policy](#)
- Assist with creating alliances and networks of support beyond the school itself to enhance the opportunities and resources available to ECHS & ECHS PTSA.

Social Media Chair (updated role for 23-24)

- 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 Chair (new role being implemented for 23-24)

- 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

Alumni Representative (new role being implemented for 23-24)

- 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