

Anne Sullivan Elementary PTA Board Officers and Committee Descriptions

OFFICERS:

A. President

1. Be a graduate of or complete FOUNDATIONS Leader Orientation: Welcome to PTA, via the Texas PTA website no later than October 15 following election or appointment;
2. Be a graduate of or complete FOUNDATIONS Leader Orientation: Serving on a Local PTA Executive Board no later than October 15 following election or appointment;
3. Coordinate the work of the officers and committees of the association in order that the Purposes may be promoted;
4. confirm that a quorum is present at all meetings of the association before conducting business;
5. preside at all meetings of the membership and executive board;
6. appoint the chair of each standing committee and special committee, subject to the approval of the executive board officers, unless otherwise provided in these bylaws;
7. be authorized to sign on bank accounts, unless prohibited by terms of employment;
8. be authorized to sign contracts approved by the executive board;
9. be listed as the principal officer and be authorized to sign tax documents, unless prohibited by terms of employment;
10. appoint a member, subject to the approval of the executive board, who is not authorized to sign on the bank account to open, review, initial and date each bank statement;
11. represent the Local PTA as a delegate to Council PTA (when the Local PTA is in membership with Council PTA);
12. appoint the financial reconciliation committee, subject to the approval of the executive board; and
13. serve as an ex-officio member of all committees except the nominating and financial reconciliation committees.

B. First Vice President.

1. Be a graduate of or complete FOUNDATIONS Leader Orientation: Welcome to PTA, via the Texas PTA website no later than October 15 following election or appointment;
2. Be a graduate of or complete FOUNDATIONS Leader Orientation: Serving on a Local PTA Executive Board no later than October 15 following election or appointment;
3. serve as aide-to-the-president;
4. be in charge of communication; and
5. preside in the absence of the president (in their designated order):
6. The VP of Communication will oversee the following committees: FBISD Liaison, Membership Chairperson, Newsletter/Social Media Committee, Yearbook Committee
7. The VP of Communication will meet monthly or as needed with chairpersons and support each committee to fulfill their duties and report back to the board on progress from each subcommittee.

C. Second Vice President. The vice president shall:

1. Be a graduate of or complete FOUNDATIONS Leader Orientation: Welcome to PTA, via the Texas PTA website no later than October 15 following election or appointment;
2. Be a graduate of or complete FOUNDATIONS Leader Orientation: Serving on a Local PTA Executive Board no later than October 15 following election or appointment;
3. serve as aide-to-the-president;
4. be in charge of fundraising; and
5. preside in the absence of the president (in their designated order):
6. The VP of Fundraising will oversee the following committees: Spirit Wear Committee, DND/Free Money Chairperson and committee, Fun Run Committee, Dalmation Fest Committee, Corporate Sponsorship Committee

7. The VP of Fundraising will meet monthly or as needed with chairpersons and support each committee to fulfill their duties and report back to the board on progress from each subcommittee.

D. Third Vice President.

1. Be a graduate of or complete FOUNDATIONS Leader Orientation: Welcome to PTA, via the Texas PTA website no later than October 15 following election or appointment;
2. Be a graduate of or complete FOUNDATIONS Leader Orientation: Serving on a Local PTA Executive Board no later than October 15 following election or appointment;
3. serve as aide-to-the-president;
4. be in charge of programs; and
5. preside in the absence of the president (in their designated order);
6. The VP of Programs will oversee the following committees: Family Events Committee, Field Day Committee, Hospitality/ Teacher Appreciation Committee, Cultural / Diversity Committee, Dad's Club, Arts in Education Chairperson.
7. The VP of Programs will meet monthly or as needed with chairpersons and support each committee to fulfill their duties and report back to the board on progress from each subcommittee.

E. Secretary. The secretary shall:

1. Be a graduate of or complete FOUNDATIONS Leader Orientation: Welcome to PTA, via the Texas PTA website no later than October 15 following election or appointment;
2. Be a graduate of or complete FOUNDATIONS Leader Orientation: Serving on a Local PTA Executive Board no later than October 15 following election or appointment;
3. record and maintain the minutes of all meetings of the membership and the executive board;
4. send, or cause to be sent, notice of meetings of the members and of the executive board;
5. be responsible for correspondence;
6. collect and preserve documents relating to the history of the association;
7. present a written report to the association as the official history to be adopted at the annual meeting;
8. have a current copy of the bylaws;
9. confirm the executive board has reviewed and the membership has adopted the Texas PTA /PTSA Records Retention Policy annually;
10. confirm that all executive board members have signed the Local PTA Ethics /Conflict of Interest Policy;
11. confirm that all officers are graduates of or have completed any required training courses as provided in Article VII Section 5 of these bylaws, and all remaining executive board members are graduates of or have completed modules of FOUNDATIONS Leader Orientation by October 15 after their election or appointment.
12. confirm that all executive board members are graduates of Texas PTA Leader Orientation or have completed the course by October 15 after their election or appointment;
13. file with the Council PTA secretary the names of this Local PTA's delegates and alternates by the first regular Council PTA meeting and no later than October 1. A Local PTA joining the Council PTA or making changes after October 1 shall submit any changes in writing prior to any regular meeting in order to be eligible to vote;
14. submit the names and contact information of all board members to the Texas PTA Office within 15 days of their election or appointment;
15. maintain the required documents of the association to include Texas PTA Foundations Leader Orientation completion lists, records retention policy; adopted and signed ethics/conflict of interest policy, membership rosters (not to be released to outside interests), adopted plans of work, and completed student permission forms (if applicable) and
16. not be a member of the financial reconciliation committee

F. Treasurer. The treasurer shall:

1. Be a graduate of or complete FOUNDATIONS Leader Orientation: Welcome to PTA, via the Texas PTA website no later than October 15 following election or appointment;
2. Be a graduate of or complete FOUNDATIONS Leader Orientation: Serving on a Local PTA Executive Board no later than October 15 following election or appointment
3. have custody of all the funds of the association;
4. serve as the chair of the budget and finance committee;
5. present a written and verbal financial report at executive board and association meetings and as requested by the executive board or association;
6. maintain books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks in accordance with the records retention policy;
7. make disbursements in accordance with the budget adopted by the association;
8. be authorized to sign on bank accounts;
9. be authorized to sign tax documents, if the president is prohibited by terms of employment;
10. present a preliminary annual report, i.e. budget to actual, at the last association meeting;
11. complete and file all necessary tax documents; and
12. present books of account and records to the financial reconciliation committee

APPOINTED POSITIONS:

G. Parliamentarian. The parliamentarian shall:

1. Be a graduate of or complete FOUNDATIONS Leader Orientation: Welcome to PTA, via the Texas PTA website no later than October 15 following election or appointment;
2. Be a graduate of or complete FOUNDATIONS Leader Orientation: Serving on a Local PTA Executive Board no later than October 15 following election or appointment
3. advise the presiding officer on questions of parliamentary procedure when asked; and
4. vote only when the vote is by ballot.

H. Gifting Chairperson

1. Review all gifting requests with President and Principal and ensure it's in line with approved budget.
2. Assist faculty and teachers on sourcing for approved items to order
3. Report monthly to the board in regard to requests, and approved requests within the budget.

I. Hospitality/Teacher Appreciation Committee

1. This committee shall be composed of two chairs and at least two members.
2. This chairperson(s) report to Vice President of Programming
3. This committee shall be responsible for:
 - a. Hosting at all meetings by creating a friendly atmosphere
 - b. Providing Back to School, Teacher Appreciation Week, and monthly events/treats for the faculty and staff which include:
 - (1) Coordinating food item donations/purchases;
 - (2) Securing volunteers to serve; and
 - (3) Reserving school location for events if necessary
4. Securing refreshments for PTA programs and Open Houses.
5. Time Commitment:
 - a. Chairpersons to attend Monthly PTA Meetings
 - b. Organize and execute monthly teacher appreciation events
 - c. Organize and execute beginning/end of the year events for families and teachers.

J. Membership

1. This committee will be composed of a chair and at least two members.
2. The chair shall:
 - a. Call a meeting of membership committee to create a membership campaign for the coming year and set goals;
 - b. Ensure completion and submission of membership list and dues report to Texas PTA
 - c. Coordinate the implementation of a membership campaign
 - d. Provide the secretary with an updated membership list for each regular meeting
 - e. Apply for membership awards from Texas PTA
 - f. This chair will report to the VP of Communications
3. Time Commitment:
 - a. Chairperson to attend Monthly PTA Meetings
 - b. Create a membership campaign to increase members at the beginning of the year (ie Meet the Teacher, Fall Open House, Family Events)

K. VIPS (Volunteers In Public Schools) Committee

1. This committee shall be comprised of a chair and at least two members
2. The VIPS Chairperson is member of the Executive Board.
3. This committee shall oversee all business involving parent and community volunteers
4. Organize and host the annual VIPS Appreciation reception at the end of the school year.
5. Assist in recruiting volunteers for various events throughout the year.
6. Coordinate Shared Dreams (FBISD) Projects
7. Volunteer Appreciation – identify and recognize a Volunteer of the Month
8. The chair shall:
 - a. Attend monthly district VIPS meetings
 - b. Report monthly volunteer hours to district VIPS department.
 - c. Select, recognize, and report to the district VIPS department the VIPS of the Month and VIPS of the Year recipients.
 - d. Collaborate with Principal to identify ASE Volunteer needs.
 - e. Inform and engage volunteers of ongoing opportunities
 - f. Work closely with Hospitality/ Family Events/ Fundraising Event / Field Day chairs for VIPS needs.
 - g. Host a volunteer breakfast and/or meeting at the beginning of the year to recruit volunteers
9. Time Commitment:
 - a. Chairperson will attend Executive Board and PTA Board meetings monthly
 - b. Work weekly to organize volunteers for various needs for school events.
 - c. Attend monthly FBISD VIPS meetings.

L. Family Programs Committee

1. This committee shall be comprised of a chair and at least two members.
2. The chair of this committee reports to Vice President of Programs.
3. Organize family events throughout the year that support the objectives of the PTA as stated in the bylaws. (ie Multicultural, Math Night, Science Night, Movie Night, Polar Express, Muffins with Moms)
4. Schedule at least (1) program for parent education.
5. Time Commitment:
 - a. Chairperson to attend monthly PTA Meeting
 - b. Meet with committee as needed before scheduled events for planning and execution purposes.

- c. Volunteer at Family Events and organize additional volunteers as deemed necessary.

M. Dalmatian Nation Drive and Free Money Committee

1. This committee shall be comprised of a chair and at least two members.
2. The chair of this committee will report to Vice President of Fundraising.
3. DND Chairperson will coordinate the school-wide fundraising activity at the beginning of the school year. The DND is request for monetary donations from parents to support PTA programs, events and gifting for that school year.
4. This committee will assist with all free money programs and events (Box Tops, Spirit Nights and Birthday Marquee, Kroger Neighbor to Neighbor program)
5. Collect the forms and input information for birthday marquee sign. Send out forms periodically throughout the year to teachers to place in Friday folders and additionally post on PTA website and/or Facebook page.
6. Time Commitment:
 - A. Chairperson to attend monthly PTA Board Meetings
 - B. Dalmatian Nation Drive: Beginning of school year till November 1 (daily tally of donations and weekly updates to committee and members)
 - C. Weekly input of messages for Birthday Marquee Electronic Board at ASE
 - D. Monthly organizing of Family Spirit Night at local establishments. (1-2 hours a month)
 - E. Monthly data collection of Box Top Program (1-2 hours a month)

N. Fundraising Committee

1. This committee shall be comprised of a chair (vice president), Corporate Sponsorship Chair and at least two members.
2. This committee will work with local corporate sponsors and start campaign at the beginning of the school year to engage them and supply tiers of sponsorship.
3. Develop Sponsor packet (sponsor levels and benefits).
4. Assist other ASE PTA events which require sponsorship or donations.
5. Responsible for completing all benefits of donors including advertising of sponsors.
6. Send thank you letters to all community partners.
7. Organize and execute two major fundraisers during the year (one in the fall and one in the spring), including but not limited to FBISD vendors, secure security, transportation if necessary, FBISD liaison for weekend events at ASE.
8. Conduct Dalmatian Nation Drive and update the membership during the drive. Set goals and involve the community.
9. This committee shall publicize the Box Top program with school families, staff, and community members.
10. Decide how and when to collect box tops from the school.
11. Provide recognition and/or prizes for the top collectors (either individuals, classes or grade levels).
12. Time Commitment:
 - A. Vice President of Fundraising to attend Executive and Monthly PTA Board Meetings
 - B. Community Partnerships Chair to attend monthly PTA Board Meetings
 - C. Weekly engagement – beginning of the year to engage corporate sponsors
 - D. Heavy engagement around two fundraising events to ensure sponsors and meet benefits in timely manner.

O. Yearbook Committee

1. This committee shall be comprised of a chair and at least two members
2. The chairperson of this committee will report to Vice President of Communication

3. Photograph students and staff during various school activities (eg field trips, fundraisers, programs, parties etc).
4. The Yearbook Chairperson will recruit and oversee the Yearbook Committee of parents and coordinate with ASE Yearbook Teacher Committee
5. Take orders for and distribute yearbooks
6. The chair shall:
 - a. Stay in contact with yearbook company representative.
 - b. Design the yearbook pages and submit by the deadline.
 - c. Ensure that all deposits and fees are paid in a timely manner.
 - d. Ensure that only students with permission from parents and guardians are included in the yearbook.
7. Time Commitment:
 - A. Chairperson to attend monthly PTA board meetings.
 - B. Schedule committee members/Room Reps to be present at ASE events and capture special moments (Math/Science Night, Fun-Run, Dalmation Fest, Polar Express Night, Grade level Field Trips, etc)

P.Spirit Wear Committee

1. This committee shall be comprised of a chair and at least 2 members if possible.
2. The chairperson will report to the Vice President of Fundraising
3. Work with t-shirt design and print company to redesign the school spirit shirts every two years.
4. Take orders for t-shirts, submit the orders to the t-shirt company, and distribute shirts to students and staff.
5. Set up and man tables at school events (eg Meet the Teacher, Fall and Spring Open Houses, Family Events, fundraisers) to sell t-shirts.
6. Decide with board officers, when the two allowed tax-free days will be held for t-shirt sales.
7. Time Commitment:
 - a. Attend monthly PTA board meetings
 - b. Available the week of Meet the Teacher, Fall and Spring Open Houses, Grandparents Day and other days deemed by board to sell t-shirts and other ASE spirit wear. (hats, hoodies, etc)

Q.Field Day Committee

1. This committee shall be comprised of two chairpersons and at least 7 members if possible.
2. The chairpersons will report to the Vice President of Programs.
3. Organize activities and volunteers to product successful field day activities.
4. Assist P.E. coaches with planning field day and work with VIPS Chairperson to assign volunteers for the event.
5. Time Commitment:
 - A. Chairpersons to attend Monthly PTA meeting.
 - B. Meeting with PE Coaches in January to initiate Field day planning meetings
 - C. February – April/May time frame – work with Game Leads and recruit volunteers / allocate and order supplies
 - D. The week of Field Day – set up and meetings with coaches, committee, and volunteers to ensure

R.Social Media/Website/Newsletter Committee

1. The committee shall be comprised of two chairperson (VP of Communications and +1) and at least two members if possible.

2. Will compile and update data on the Local PTA website and oversee the PTA Facebook page on a regular basis, make sure meeting calendar and other information is current.
3. Maintain standards set forth by the Texas PTA Website Award criteria.
4. Work with hired website designer to ensure information is accurate and up to date.
5. Develop and Distribute monthly PTA/VIPS Newsletter. Collect monthly submissions from the PTA Board members and VIPS Coordinator to keep parents up to date on current PTA and volunteer events and programs.
6. Time Commitment:
 - A. VP of Communications to attend Executive and Monthly PTA Board Meetings
 - B. Chairpersons to attend monthly PTA Board Meeting
 - C. Weekly updates to Facebook/Social Media Websites
 - D. Weekly newsletter sent to current membership

S. Room Representative Coordinator/Committee

1. This committee shall be comprised of Room Rep Coordinator and at least 6 Room Rep Leads, one for each grade level.
2. Room Rep Coordinator serves as spokesperson for selected room rep leads / representatives and acts as liaison between school administration, PTA, teachers and parents.
3. Coordinate all room representatives and responsibilities
4. Plan Room Rep meetings
5. Assist with recruiting volunteers to be room parents for each classroom in each grade level.
6. Send out a letter to every child in school asking for monetary donations for the classroom parties
7. Streamline requirements and create budget for all parties.
8. Help homeroom teachers will communicate specific classroom needs and assist with generating parent volunteer support.
9. Time Commitment:
 1. Room Rep Coordinator required to attend Executive and Monthly PTA Board Meetings
 2. Room Rep Coordinator and Room Rep Leads to meet at the beginning of the school year, August, November, January, March and May
 3. Weekly communication with administration for to determine any needs for staff and coordinate with VIPS coordinator if necessary