

## Troy PTSA Job Descriptions

Officer and chairperson job descriptions have been developed by the California State Parent Teacher Association (PTA) for use by unit, council and district PTAs. These guidelines are meant to assist officers and chairpersons in their duties throughout the term of office. These job descriptions can be found on <http://capta.org/pta-leaders/run-your-pta/job-descriptions/>.

The officers of Troy High School Parent Teach Student Association (PTSA) work with committee chairpersons to carry on the work of the association. The key roles and responsibilities for each position are excerpted from the *California State PTA Toolkit* whenever possible below. Other positions not listed in the toolkit are also described but do not have a web link for further info. These descriptions are for reference only and can be tailored to meet Troy's specific needs.

### Executive Board

#### President

- <http://downloads.capta.org/toolkit/jd/President.pdf>
- Oversees and coordinates the work of an executive board to run a PTA effectively
- Presides at PTA board and association meetings
- Serves as the official contact, communicator and representative of a PTA
- Designated as an authorized signer for PTA checks, contracts and authorizations for payment
- Serves as ex-officio member of all committees except the nominating committee
- Works with other PTA leaders to connect families, school and community to support student success

#### Executive VP

- <http://downloads.capta.org/toolkit/jd/ExVP.pdf>
- Works as the primary aide to the president
- Helps lead a PTA towards specific goals consistent with PTA purposes and policies
- Performs president's duties in his or her absence
- Carries out other duties outlined in unit bylaws and standing rules or as assigned

#### 1st VP of Communications

- <http://downloads.capta.org/toolkit/jd/Communications.pdf>
- Helps PTA members and the general public understand that PTA positively impacts the lives of all children and families; and is a relevant, inclusive, influential volunteer-powered association working for the well-being of children and youth
- Give a regular communications report to your PTA.
- Use PTA publications to promote PTA events and share information.
- Maintain an up-to-date website.
- Use social media to communicate with members.
- Encourage officers and chairmen to contribute short articles and reports for the newsletter, website, or social media site.
- Provide media releases as requested.

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### 2nd VP of Membership

- <http://downloads.capta.org/toolkit/jd/MembershipChairmen-VP-Unit.pdf>
- Responsible for creating and implementing a membership plan, promoting membership throughout the year, collecting dues, and distributing membership cards
- Give a regular membership report to your PTA.
- Maintain a list of members, updating as new members are enrolled. Provide copies to the unit president and secretary.
- Promote current member benefits to give added value to PTA membership.

### 3rd VP of Ways and Means

- <http://downloads.capta.org/toolkit/jd/FundraisingChairman.pdf>
- Works with a committee, appointed by the president, to plan and organize fundraising activities
- Focuses on raising the amount of funds needed to meet the unit's budget
- Presents reports on proposed fundraising activities at board and association meetings for approval

### Recording Secretary

- <http://downloads.capta.org/toolkit/jd/Secretary.pdf>
- Takes minutes at board and association meetings
- Co-signs formal papers with president
- Handles PTA correspondence as directed by the president
- Maintains and preserves PTA records and important documents to pass on at the end of the term

### Treasurer

- <http://downloads.capta.org/toolkit/jd/Treasurer.pdf>
- Maintains permanent records to track unit funds and financial transactions
- Chairs budget committee and prepares annual budget for adoption by the association
- Pays all PTA bills as authorized by board or association
- Prepares reports for every board and association meeting and an annual financial report
- Ensures taxes and reports required by PTA bylaws, insurance or federal and state governments are completed and submitted by the due dates

### Financial Secretary

- <http://downloads.capta.org/toolkit/jd/FinancialSecretary.pdf>
- Works closely with the treasurer and other financial officers in handling PTA funds
- Keeps a record of all PTA funds collected, deposited and disbursed
- Prepares monthly and annual financial reports

### Auditor

- <http://downloads.capta.org/toolkit/jd/Auditor.pdf>

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- Audits the books and financial records of a PTA to determine their accuracy
- Presents written reports on audits to the board and the association for adoption
- Forwards copies of adopted audits to council/district PTA as indicated in unit bylaws

### Historian

- <http://downloads.capta.org/toolkit/jd/Historian.pdf>
- Captures, assembles and preserves record of activities and achievements of a PTA
- Collects volunteer hours for PTA meetings and events
- Completes and submits the PTA Unit-Annual Historian Report to council/district PTA
- Fills out Historian Summary Report and files copies as Historian records, like minutes are kept forever
- Copies for minutes, procedure book and, if applicable, president's memory book
- Displays or presents brief overview of PTA year at meeting near the end of the school year

### Parliamentarian

- <http://downloads.capta.org/toolkit/jd/Parliamentarian.pdf>
- Assists the president to manage meetings and advises on parliamentary procedure
- Chairs bylaws committee to review unit bylaws each year and revise bylaws every three years
- Arranges nominating committee's first meeting, providing information on nomination and election process

### **Committee Chairpersons**

#### **Parent Brochure**

- Works with Troy High School staff to compile a parent brochure of key dates and information for distribution at the beginning of the school year

#### **Fullerton Council Representative**

- Serves as Troy High School PTSA representative at the Fullerton Council of PTAs
- Attends Council PTA monthly meetings and reports back key information to Troy PTSA
- Advocates for the interests of Troy High School at the Council level

### Volunteer Coordinator

- <http://downloads.capta.org/toolkit/jd/VolunteerCoordinator.pdf>
- Works with the PTA president, principal and teachers to coordinate volunteer assignments at the school to support student success
- Collaborates with other PTA board members, teachers and administrators to assess and identify how parents/guardians and community members can get more involved at school as volunteers
- Oversees volunteer recruitment, training and assignments
- Promotes PTA goals, membership and activities as a PTA committee chairman or officer

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### **Orientation Coordinator**

- Works with Troy High School staff and Troy Support Organization during the summer to coordinate activities in preparation for the orientation week in August
- Works with the volunteer coordinator to engage parents in helping out on orientation days and the first two weeks of school

### **Warrior Wear**

- Coordinates the purchase, distribution, and inventory of Troy High School spirit wear
- Manages the Warrior Wear store on campus and online

### **Hospitality**

- <http://downloads.capta.org/toolkit/jd/Hospitality.pdf>
- Acts as official host of a PTA in creating welcoming atmosphere at meetings and events
- Works with committee and other chairman to organize and set up refreshments, food, decorations, registration, greeters and baby-sitting for PTA meetings and events
- Maintains hospitality supplies and equipment and an updated inventory for them
- Presents hospitality budget for approval at executive board meeting at start of the PTA year and monitor authorized budget
- Reports on hospitality plans at board meetings for forthcoming PTA events

### **PTA Reflections Art**

- <http://downloads.capta.org/toolkit/jd/ReflectionsProgram.pdf> or <http://toolkit.capta.org/job-descriptions/reflectionsprogram/>
- Become familiar with the materials on the California State PTA website at [capta.org](http://capta.org), the National PTA website at [pta.org](http://pta.org) and the Reflections Packet sent to presidents in the service mailing.
- Develop a Reflections Program planning calendar using council and district PTA due dates; identify key steps to meet the calendar due dates.
- Submit a Reflections Program budget to the budget committee for approval.
- Explain the Reflections Program to the principal and school staff; encourage their support and participation. Inform parents and community members. Share information about the Reflections Program at a PTA meeting, share examples of last year's entries and have current entry forms and rules available for distribution.
- Publicize the Reflections Program, theme and due dates in the school or PTA newsletter. The local newspaper or cable TV station also could be contacted for publicity.
- Select impartial, qualified judges. Inform judges of the criteria to be used in evaluating/judging Reflections Program entries. (Refer to the rules for each art category.) Remember to accept the judges' selections of winning entries.

### **Educator of the Year**

- Coordinates the nomination and tally of Troy High School Educator of the Year Award
- Purchases award plaque and summarizes the achievement of the teacher awarded

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### Pathways to Hope

- Coordinates canned food drive and delivery of donated goods to Pathways of Hope before Christmas holiday

### Special Ed Liaison

- Serves as the liaison for PTSA with Troy High School Special Ed

### Grad Night

- <http://downloads.capta.org/toolkit/jd/GraduationPromNight.pdf>
- The major responsibility of this committee is to provide a safe, healthy, legal and supervised recreational event for students in cooperation with the community.
- A secondary responsibility may be to raise necessary funds to host the event.

### Senior Reflections/Awards

- Coordinates the hospitality for graduating senior reflections/awards ceremony at the end of the school year

### PTSA Student Group

- <http://downloads.capta.org/toolkit/jd/StudentInvolvementChairman.pdf>
- Include adults and students on the Student Involvement Committee.
- Discuss student involvement with your PTA/PTSA executive board.
- Survey the school community to find out what types of activities would encourage student involvement.
- Develop a plan for student involvement. Set reasonable goals based on available resources and the desired outcome.
- Recruit student membership, making a formal commitment to youth involvement in the form of a motion or an action item.
- Review and revise bylaws according to California State PTA procedures if the association decides to incorporate students into the legal name of the association.
- Request that the executive board plan meetings during a time the majority can attend; be considerate of schedules so students and adults can be equally represented.
- Publicize PTA/PTSA meetings to students with school posters, morning announcements and school newsletters.
- Promote student membership. Highlight benefits of involvement such as PTSA scholarships, community service opportunities, and enhancement of college and job applications.
- Develop and implement programs that are relevant and that involve both students and adults. Include students in the initial planning stages as well as in the execution of the projects.
- Publicize activities through the PTA/PTSA newsletter, fliers, marquees, school website, e-mail blasts, social media, personal telephone calls and local newspapers.
- Evaluate activities/accomplishments at least once a year. This will show how students were actively involved, and how students can continue to be involved in PTA/PTSA activities.

## **Troy PTSA Job Descriptions**

- Encourage students to have an active voice in your PTA/PTSA. Payment of membership dues entitles students to all membership privileges and responsibilities.
- Elect students as officers. California Corporations Code and civil laws allow students to hold office in PTA/PTSA.