



Troy High School PTSA  
Board and Committee Member  
Interest Finder



Thank you for your commitment to Troy PTSA. We are seeking potential board and committee members for the 2019-2020 school year. Please see the list of all positions and indicate where you would be interested to serve in the future. An asterisk (\*) indicates the position needs a successor or a co-chairperson for the next term. The board or committee chairperson will contact you. Thanks for your support.

### Executive Board

**\*President:** Oversees and coordinates the work of an executive board to run a PTSA effectively. Presides at PTSA board and association meetings. Serves as the official contact, communicator, and representative of a PTSA.

**Executive VP:** Works as the primary aide to the president. Helps lead a PTSA towards specific goals consistent with PTSA purposes and policies. Performs president's duties in his or her absence.

**1st VP of Communications:** Maintains an up-to-date website, including spirit wear online store. Encourages officers and chairpersons to contribute articles and reports for the newsletter, website, or social media site.

**2nd VP of Membership:** Creates and implements a membership plan. Promotes membership throughout the year, collects dues, and distributes membership cards. Maintains a list of members and updates new members.

**3rd VP of Ways and Means:** Works with a committee to plan and organize fundraising activities. Focuses on raising the amount of funds needed to meet the unit's budget. (Delegated to non-profit education foundation.)

**\*Recording Secretary:** Takes minutes at board and association meetings. Co-signs formal papers with 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. Prepares annual budget, annual financial report, and monthly reports for board and association meeting. Pays all PTSA bills as authorized by board or association. Ensures taxes, reports, and insurance are completed and submitted by the due dates.

**Financial Secretary:** Works closely with the treasurer and other financial officers in handling PTSA funds. Keeps a record of all PTSA funds collected, deposited, and disbursed. Prepares monthly and annual financial reports.

**Auditor:** Audits the books and financial records of a PTSA to determine their accuracy. Presents written reports on audits to the board and the association. Forwards copies of adopted audits to council/district PTA.

**Historian:** Captures, assembles, and preserves record of activities/achievements of a PTSA. Collects volunteer hours for PTSA meetings and events. Completes and submits Annual Historian Report to council/district PTA.

**\*Parliamentarian:** Assists the president to manage meetings and advises on parliamentary procedure, including election process. Chairs bylaws committee to review unit bylaws each year and revise bylaws every three years.

## **Committee Chairpersons**

\***Parent Brochure:** Works with school administrative 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 the unit PTSA's representative and advocate at the Fullerton Council of PTAs. Attends Council PTA monthly meetings and reports back key information to Troy PTSA.

\***Volunteer Coordinator:** Works with the PTSA president, principal, and teachers to coordinate volunteer assignments at the school to support student success. Oversees volunteer recruitment and training.

\***Orientation Coordinator:** Works with school staff and non-profit education foundation during the summer to coordinate activities in preparation for the orientation week and first two weeks of school.

\***Warrior Wear:** Coordinates the purchase, distribution, and inventory spirit wear. Manages the spirit wear store on campus and online.

\***Hospitality:** Works with volunteers to organize and set up refreshments, food, decorations, registration, and greeters for PTSA events. Maintains hospitality supplies and equipment and an updated inventory for them.

\***PTA Reflections Art:** Coordinates Reflections Program at the school. Publicizes the theme and due dates. Selects impartial, qualified judges to evaluate Reflections entries. Informs participants of winning status.

\***Educator of the Year:** Coordinates the nomination and tally of annual Educator of the Year Award. Purchases award plaque and summarizes the achievement of the teacher awarded.

\***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 the school's Special Ed department.

\***Grad Night:** Coordinates the school's grad night program. Provides a safe, healthy, legal, and supervised recreational event for students in cooperation with the community. 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:** Develops and implements programs that are relevant and that involve both students and adults. Promotes student membership and highlights benefits of involvement, including PTSA scholarships, community service opportunities, and enhancement of college and job applications.

**Troy High School PTSA  
2019 Nominating Committee Interest Finder**

Please submit your completed form no later than February 3, 2019.  
Please email your completed form to Norma Abler at [normaa@pacbell.net](mailto:normaa@pacbell.net).

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Dear Nominating Committee:

I would like to nominate (self or other) \_\_\_\_\_ for the following position(s):

**Board Officers**

- \_\_\_\_\_ President
- \_\_\_\_\_ Executive VP
- \_\_\_\_\_ 1st VP/Communications
- \_\_\_\_\_ 2nd VP/Membership
- \_\_\_\_\_ 3rd VP/Ways and Means
- \_\_\_\_\_ Recording Secretary
- \_\_\_\_\_ Treasurer
- \_\_\_\_\_ Financial Secretary
- \_\_\_\_\_ Auditor
- \_\_\_\_\_ Historian
- \_\_\_\_\_ Parliamentarian

**Committee Chairs or Co-Chairs**

- \_\_\_\_\_ Parent Brochure
- \_\_\_\_\_ Fullerton Council Rep.
- \_\_\_\_\_ Volunteer Coordinator
- \_\_\_\_\_ Orientation Coordinator
- \_\_\_\_\_ Warrior Wear
- \_\_\_\_\_ Hospitality
- \_\_\_\_\_ PTA Art Reflections
- \_\_\_\_\_ Educator of the Year
- \_\_\_\_\_ Pathways of Hope
- \_\_\_\_\_ Special Ed Liaison
- \_\_\_\_\_ Grad Night
- \_\_\_\_\_ Senior Reflections
- \_\_\_\_\_ Student Leadership

Please remember that this is an absolutely non-binding document. Completion of this document should not be construed as a nomination or appointment to any office or chairmanship.