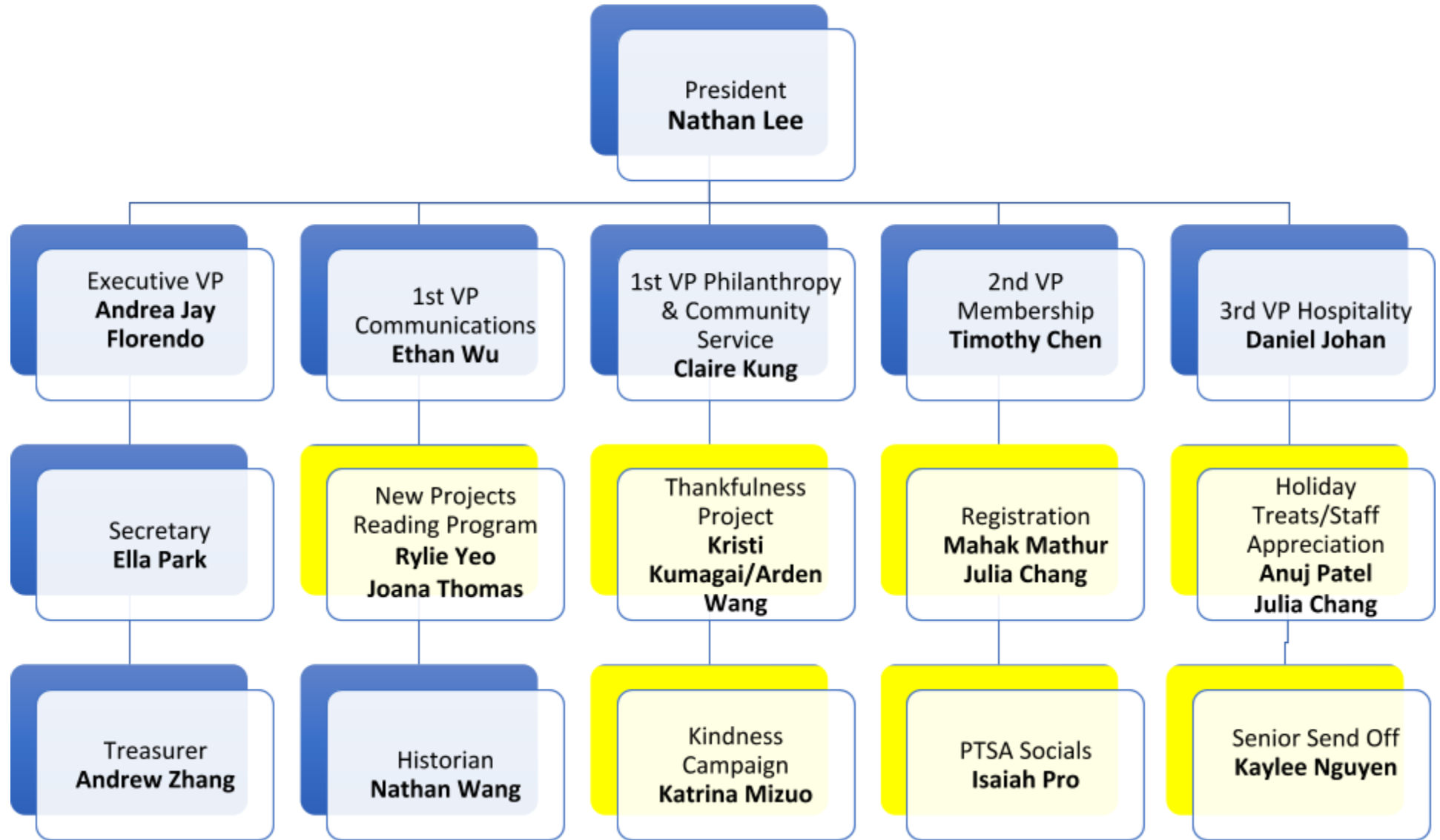


# 2020-2021 PTSA Student Leadership Flowchart



## PTSA Student Leadership Group Board Members

**President:** Presides over meetings, prepare agendas, keeps advisor updated on all activities, plan long and short term goals for the group, assists all executive offices, provides follow-up to organizational tasks of all officers and chairs, serves as spokesperson for the organization, get approvals for all projects with Troy administration and advisor, and provides encouragement and motivation to fellow officers and group members.

**Executive Vice President:** Assumes the duties of the President in his/her absence, assists President and other executive offices in his/her duties, and provides follow-up to organizational tasks of all officers and chairs. Organize, update, and maintain administration files and documents on Google Drive to ensure sustainability.

**1<sup>st</sup> Vice President of Communications:** Prepares and submits bi-monthly article for PTSA Newsletter and Warrior Weekly, oversees and delegates responsibilities to chairs regarding all communications, social media platforms, campus PTSA-liaison activities, and new projects. Coordinate in promoting PTSA Student Leadership Group during school-wide events, creating flyers, etc... performs other duties as needed by the President

**1<sup>st</sup> Vice President – Philanthropy & Community Service:** Coordinate and schedule community service dates with members. Collect members' community service hours and ensure members have completed required hours for awards, and coordinate award packages with advisor. Oversee and delegate responsibilities to chairs regarding all community service projects. Performs other duties as needed by the President.

**2<sup>nd</sup> Vice President – Membership:** Oversees and coordinates annual membership application process, prepares & schedules members to promote and recruit groups during school events (Troy Tech Fair, Registration, BTSN). Oversee, delegate, and work with chairs to recruit members and plan socials and team building events for the group, and perform other duties as needed by the President.

**3<sup>rd</sup> Vice President – Hospitality:** Oversee, coordinate, and delegate responsibilities to chairs for hospitality events. Events include holiday events for staff and students (Halloween Treats, Holiday Breakfast, Valentine's Treats, etc..), staff appreciation days, and Senior Send Off.

**Secretary:** Responsible for taking notes at monthly meetings and sending out short summaries to all members, notify all PTSA Student Leadership members of meetings/events and updates. Work with the VP of Membership and compile a record of all members of the group and maintain attendance at all meetings. Performs other duties as needed by the President.

**Treasurer:** Keeps all financial records of the organization, prepares an annual budget with advisor, collects all membership fees, receipts from activities/events, provides advisor with summary of financial records, assists advisor with costs for annual Leadership Camp, and acquires donations from vendors for PTSA events. Performs other duties as needed by the President.

**Historian:** Keep a record of the club's accomplishments and activities for the year. Collaborate and assist with VP of Communications to promote the group through event announcements and social media platforms, and help set up Messenger accounts with members. Organize a slideshow to tell the club's story for the year, and perform other duties as needed by the President.

\*\* All Board members must have a Messenger account for communication purposes.

**President:** Meet all requirements of officer positions

**Executive Vice President:** Meet all requirements of officer positions

**1<sup>st</sup> Vice President of Communications:** Must not have any parental or otherwise restriction on access to social media, and have good communication with other board members.

**1<sup>st</sup> Vice President – Philanthropy & Community Service:** Must know how to use Google drive and Sheets to input volunteer hours.

**2<sup>nd</sup> Vice President – Membership:** Must not have separate responsibilities during registration season, including but not limited to Link Crew, ASB, and NJROTC.

**3<sup>rd</sup> Vice President – Hospitality:** Must be available after school to take charge of hospitality events.

**Secretary:** Must have prior understanding of meeting minutes and attend the majority of meetings.

**Treasurer:** Must be responsible and understand how to write checks and receipts.

**Historian:** Must have knowledge of photography and attend the majority of activities. Must not have any parental or otherwise restriction on access to social media, and have good communication with other board members.

## **PTSA Student Leadership Group Committee Chairs**

**PTSA Events/New Projects:** Coordinate and assist in PTSA related events (such as Troy Tech registration, BTSN, Warrior Wear, Troy Gala, and plan out new projects with Executive Officers.

**Thankfulness Project:** Coordinate, plan out, and delegate duties to members for a project on “Being Thankful” in November.

**Kindness Campaign:** Coordinate, plan out, and delegate duties to members for a campaign on “Kindness” in February.

**Registration:** Collaborate with VP of Membership/Treasurer to recruit new members and help with collection of dues/t-shirt money and member roster.

**PTSA Socials:** Coordinate and plan out two socials (December/May) with VP of Membership to gather members in team bonding events and socializing.

**Holiday/Staff Treats:** Coordinate, plan out, and delegate duties to members for treats to staff/students for Halloween, Christmas, and Valentine’s.

**Senior Send Off:** Coordinate, plan out, and delegate duties to members for sending off our Seniors.

\*\* All Committee Chair members must have a Messenger account for communication purposes.

**PTSA Events/New Projects:** Must not have any parental or otherwise restriction on access to social media, and must be versed in use of social media, preferred to have understanding of aesthetics/graphics. Be able to make sign ups through Signup.com. For new projects, must have a proposal for new project

**Thankfulness Project:** Preferred but not required to have some understanding of drawing or graphics

**Kindness Campaign:** Required to spend 1 week in Spring afterschool to count and otherwise handle Kindness Campaign cards

**Registration:** Must not have separate responsibilities during registration season, including but not limited to Link Crew, ASB, and NJROTC

**PTSA Socials:** Preferred to be a outgoing person

**Holiday Treats/Staff Appreciation:** Preferred but not required to have some understanding of drawing or graphics

**Senior Send Off:** Not a requirement, but Yearbook staff are favored