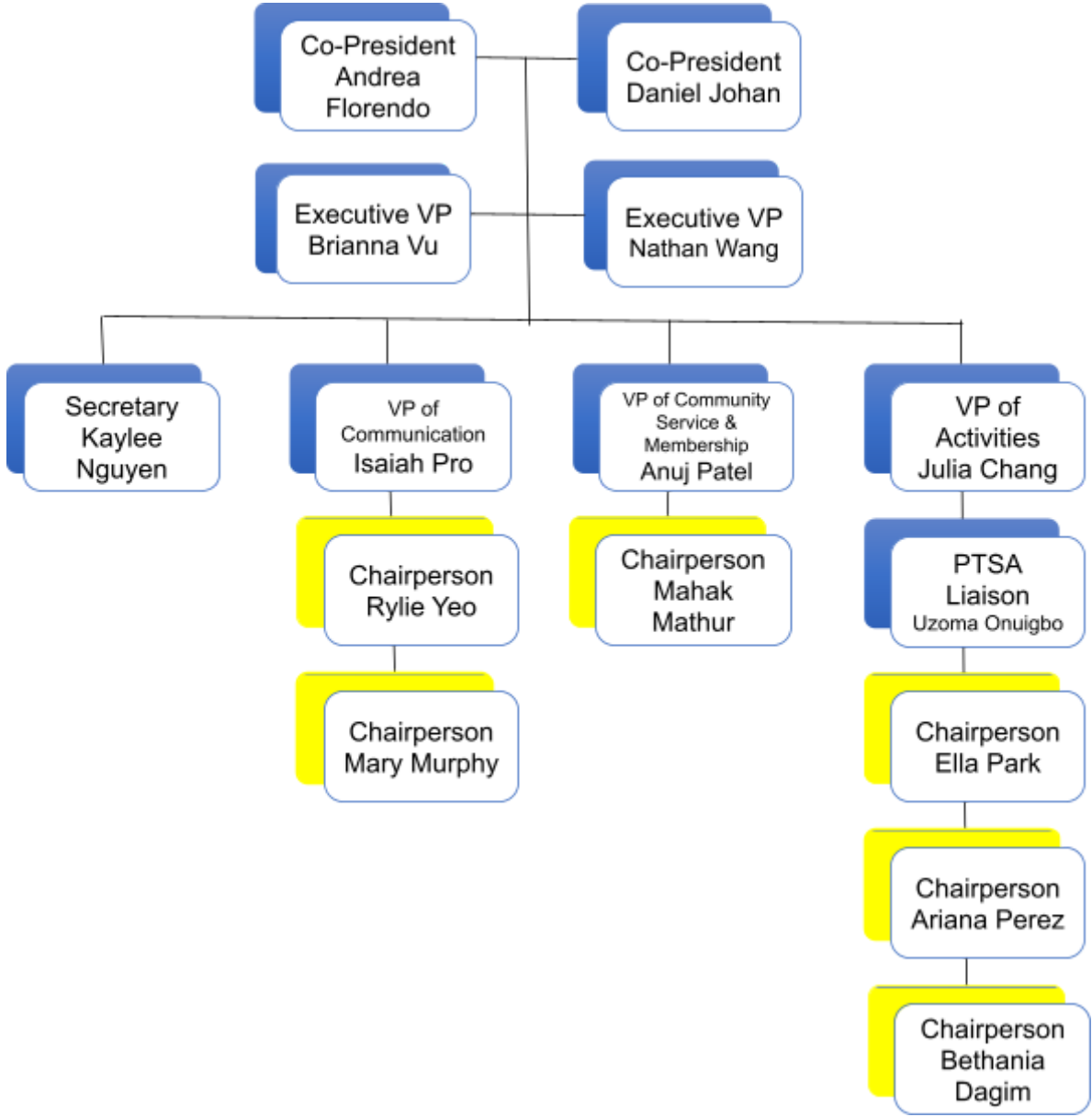


# 2021-2022 PTSA Student Leadership Flowchart



**PTSA Student Leadership Group  
Board Members  
and Chairpersons**

**President(s):** Presides over meetings, prepare agendas, in charge of updating/organizing email, sending all communications through messenger and email, keeps advisors 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.

- 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.

**Executive Vice President(s):** 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.

**Vice President of Communications:** Oversees and delegates responsibilities to chairs regarding all communications, updates social media platforms, plan socials, and new projects. Take pictures and create an end of the year video. Coordinate in promoting PTSA Student Leadership Group during school-wide events, creating flyers, etc... performs other duties as needed by the President

**Vice President – Community Service & Membership:** Oversees and coordinates annual membership application process, prepares & schedules members to promote and recruit groups during school events (Troy Tech Fair, Registration, BTSN), members' service hours, community service dates, and service hour-related awards. Oversee, delegate, and work with chairs to recruit members, set up messenger group chats, and responsibilities regarding all community service projects. Performs other duties as needed by the President.

**Vice President – Activities:** Oversee, coordinate, and delegate responsibilities to chairs for hospitality events. Events include ALL campus, holiday events for staff and students (Halloween Treats, Holiday Breakfast, Valentine's Treats, etc..), staff appreciation days, and Senior Send Off. Be able to take pictures of events and send them to the VP of Communications.

**PTSA-Liaison-** Coordinates activities with PTSA President and PTSA SLG VP of Activities. In charge of the Honorary Service Award coordinating the nomination, tally, and celebration.

**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.

**Chairperson:** Responsible for assisting and shadowing respective VPs on all duties. Maintain attendance at all board and general meetings. Take pictures at respective events to be sent to the VP of Communications. Perform other duties as needed by the Vice-President.



**Highly  
Recommended**

\*\* It is highly recommended that all Board members have a Facebook Messenger account for communication purposes.

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

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

**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. Know how to use a camera

**Vice President – Community Service & Membership:** Must know how to use Google Drive and Sheets to input volunteer hours and must not have separate responsibilities during the registration season, including but not limited to Link Crew, ASB, and NJROTC.

**Vice President – Activities:** Must be available after school to take charge of hospitality events. Know how to use a camera.

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

**PTSA-Liaison:** Communicate with the President of PTSA on a regular basis.

**Chairperson:** Must be available after school to assist in all events. Know how to use a camera.