



# Poolesville High School PTSA

## Officer and Committee Chair Position Descriptions

### 2008 - 2009

#### Officers

President - Determines monthly PTSA meeting agenda and presides over same, serves as a member ex officio on all PTSA committees (except the nominating committee), represents the PTSA at various meetings, serves on the Board of PHS PTSA, Inc.

1st Vice President - Presides at monthly PTSA meetings in the absence of the PHS PTSA President, serves as an aide to the President, oversees all PTSA programs, committees and events (i.e. Direct Mail Fundraiser, Grade Coordinators).

2nd Vice President - Serves as Volunteer Coordinator, maintains a record of volunteer hours, and circulates volunteer sign up forms at Back to School Night.

Secretary - Records the minutes of all meetings of the PTSA and of the executive board, attends to correspondence as deemed necessary. The secretary works closely with the Electronic Communications Chairperson, PTSA Website Chairperson, and Staff Magnet Program Listserve coordinators to ensure timely print and electronic communication of PTSA activities, events, and issues.

Treasurer - Keeps a full and accurate account of all receipts and expenditures in accordance with the budget, makes disbursements as authorized by the President or the executive board, presents a financial statement at every PTSA meeting.

Executive Board – Includes the five PTSA officers, the MCCPTA Delegates, the principal or a representative from the principal's office, and each standing committee chairperson. The Executive Board considers matters for possible vote or action which occur between PTSA meetings. The Immediate Past President serves ex-officio as well.

#### Committee Chairpersons

#### Community

The PTSA serves the Poolesville High School community by including parents, students, faculty, community residents, and institutions in activities which promote the educational objectives of Poolesville High School or project Poolesville High School as a productive community institution.

Cluster Representative - Attend monthly Poolesville cluster meetings. Vote at such meetings as directed by the PHS PTSA, report on Poolesville and other cluster activities at monthly PHS PTSA Executive Board and/or general membership meetings. Represent needs of PHS at Montgomery County School Board and County Council hearings as needed. Submit for PTSA newsletter to update community on cluster activities.

Directory - Compile an alphabetical listing of students and staff, arrange for directory printing and distribution in early fall. Work closely with Membership chairperson to arrange distribution of National PTA membership cards at the same time the student directory is distributed.

Electronic Communications – Moderate and circulate electronic postings (via PHS PTSA Yahoo Group). Work closely with the President, PTSA Website Chairperson, and Staff Magnet Program Listserve coordinators to ensure timely print and electronic communication of PTSA events and school-related activities.

Health/Safety Liaison – Establish relationship with school health room staff. Report school-related health and safety developments or initiatives at PTSA meetings.

Monocacy Elementary School Liaison – Communicate Monocacy ES activities by reporting at monthly PTSA Executive Board and/or general membership meetings and by writing articles for PTSA newsletter.

Poolesville Elementary School Liaison – Communicate Poolesville ES activities by reporting at monthly PTSA Executive Board and/or general membership meetings and by writing articles for PTSA newsletter.

John Poole Middle School Liaison – Communicate John Poole MS activities by reporting at monthly PTSA Executive Board and/or general membership meetings and by writing articles for PTSA newsletter.

MCCPTA Delegate – Serve as Poolesville High School representative for the Montgomery County Council of PTA's. Attend monthly MCCPTA delegate meetings and report back to the Executive Board and/or general membership meetings. Submit articles to the PTSA newsletter.

NAACP Delegate – Represent Poolesville High School on the Montgomery County NAACP Parent's Council. Work to improve communication between the school, the county, and the NAACP.

Newsletter - Publish PTSA Newsletter, the "Falcon Free Press." Establish editorial calendar and publication deadlines. Solicit article submissions from officers, committee chairs, and community leaders.

Parent Programs - Work with staff and area professionals to enhance parenting resources and training opportunities. Submit articles for the PTSA newsletter.

Parliamentarian - Monitor parliamentary procedure at Executive Board and general membership PTSA meetings.

Staff Appreciation - Provide refreshments for staff at monthly staff meetings, for staff appreciation day, and for other school events.

Webworks/PTSA Webpage – Manage PHS PTSA web page to ensure that information is contemporary. Post PTSA Newsletter, meeting Minutes and other items of interest to the site.

## Cultural

The PHS PTSA sponsors programs designed to enrich the cultural awareness and experience for Poolesville High School students beyond those typically provided in the day to day classroom environment.

Cultural Arts - Attend County Showcase in early fall. This committee schedules quarterly cultural arts assemblies for the school and submits articles for the PHS PTSA newsletter.

## Educational

The PTSA supports educational initiatives that supplement the defined 9-12 curriculum, as determined jointly by the staff and PTSA.

Grade Coordinators – Serve as the primary parent volunteer and point person for faculty grade level needs.

Reflections – Coordinate this National PTA arts recognition and achievement program for students in literature, musical composition, photography and visual arts.

Science Night (pending) – Promote interest in the sciences by involving students, staff, parents, and outside exhibitors in the production and display of interesting scientific and technological exhibits.

Teacher Grant (pending) – Promote and coordinate PHS PTSA grants for in school programs. Promote the availability of the Teacher Grant Program to PHS teachers and staff, assist staff with the application process, and chair the committee to select grant recipients. The Teacher Grant Program chairperson also monitors grant recipients to ensure that programs are executed as outlined in PHS PTSA grant applications.

## Fundraising

The PTSA sponsors fundraising initiatives which support the goals of the PTSA and help fund objectives established with the school to enhance the educational environment for our children.

Membership - Coordinate the annual PTSA membership drive, including collecting and recording membership list. Submit articles for the PTSA newsletter. Work closely with PTSA Treasurer to ensure timely payment of county, state, and national PTA dues. Work closely with Student Directory chairperson to arrange distribution of PTA Membership Cards at the same time the student directory is distributed.

Promotions - Organize and publicize school sponsored rebate programs such as the Giant Bonus Bucks Program and others. Organize and publicize "Family Night Out" rebate programs with area restaurants and book stores. Manage the PTSA "Buy a Brick" program.

Donations – This direct mail donation campaign is led by the PTSA president. Voluntary contribution letters are mailed to Poolesville High School families in the fall of each program year.

## Recreation and Family

The PTSA supports recreational activities which promote fond memories of time spent at Poolesville High School.

Awards Night – Coordinate volunteer needs with faculty. Help subsidize event expenses.

Back to School and End of School Events (pending) – Organize family oriented events for the first and last week of school. This would be a PTSA-managed event.

Graduation – Coordinate volunteer needs with faculty. Help subsidize event expenses.

Homecoming – Coordinate volunteer needs with faculty. Help subsidize event expenses.

Prom – Coordinate volunteer needs with faculty. Help subsidize event expenses.

Post Prom – Coordinate volunteer needs with faculty. Help subsidize event expenses.

Senior Citizen's Prom – Coordinate volunteer needs with Leadership Class faculty member. Help subsidize event expenses.