



Executive Committee (elected)

<p>President</p>	<p>Your PTA members look to you for leadership in creating partnerships within your community and fostering an environment where family engagement is encouraged and respected.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • Chairing Board and general meetings; • Overseeing fiscal compliance; • Serving as a liaison with school administration or community partners; • Checking in regularly with officers and committees to ensure the overall plan is on target; • Identifying challenges and inviting solutions; • Familiarizing yourself with all PTA programs and resources; • Representing PTA to the community; • Recruiting and mentoring volunteers and future leaders; and • Volunteering at events, when available. <p>Great presidents often have leadership, planning, and public speaking skills and experience.</p>
<p>President-Elect</p>	<p>You may be called upon at any time to assume the role of the president, temporarily or until the position is filled in accordance with your bylaws.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • Implementing duties delegated by the president • Representing the president in his or her absence • Performing specific duties as provided for in the bylaws • Familiarizing yourself with all PTA programs and resources • Preparing for leadership by attending additional trainings and events that may be offered by your council, region, state or National PTA <p>Great vice presidents often learn or possess leadership, planning and public speaking skills.</p>
<p>Secretary</p>	<p>You will serve your PTA by keeping an accurate record of meetings, which become part of the permanent history of the PTA.</p> <p>Some responsibilities of the Secretary include:</p> <ul style="list-style-type: none"> • Sending out meeting announcements, agendas, and supporting documents; • Taking attendance and checking for quorum (minimum number of members who must be present to conduct business at a meeting) during voting; • Presenting the draft minutes of the previous meeting, making any corrections and ensuring approved minutes are included in your PTA's permanent record; and • Taking minutes, including counting and recording any votes. • Reserving spaces for meetings <p>Great secretaries often have prior volunteer and/or meeting experience and are enthusiastic about PTA.</p>

Treasurer	<p>Your PTA relies on you to ensure that appropriate financial records are kept, a budget is established and followed, and controls are in place to prevent theft or fraud.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • Keeping accurate records and submitting written financial statements for meetings; • Prepares and monitors the annual budget; • Ensuring an audit, financial review, or compilation is done in accordance with the bylaws; • Preparing an annual report to be used to review your PTA financial records; • Filing your PTA's 990 report to the IRS on time; • Submitting state-level reports and filings as required; • Overseeing proper handling of money, such as ensure money is collected, counted, recorded and deposited promptly and appropriately; and • Ensuring financial checks and balances are in place at all times. <p>Great treasurers often have skills or experience with basic financial management. Training and tools are available from your state PTA & National PTA.</p>
VP Ways & Means	<p>The VP of Ways and Means oversees, and in some instances chairs, any fundraising efforts for the school.</p> <p>Some successful fundraisers in the past include:</p> <ul style="list-style-type: none"> • Pass the Hat • Popcorn • Spirit Wear • Fun Run/Dance-a-Thon • Auction • Box Tops • Dine-out with local restaurants
VP Enrichment	<p>The VP of Enrichment works as a liaison between vendors and parents to run before or after school programs.</p>
VP Outreach	<p>The VP of Outreach manages community events with the help of many event chairs.</p> <p>Some successful community events in the past include:</p> <ul style="list-style-type: none"> • Community Serve Day • Ice Cream Social • First Day Coffee • Food Drives • Veteran's Day Events & Gift Card Drive • Giving Tree • Book Fair/Book Swap • Teacher Appreciation • Dudes & Donuts • Artist in Residence

<p>VP Family Life & Health</p>	<p>The VP of Family Life and Health plans and runs events with the help many event chairs.</p> <p>Some successful events in the past include:</p> <ul style="list-style-type: none"> • Family Game Night • Winter Movie Night • Community Multicultural Dinner • Dance Week/School Dance/Dance Dude • Talent Show • Art Walk • STEM Fair • Field Day • Camp Read-A-Lot
<p>Special Education Representative</p>	<p>The Special Education Representative advocates for special needs in the school, and represents Hollywood Hill at district meetings.</p> <p>He or she would provide the special needs parent perspective to the PTA to help guide decisions and activities.</p> <p>Some responsibilities would include:</p> <ul style="list-style-type: none"> • Work to bring parents of special needs students together to foster a sense of community • Be the point-of-contact for parents looking to connect with other parents • Attend PTA General, and ideally, Executive meetings and provide a point of view regarding what’s working and what’s not for special needs students • Be creative and passionate about ways to improve the quality of education and the school experience for students with special needs
<p>HiCap Representative</p>	<p>The HiCap Representative needs to be active in the HiCap Community and willing to speak for all HiCap students/families in the HHE community: EAP, single qualifiers and not yet qualified. They will work to answer questions about HiCap for staff and parents in the community. Attending PTA meetings is required. This allows the rep to advocate and be a voice on behalf of the HiCap students and families.</p> <p>This position is typically extended to the individual that is voted on by the HHE HiCap community through the Northshore HiCap Parents’ Council. This individual needs to be an active member in the Northshore HiCap Parents’ Council and is required to attend their meetings.</p> <p>This positions is voted on through the HiCap Parents Council members from HHE and is a 2 year term.</p> <p>Note: the HiCap Parents’ Council works with PTAs across NSD, but is a separate organization from PTAs and the school district itself.</p>