

# **BISD PTA Council Officer Positions and Job Descriptions**

## **OFFICERS**

**President-** Coordinate the work of the officers and committees of the Council, conduct meetings, Presidents Network meetings and trainings, serve on various committees as assigned by the BISD Administration, represent Council at school board meetings, and serve as a liaison to the community through the Northeast Chamber of Commerce.

**1<sup>st</sup> VP- Aide-** Coordinate the Presidents and Principals luncheon, organize the Officer's and Chairmen's Training, serve as liaison with BISD for Volunteer program, serve on Scholarship Committee, and assist the Council President as needed.

**2<sup>nd</sup> VP-Programs & Parent Ed-** Schedule programs and presenters for the Council meetings, make all arrangements for the Installation of Officers, and provide an inspirational thought for all executive board and Council meetings. Coordinate the scheduling of parent education programs with Local PTAs, serve as a liaison between Council and the BISD Counseling Department.

**3<sup>rd</sup> VP-Fundraising-** Organize and oversee donations for the Silent Auction at Founder's Day, coordinate all other fundraising needs, and serve as member of Budget and Finance Committee.

**4<sup>th</sup> VP- Hospitality-**Coordinate the BISD New Teacher Breakfast and end of year Appreciation Brunch, organize the Holiday and Council Meeting luncheons, organize dinner for Founders Day meeting, provide door prizes for Council meetings, and organize luncheons and treats for faculty/staff at the BCTAL.

**5<sup>th</sup> VP- Clothes Connection** – Work in conjunction with the Clothes Connection employee to oversee operations of the Clothes Connection facility. Responsible for purchasing additional clothes as needed. Coordinates volunteer workdays with local PTAs, community outreach.

**6<sup>th</sup> VP- Supply Depot** – Coordinate purchase and distribution of school supplies to local campuses before the start of school.

**Secretary-** Record minutes of all executive board and Council meetings, and maintain necessary records per Texas PTA and the bylaws.

**Treasurer-**Maintain records of all funds, provide receipts to all Local PTAs for dues and donations, and serve as a member of the Budget and Finance Committee.

## **Standing Committee Chairmen**

### **a. Arts in Education**

1. Coordinate the National PTA Reflections program with the Local PTAs and arrange for the council-level judges.
2. Advance council winners to Texas PTA.
3. Recognize council winners at the Founders' Day Event.

4. The chair will select a panel of judges to judge Reflections entries. The panel of judges will be approved by three (3) executive board members– the president, the 1st vice president and the Arts in Education chairman, or their designated representatives.

**c. Environmental Concerns**

1. Serve as a Liaison with the Northeast Environmental Team (NEET) organization.
2. Coordinate the environmental contest, Texas PTA's One World Challenge.
3. Promote recycling programs within the school district.

**d. Founders' Day**

1. Organize the Founders' Day celebration event.
2. Coordinate with Hospitality (dinner), Fundraising (silent auction), Programs (high school performances), Arts in Education (Reflections), and Awards Committee.
3. Responsible for publicizing event, sending out invitations, organizing ticket sales, and printing program.

**e. Healthy Lifestyles**

1. Serve as liaison between National and Texas PTA and the local PTAs.
2. Share information with local PTAs regarding healthy lifestyles programs that support healthy children.
3. Represent PTA on the BISD School Health Advisory Council (SHAC), to support coordinated school health programs in the district.

**f. Legislative Action/Publications**

1. Provide information regarding current legislation.
2. Represent this council at PTA Day at the Capitol in Austin when in session.
3. Publicize the School Board Candidates Forum.
4. Inform the membership of the available publications of National and Texas PTA.
5. Represent the Council PTA at monthly school board meetings.

**g. Membership**

1. Coordinate fall and spring membership drives for Local PTAs.
2. Tally sign-in sheets, establish quorum, and award attendance flags and Cluster Award at all regular meetings.

**h. Scholarship**

1. Coordinate information with counselors at each high school.
2. Chair the scholarship selection committee and set time line for applications.

**i. Virtual Communications**

1. Maintain Council web site.
2. Publish council newsletter.
3. Distribute newsletter to all subscribers.