

Job Descriptions for Elected Board Members (per by-laws)

The president shall:

- a. coordinate the work of the officers and committees of the association in order that the Purposes may be promoted;
- b. confirm that a quorum is present before conducting any business at any meeting of the association;
- c. preside at all meetings of the association;
- d. appoint the (*historian and*) parliamentarian, subject to approval of the newly elected officers;
- e. appoint chairmen of special committees subject to approval of executive board;
- f. be authorized to sign on bank accounts; ¹
- g. be authorized to sign contracts that have been approved by the executive board;
- h. call a meeting of the newly elected officers within thirty (30) days after the election meeting for the purpose of approving appointments of standing committee chairmen and such other business as becomes necessary;
- i. appoint a member, subject to the approval of the executive board, who is not authorized to sign on the bank account to open, review, initial and date each bank statement;
- j. represent the Local PTA as a delegate to Council PTA (when the Local PTA is in membership with Council PTA);
- k. file with the Council PTA secretary the names of delegates and alternates from this Local PTA by the first general Council PTA meeting and no later than October 15. A Local PTA joining or making changes after October 15 shall submit any changes in writing prior to any regular meeting in order to be eligible to vote.
- l. confirm that all officers are graduates of the current Texas PTA Leader Orientation or have completed the course by October 15 after the election;
- m. send the names and addresses of the officers and chairmen to the Texas PTA office by May 1 each year;
- n. appoint the audit committee subject to the approval of the executive board; and
- o. serve as an ex-officio member of all committees except the nominating and audit committees.

Vice President(s)

- a. First Vice President shall:
 1. be the aide-to-the-president (and be the Daytime Program Chair); and
 2. preside in the absence of the president (in their designated order).
 3. perform other duties as assigned by the President or association
 4. arrange, contract payment, and introduce daytime programs
 5. be responsible for the note of appreciation to those who present daytime programs

 - b. Second Vice President shall:
 1. be Finance Chairman; and
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2. preside in the absence of the president (in their designated order).
3. perform other duties as assigned by the president or the association
4. organize a meeting of the president, treasurer, and the second vice-president for planning a budget of the association which will be presented at the regular meeting in August/September.
5. supervise all fund raising activities, except those supervised by a standing chairman; and
6. be responsible for all PTA properties used at functions and meetings

The secretary shall:

- a. record the minutes of all meetings of the association;
- b. keep an accurate record of attendance at executive board meetings;
- c. be responsible for correspondence;
- d. collect and preserve documents relating the history of the association
- e. have a current copy of the bylaws;
- f. maintain a list of the names of Local PTA officers who have completed the Texas PTA Leader Orientation, with the dates each course was completed;
- g. maintain the records retention policy;
- h. maintain the conflict of interest policy as signed by the current board members; and
- i. maintain a membership list.

The treasurer shall:

- a. have custody of all the funds of the association;
- b. keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks in accordance with the records retention policy;
- c. make disbursements in accordance with the budget adopted by the association;
- d. sign on bank accounts;
- e. present a financial report, both written and verbal, at every meeting of the Local PTA and as requested by the executive board or the voting body;
- f. make a full report at the annual meeting;
- g. be responsible for the maintenance of such books of account and records as conform to the requirements of Article VI, Section 2 of these bylaws;
- h. complete and file all necessary tax documents; and
- i. present books to the audit committee as requested.

Job Descriptions for President Appointed Positions/Standing Chairman (per by-laws or standing rules)

Parliamentarian:

- a. advise the presiding officer on questions of parliamentary procedure; and
- b. vote only when the vote is by ballot.

Historian:

- a. collect and preserve documents relating the history of the association; and
- b. compile and keep a record of events and activities to be presented as the official history to the general body for adoption at the annual meeting.

Staff Appreciation Chairman:

- a. Organize Teacher and Staff Appreciation luncheons
- b. Arrange for special activities for Teacher Appreciation Week in the spring.
- c. Meet with all class room-parents to coordinate special staff appreciation.
- d. Reports to President.

Newsletter

- a. To compile, edit, print and distribute a PTA newsletter, with a minimum of 6 newsletters per year.
- b. To oversee all committees in the promoting of all PTA activities.
- c. To ensure proper approval on all PTA materials to be distributed, in school and in the community.
- d. To notify PTA members of monthly meetings.
- e. To assist Historian in taking photos of all school and PTA activities.
- f. Reports to Secretary.

Room Representatives:

- a. There will be 2 room representatives with one representing grades K-2, the other representing grades 3-5.
- b. To coordinate room parents for each class in their grade levels.
- c. To send out classroom representative forms at the beginning of the school year and compile them.
- d. To coordinate classroom support when needed by standing committees.
- e. Reports to President.

Membership:

- a. To enroll new members and accept dues at each association meeting.
- b. To fill out and issue membership cards.
- c. To furnish a list of the members to the treasurer, secretary and president and keep the membership lists current.
- d. To provide a membership list to the treasurer for mailing with State and National funds to the State office.
- e. To be chair of the lifetime membership committee. Two members of the lifetime membership committee shall be elected by the executive board as needed.
- f. To coordinate all Honorariums and Special membership programs.
- g. Reports to Treasurer.

Volunteers:

- a. To coordinate volunteers for committees and various functions of the PTA.
- b. To send out parent volunteer forms at the beginning of the school year and compile them.
- c. To coordinate between volunteers and teachers to provide assistance with activities within the school, both administrative and extra-curricular.
- d. To work hand-in-hand with volunteers and the school to enrich school programs through volunteering.
- e. Reports to 1st Vice President.

Education/Curriculum/Council Delegate

- a. To coordinate the activities of the PTA regarding the review and establishment of education/curriculum guidelines.
- b. To attend each FISSD School Board Trustee meetings, or ensure a representative of the PTA Board can attend in chairperson's absence, and report back to the PTA Membership as to the activities of the board.
- c. To serve as a representative at all Council meetings either with president or instead of the President.
- d. Can vote for the local PTA on all Council business in the absence of the PTA President or if the vote was passed to them by the President.
- e. Report back to the Executive Board meeting on Council business and actions. Report business to the General Association at the President's discretion
- f. Reports to President.

Fund Raising:

- a. To coordinate with the second Vice President to supervise all fund raising activities of the PTA.
- b. To develop fund raising ideas to be pursued by the PTA.
- c. Reports to 2nd Vice President.

Youth Protection:

- a. To work closely with the school and community, to coordinate child safety programs.
- b. To plan programs that provides informative safety procedures.
- c. To keep parents and staff aware of developing safety hazards that may affect them and their children.
- d. Reports to President.

Teacher Representatives:

- a. There will be 2 teacher representatives with one representing grades K-2 and the other representing grades 3-5.
- b. To serve on the board as a representative of the teachers and school staff.
- c. To be the liaison between the board and the school staff.
- d. To keep the school staff informed of PTA activities and to encourage involvement of the staff, to provide a unified group.
- e. Reports to President.

Past President

- a. The outgoing President the year following their term only
- b. Assists board in following PTA bylaws
- c. Helps the current President with questions concerning previous year's actions

Welcoming Committee Chair

- a. In charge of all activities that promote the inclusion of new students and their families to Curtsinger including the Kleenex party the first full day of school for Kindergarten.
- b. Sends new students welcome packets each year
- c. Plans several parties a year for new students and/or their families
- d. Reports to the president

Evening Programs Chair

- a. In charge of planning and implementing activities/programs to promote attendance at evening PTA meetings
- b. Ensures that chairs, microphones, etc. are properly set up in order to facilitate the meeting
- c. Secures child care during the PTA meeting
- d. Reports to the president

Reading Ambassadors chair

- a. In charge of securing readers for an agreed upon date/time during the designated Reading Ambassadors week
- b. Provides thank you gifts/notes to our readers
- c. Schedules teachers/classes and coordinates/facilitates timing of the readings
- d. Reports to the president

Bricks Chair

- a. Facilitates the selling of bricks to our PTA members
- b. Orders and coordinates the laying of the bricks
- c. Reports to the president