**For a more detailed description, email president@tuscanyheightspta.org**

**President**: Presides at executive board and membership meetings and oversees all PTA activities.

**2nd VP – Ways & Means**: Organizes and oversees all fundraisers, oversees assigned committee chairs.

**Council Delegate:** Attends all Council Delegate meetings (dates for 2019-2020: 9/10, 11/12, 1/14, 3/17, 4/28, 5/12) and reports back to executive board at executive board meetings held the last Thursday of each month.

**Box Tops:** Coordinate Box Top collections in the fall. Advertise, organize classroom contests/incentives, and help with counting box tops.

**Run for the Heights with Boosterthon:** Help secure sponsors, help organize a dance party kick off with raffle prizes for students, communicate with Boosterthon, help event day run smoothly.

**Red Ribbon Week:** Works with counselors to plan and organize Red Ribbon Week in October.

**THE PTA Presents:** Schedules and plans for 4 school assemblies, at the end of each grading period.

**Hospitality:** Provides refreshments for executive board meetings, Yahoo/Boohoo Breakfast, Grandparents Day Celebration, Alumni Breakfast and helps with Kinder Round Up.

**Community Service:** Promotes and publicizes community volunteer opportunities, encourage and oversee students logging hours on PVSA website, and organizes PVSA reception in May, helps with Partner in PTA School activities as needed.

**Library:** Works closely with library staff to train library volunteers, plan/organize student activities, fall/spring book fairs, and assist with additional events as needed throughout the year.

**Lunchroom:** Attends lunchroom meetings 4 times per year for NEISD, helps to coordinate/train volunteers.

**Advocacy:** Stay on top of all legislative information, report to board at executive board meetings.

**Sunshine:** Recognize executive board members birthdays, send cards to staff and board members to recognize significant life events (birth, death, serious illness), organize student project for end of year gift to board members.

**Membership:** Promotes active membership by holding membership drives at school wide/PTA events, distribute membership cards, work to meet all award deadlines set by Texas PTA.