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

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

**1st VP:** Works as aide to the president in overseeing all PTA activities, oversees assigned committee chairs.

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

**3rd VP – Programs:** Helps coordinate the activities that take place during all PTA meetings, oversees assigned committee chairs.

**4th VP – Volunteers:** Helps recruit and organize all volunteers, oversees assigned committee chairs.

**5th VP – Communications**: Oversees all PTA communications via Facebook posts and PTA Website.

**Secretary:** Records the minutes at all meetings, oversees assigned committee chairs.

**Treasurer:**Keeps an accurate and complete account of money received and spent, writes checks, balances checking account, prepares budget amendments, financial statements for meetings, and completes tax records.

**Spirit:** Create fun school spirit shirt designs for back to school and winter spirit items. Coordinate ordering and selling of the items to school and community.

**Welcome Back:** Copy all welcome back paper flyers and assemble welcome back packets prior to meet the teacher nights. Set up and help coordinate meet the teacher night.

**Used Book Sale:** Help to organize collection of used books from our THE community during March, advertise the event, help get transportation for books to Littleton Gym and help secure volunteers for NEISD book sale.

**Box Tops:** Coordinate Box Top collections in the fall and spring. 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.

**Arts in Education:** Coordinate and promote student participation in the National PTA Reflections. Help with Young Masters art show in March by mounting artwork and preparing display boards.

**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.

**Bike Rodeo:** Help to organize the event, order/pick up awards and coordinate volunteers.

**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.

**Lost & Found/ Clothes Closet:** Organizes lost and found items, bags and donates items to NEISD clothes closet twice a year.

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

**Veteran’s Day:**  Help coordinate Veteran’s Day celebration by creating a RSVP backpack flyer, plan and organize the breakfast, set out a small amount of decorations, set up / clean up.

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

**Marquee:** Communicate with front office and keep marquee updated.

**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.