

President: Presides at executive board and membership meetings, acts as a representative for the THE PTA at the council level. Coordinates work of board members, attends committee meetings when appropriate, communicates regularly with school administration, volunteers at PTA sponsored school-wide events.

1st VP: Works as aide to the president, coordinates work of board members and many "unassigned" duties, volunteers at PTA sponsored school-wide events, attends executive board and membership meetings. Help mentor and oversee assigned committee chairs.

2nd VP – Ways & Means: Organizes and oversees all fundraisers including Greenbacks, serves on disbursement and budget committees, attends executive board and membership meetings, volunteers at PTA sponsored school-wide events. Help mentor and oversee assigned committee chairs.

3rd VP – Programs: Arranges for speakers and meals at Lunch & Learn membership meetings, works with Music teachers to organize volunteers for grade level performances during membership meetings, works with grade levels on essay contests/inspirational messages to be read by student winners at the beginning of all membership meetings, assists with THE PTA presents... assemblies as needed, attends executive board and membership meetings, volunteers at PTA sponsored school-wide events. Help mentor and oversee assigned committee chairs.

4th VP – Volunteers: Collects volunteer emails and organizes volunteer list, sends out volunteer sign up emails throughout the year for all committee chair and school needs, assists committee chairs with managing volunteer requests, submits volunteer hours to district office, volunteers at PTA sponsored school-wide events, attends executive board and membership meetings. Help mentor and oversee assigned committee chairs.

5th VP – Communications: Oversees all PTA communications via Facebook posts, PTA website and Welcome Home submissions when appropriate, maintains/updates website throughout the year including Faculty Favorites, Spirit Store, Backpack Flyers, and Calendar updates, volunteers at PTA sponsored school-wide events, attends executive board and membership meetings. Help mentor and oversee assigned committee chairs.

Secretary: Records the minutes of executive board and membership meetings, creates nametag badges for executive board members, assembles binder packets for all executive board members, keeps track of FLO trainings for all executive board members, maintains/updates executive board roster, volunteers at PTA sponsored school-wide events, attends executive board and membership meetings. Help mentor and oversee assigned committee chairs.

Treasurer: Attends all executive board and membership meetings, maintains PTAvenue, keeps an accurate and complete account of money received and spent, writes checks, balances checking account, prepares budget amendments when necessary, prepares financial statements for all meetings, completes tax forms, works with VP of Ways & Means and Run For the Heights Committee Chair during fundraiser event/s, volunteers at PTA sponsored school-wide events. Help mentor and oversee assigned committee chairs.