



TAG MAGNET PTSA ROLES AND RESPONSIBILITIES

EXECUTIVE BOARD OFFICERS

Key Duties of Executive Board Officer positions are listed below. In addition to these duties, Officers are responsible for chairing or directing committees described elsewhere in this document.

All Executive Board Members:

- Attend all PTSA Board meetings as a voting member of the Executive Board
- Attend all regular PTSA Membership meetings
- Perform the duties and responsibilities of their respective positions
- Review current copies of PTSA bylaws and standing rules
- Register as an executive board member within 15 days of election or appointment
- Complete role-specific "Quick Start Actions for PTA Leaders" shown on the Texas PTA website (txpta.org) by August 31, including review of relevant committee Resource Guide(s) and submission of committee Plan(s) of Work to the president
- Maintain records of committee activities and procedures
- Provide the messaging for the events, activities and programs for which the board members are responsible to the communications committee and energetically publicize those events, activities and programs
- Participate in a leadership capacity at all major events that the PTSA sponsors throughout the year

President:

- Prepares written agendas and presides over membership and board meetings
- Ensures TAG PTSA meets all requirements of the Texas PTA Standards of Continuing Affiliation
- Ensures all members and dues are reported to Texas PTA in a timely manner, at least monthly
- Works with all board members to help meet their goals and required duties
- Liaises with TAG administration, staff, and faculty
- Signs all contracts which have been approved by the board
- Is an authorized signer on the bank account (unless prohibited by terms of employment)
- Fosters an environment of open communication among all board members
- Establishes the schedule of executive board and membership meetings for the year at the first executive board meeting, subject to executive board approval
- Confirms that the executive board members have read the bylaws and standing rules and completed their "Quick Start Actions" at the first executive board meeting held after the new membership year has started
- Appoints a committee of three members at the last executive board meeting to approve the minutes of the last executive board meeting
- Appoints a committee of three members at all membership meetings to approve the minutes, including at the last membership meeting

- Works with the principal to support student and staff activities outside of traditional PTSA committee activities, as requested by the principal
- Works with the presidents of other Townview PTSAs to support Townview-wide events in which TAG students and staff participate
- Approves all communications concerning the PTSA and, when appropriate, requests approval by the principal, prior to distribution
- Appoints a Financial Reconciliation committee at least 30 days before the last membership meeting of the year. Appointments are subject to the approval of the board
- Serves as an ex-officio member of all committees, except the Nominating and Financial Reconciliation committees
- Chairs the Grants and Faculty Scholarships Committee

1st Vice President – Programs & Activities:

- Acts as aide to President. May be called upon at any time to temporarily assume the role of President.
- Chairs and recruits volunteers for the following standing committees: Programs and Hospitality, Class Activities, and Staff Appreciation and Development
- Directs and recruits chairs and volunteers for the following special committees: Flight School, Family Back to School Picnic, Annual School Dance
- Directs and recruits chairs and volunteers for other PTSA-sponsored programs and events as they arise
- Serves as an ex-officio member of all Programs & Activities committees for which they are not the chair

2nd Vice President – Membership & Communications:

- Chairs and recruits volunteers for the Membership committee (standing committee)
- Chairs and recruits volunteers for the Communications committee (standing committee)
- Chairs the Honorary Life Membership & Recognition Committee (special committee)

3rd Vice President – Fundraising & Spirit Store

- Chairs and recruits volunteers for the Fundraising committee (standing committee)
- Chairs and recruits volunteers for the Spirit Store committee (standing committee)

Secretary:

- Maintains all official records of the TAG PTSA
- Ensures TAG PTSA meets all requirements of the Standards of Continuing Affiliations
- Records in the minutes all business transacted at each membership and board meeting
- Notifies board members, as requested by the president, of all called meetings
- Assists the president in determining a quorum at membership and board meetings
- Presents minutes from the previous meeting, membership or board
- Presents a report of board meetings to the membership as needed
- Distributes the minutes of each executive board meeting to the board for review and approval within 10 days following the board meeting and to the appointed 3-person committee within 10 days following the last board meeting of the year
- Distributes the minutes of each membership meeting to the appointed 3-person committee for review and approval within 10 days following the meeting
- Prepares sign-in sheets and make printed copies of the minutes from the prior meeting available for review upon request at in-person meetings
- Documents members present and assists the chair in confirming that only members' votes are counted at virtual meetings

- Acts as the corresponding secretary, reading communications at meetings and writing thank you notes, etc.
- Assumes the duties of the historian if one is not designated in the bylaws

Treasurer:

- Accounting/bookkeeping experience preferred but not required
- Handles and reports on the organization's funds
- Ensures TAG PTSA meets all requirements of the Standards of Continuing Affiliation
- Writes checks, balances account, keeps ledgers for all committees using the organization's accounting software (Membership Toolkit), and coordinates disbursements with the President
- Creates budget in conjunction with Board officers and committee chairs
- Keeps an accurate and detailed account of all monies received and disbursed
- Ensures all cash funds are counted by multiple individuals and documented with a deposit form
- Keeps on permanent file the PTSA Employer Identification Number (EIN), as assigned by the IRS, and the PTA sales tax permit, as assigned by the Texas Comptroller
- Presents a financial report of all accounts at all membership and executive board meetings
- Makes disbursements in accordance with the budget, as adopted by the membership, and verifies each transaction is accompanied by a Funds Request Form and necessary documentation
- Maintains a list of assets owned by the PTSA
- Files sales tax reports to Texas Comptroller as required (annually, quarterly, or monthly)
- Completes the books and financial records of the PTSA, files the appropriate Form 990, and delivers the books and records to the financial reconciliation committee within 20 days of fiscal year end
- Completes and files 1099-NEC forms by January 31 for qualifying vendors
- At the direction of the president and if budget allows, in lieu of completing the tax filings independently, the treasurer may work with an accountant to prepare the 990 and to assist with the 1099-NEC filing. In this circumstance, records for the 990 must be submitted to the accountant within 20 days of fiscal year end to enable the accountant to complete work on the tax filing by August 30, the Texas PTA deadline
- Serves on the Grants and Faculty Scholarships Committee
- Chairs the Budget and Finance Committee

Parliamentarian (Appointed):

- Ensures use of parliamentary procedure during meetings
- Ensures TAG PTSA meets all requirements of the Standards of Continuing Affiliations
- Assists board members as needed
- Updates bylaws and standing rules when necessary
- Maintains copies of current governing documents - bylaws, standing rules, policies, and parliamentary authority
- Provides guidance to members and board members on issues outlined in governing documents
- Confers with president prior to the meeting regarding business items on the agenda
- Advises the president on points of parliamentary procedure
- Maintains a position of impartiality and does not make motions, enter debate or vote

COMMITTEES

The committees listed below are chaired by or work under the direction of members of the executive board. Key committee functions are listed below.

Grants and Faculty Scholarships (standing committee chaired by the president that includes the principal and the treasurer)—SEEKING UP TO FOUR ADDITIONAL COMMITTEE MEMBERS (ideally representing all grade levels)

- Solicits grant requests from faculty, staff, and PTSA membership that will benefit the school, students or administration and for which funding from school or district budgets is unavailable
- Communicates the availability of faculty scholarships to pay for workshop fees and continuing education not funded by the school district
- Promotes and makes available the Grant Request form and the Faculty Scholarship application form on the PTSA website
- Evaluates and approves or denies grant requests in the amount of \$300 and higher
- Approves grant requests according to criteria set forth in the PTSA Standing Rules
- Reviews faculty scholarship applications and awards scholarships for continuing education according to criteria set forth in the PTSA Standing Rules

Budget and Finance (standing committee chaired by the treasurer that also includes the president)—SEEKING AT LEAST ONE ADDITIONAL MEMBER

- Develops budget amendments that the treasurer presents at board and membership meetings
 - Develops the proposed budget for the next fiscal year that the treasurer presents at the annual meeting for adoption by the membership
 - Approves food and refreshments budget requests for miscellaneous district and/or school-sanctioned student events and activities per guidelines set forth in the PTSA Standing Rules
 - Performs other duties as determined by the treasurer (for example, assistance with processing reimbursement requests)
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1ST VP PROGRAMS & ACTIVITIES

Programs and Hospitality (standing committee chaired by 1st VP)—SEEKING AT LEAST TWO COMMITTEE MEMBERS

- Sources and schedules programs and parent/ staff education seminars
- Oversees the National PTA Reflections arts program
- Works with school staff to provide recognition for students receiving President's Volunteer Service Award
- Secures refreshments for PTSA meetings and parent/ staff education seminars

Class Activities (standing committee chaired by 1st VP)—SEEKING MEMBERS FOR FOUR SEPARATE GRADE LEVEL COMMITTEES (9TH, 10TH, 11TH, 12TH)

- Plans, hosts and/or supports events for students in coordination with Student Council and school staff. Activities vary by grade level with most significant volume and time commitment associated with senior year (e.g. Senior Sunrise at the start of the school year, social events throughout the year that ramp up in the spring like Junior-Senior Prom, support for Academic Signing Day, etc.)
- Plans social events for parents and guardians of students

Staff Appreciation (standing committee chaired by 1st VP)—SEEKING AT LEAST THREE COMMITTEE MEMBERS

- Plans and executes appreciation events for teachers and staff, including welcome-back breakfasts (August and January), meals during in-person parent-teacher conference nights in the fall and spring, and Staff Appreciation Week in the spring
- Coordinates the Secret Pal program, which involves recruiting volunteers to provide special treats to teachers four times per year (Fall, Holiday, Spring, End of Year)
- Orders and/or approves reimbursement of staff for meals and snacks consumed at staff trainings, workshops and during recruiting and testing sessions that occur on evenings and weekends
- Provides additional support requested by the principal and approved by the president as budget allows

Flight School (special committee)—SEEKING CHAIR AND AT LEAST ONE ADDITIONAL COMMITTEE

MEMBER. *Works under direction of 1st VP.*

- Supports school staff in planning and executing onboarding program for incoming students. Coordinates breakfast served to incoming students and their families before the beginning of the school year

Family Back to School Picnic (special committee)—SEEKING CHAIR AND AT LEAST TWO ADDITIONAL

COMMITTEE MEMBERS. *Works under direction of 1st VP.*

- Plans and executes annual picnic for students, families, teachers and staff, typically occurring in October

Annual School Dance (special committee)—SEEKING CHAIR AND AT LEAST TWO ADDITIONAL

COMMITTEE MEMBERS. *Works under direction of 1st VP.*

- Plans and executes school-wide dance, typically occurring in late January (“Winter Dance”)

2nd VP MEMBERSHIP & COMMUNICATIONS

Membership (standing committee chaired by 2nd VP)—SEEKING AT LEAST ONE ADDITIONAL MEMBER

- Conducts an annual membership campaign and maintains the current membership roster
- Provides the secretary with an updated membership list for each regular meeting
- Ensures completion and submission of membership list and dues report to Texas PTA as required, using the Membership Toolkit web-based platform to compile reports submitted at least monthly to Texas PTA
- Applies for membership awards from Texas PTA

Communications (standing committee chaired by 2nd VP)—SEEKING AT LEAST TWO ADDITIONAL MEMBERS

- Communicates submitted information to members via PTSA newsletter, flyers, posters, website, social media, and/or other forms of communication as required
- Oversees development and distribution of weekly PTSA newsletter, including newsletter design, content submission process, and content compilation
- Works with other committee chairs, principal and other school staff to solicit content for newsletter and any social media accounts managed by PTSA (currently TAG PTSA Facebook page “TAG MAGNET Inside Track”)
- Publicizes notable accomplishments of the PTSA, school and students. Obtains approval prior to disseminating student names or photos or videos of students
- Updates and maintains website content and supports other committees with use of website tools such as sales forms and E-News blasts upon request

- Works to keep registered user and directory data current (database management)
- Leverages the Membership Toolkit web-based platform as the primary tool for communication and information management (website, newsletter production and distribution, sales forms for web-based sales, directory, electronic records storage and retention)

Life Membership and Recognition (special committee chaired by 2nd VP)—SEEKING TWO ADDITIONAL MEMBERS, INCLUDING ONE TEXAS PTA HONORARY LIFE MEMBER

- Selects individuals for recognition by awarding at least one (1) Texas PTA Honorary Life Membership. Additional Honorary Life Membership awards and/or Texas PTA Extended Service Awards may be given, as the budget allows
 - Orders the appropriate pins and award certificates from Texas PTA and plans presentation of awards at one of the last membership meetings of the year (April or May)
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3rd VP FUNDRAISING & SPIRIT STORE COMMITTEE ROLES AND RESPONSIBILITIES

Fundraising (standing committee chaired by 3rd VP that also includes the treasurer)—SEEKING AT LEAST ONE ADDITIONAL MEMBER

- Raises funds for the PTSA through:
 1. Annual fundraising drive (typically through participation in the turnkey North Texas Giving Day, which occurs every September)
 2. Community partnerships (encourages TAG community participation in “Painless Fundraising”, e.g. Kroger Community Rewards, Tom Thumb Good Neighbor Program, restaurant give back nights)
 3. Any additional fundraising initiatives approved by the executive board

Spirit Store (standing committee chaired by 3rd VP)—SEEKING AT LEAST TWO ADDITIONAL MEMBERS

- Determines assortment of spirit wear, accessories, or other school-branded merchandise to offer, working with school staff and students to develop approved designs
- Orders and manages inventory
- Manages sales to the school community, including but not limited to setting prices, creating website forms, and overseeing product distribution
- Works with the treasurer to ensure financial viability