



# HOM-PTSA

## HOM-PTSA Officers and Responsibilities:

- **President**
- **Vice President**
- **VP School Store Manager**
  - **Uniform Chair**
  - **Holiday Gift Shop Chair**
- **VP Fundraiser**
- **Treasurer**
- **Recording Secretary**
- **Corresponding Secretary**
- **Membership Chair**
- **Additional Committee Chairs**
  - **Hospitality Coordinator**
  - **Box Top Coordinator**
  - **Feed Our Families Coordinator**
  - **Volunteer Coordinator**
  - **Community Partnership Coordinator**
  - **Graphic Design / Website / Marquee Coordinator**
  - **Book Fair Chairs**

**President:** Works closely with school administrators to plan PTSA calendar, and provide help with school events. Organizes and runs PTSA meetings and PTSA Board meetings. Monitors the efforts of the Board and appointed positions. Works with Treasurer to make and maintain financial budget. Responsible for ensuring our local unit is in good standing with FL PTA. Works with school to determine needs and how PTSA can meet those needs. Communicates regularly with sports and music boosters to work together. Appoint chair positions and assist in successful execution of various events.

**Vice President:** Assists President and Board in a variety of ways, may take on chair position if desired. VP should work closely to recruit volunteers for appointed positions and events.

**VP School Store Manager:** The School Store is the PTSA's largest source of income. Many items must be purchased and inventoried on a regular basis. The manager will maintain the store, purchase supplies and organize volunteers to work daily. Items in the store include and are not limited to: Uniforms, Spirit Shirts, books, school supplies, snacks, band and music supplies, items requested by the principal (like t-shirts for a special event or club). This position requires management skills and can be filled by 2 persons. VP manages the following chair persons, including but not limited to:



## HOM-PTSA

- **Uniform Chair** – Manage uniform sales, order, organize and inventory. Assist with getting volunteers to help during summer hours TBD by Principal, President and Uniform Chair.
- **Holiday Store Chair**—The school store expands during holiday seasons in December, Valentine’s Day and Mother’s Day/Father’s Day to sell gifts to students in honor of various holidays. Planning, shopping and organizing volunteers are a big part of this position.

**VP Fundraiser:** Fundraiser should closely work with school store and hold at least one major fundraiser per year (based on budget needs). Examples are: catalog and / or community sales effort like popcorn or magazines, raffles, gala events, etc. The possibilities are endless. VP of Fundraising will also coordinate Dine Out for HOM generally once a month or every other month, where you would plan dates with restaurants to hold a give back day / evening.

**Treasurer:** Manages the accounting of all PTSA money, creates the yearly budget and presents monthly reports to board and at general meetings. Quickbooks Accounting software has been purchased and set up to make things easy. This position must balance checkbook, pay all bills, write checks as approved by President, pay all state and local dues and reimburse any persons as needed. Treasurer helps ensure expenses are in keeping with the approved budget. Treasurer is the liaison with the bank, as needed, for administrative items. Treasurer keeps up with insurance and annual tax filing as well. (You do not need to know how to file taxes, just basic accounting). Additionally the Treasurer (or a designee) is responsible for making all deposits to the bank on a timely basis.

**Membership:** Requires a chairperson and committee (at least 2 people total). This committee recruits all new members. Should attend ALL events where parents will attend to offer memberships. Additionally, using any technique desired to get as many members as possible, this committee will hold a reward party or something similar for student members at least once during the year. This committee will also need to complete and distribute membership cards to all members and maintain a database of all members.

**Recording Secretary:** This person will be responsible for all meeting minutes, sign in sheets, and notes from General and Board Meetings and will keep these historical records.

**Corresponding Secretary:** This person will be responsible for entering and managing the membership emails. Manage Facebook account for promotion and notices. (President and Mrs. Kushi will decide how often to communicate with members and what information will be sent).

Committee Chair Positions: (can be shared) Appointed by Presidents: (including but not limited to).

- **Hospitality Chair:** Organizes refreshments for PTSA general meetings. Helps coordinate Back To School Breakfast/Lunch (few days before school ends), food for Open House (Sept), food for



## HOM-PTSA

Teacher Holiday (Dec), Curriculum Night (Jan/Feb), Teacher Appreciation Week (May). Sometimes during the school year, Mrs. Kushi may ask for help providing snacks for visitors. Key characteristics for this position are organization and details. Willing to come early to meetings to organize.

- **Box Top Chair:** to promote, collect and mail boxtops twice a year.
- **Feed Our Families Chair:** to promote collection of food for our pantry, organize pantry and work with staff liaison for distribution.
- **Honor Roll Chair:** order cookies from cafeteria and 2 gifts per grade for drawing, in the past it's been movie tickets. Distribute cookies at honor roll assemblies 3 mornings per year (9:30-12:30).
- **Back to School Orientation:** assist in organizing refreshments and volunteers to assist new parents and students.
- **Curriculum Night:** assist in securing community vendors for evening, order food for teachers and students that stay to help as well as food and drinks for PTSA to sell that evening. Community service hours can be given for high school students that help.
- **Graphic Designer / Website updates:** assist in creating flyers, Facebook and Instagram posts as well as Marquee messages (paid ads and for PTSA purposes).
- **Book fair/Club Read Chair:** Responsible for ordering and inventory of all books sold in the store, which include summer reading, Club Read and any special books requested by teachers during the year. Organizing a Scholastic Book Fair during September, open House month.
- **Volunteer Coordinator:** Responsible for assisting chair people and board members with finding and coordinating volunteers for various events.

**Sports Program Chair:** This person will be responsible for acting as a liaison with each coach to find a "team parent" to disseminate information regarding practices, games, collect athlete waivers and solicit new businesses to sell banners.