



## Tejeda Middle School PTA Officer & Committee Chair Descriptions

### OFFICER DESCRIPTIONS

#### **President**

Please refer to the Bylaws and Texas PTA President's Resource Guide for specific job duties. Serves as the presiding officer of the PTA and directs affairs in cooperation with the Executive Board. Gives annual report at last association meeting. Organizes and oversees Welcome Back packets. Immediately oversees Council Delegate, Website/Facebook, and Partners in PTA.

#### **1st Vice President-Aide & Programs**

Plans and implements Parent Education, Family Engagement, and Student Success opportunities for Regular PTA meetings and/or any other opportunities throughout the year including Lunch-n-Learns and Coffee with Crowe. Plans and coordinates food and volunteers for Pup Camp & Howl at the Moon. Presides in the absences of the President. Helps oversee committees such as ADEPT, Arts in Education (Reflections), Healthy Lifestyles, PVSA, and Special Projects, & Watch DOGS.

#### **2nd Vice President-Fundraising & Community**

Oversees all Fundraising activities including Greenback, Silent Auction, and Eat for a Cause. Implements any further fundraising needs. Helps oversee Campus Beautification, Life Member/Founders' Day, Lunchroom, Used Book Sale, and Clothes Closet.

#### **3rd Vice President-Volunteers**

Recruits and places volunteers as needed for school and PTA activities. Oversees Staff Appreciation, Hospitality, Library, Student Activities, History Faire, and Workroom.

#### **Secretary**

Records the association's minutes at each executive and general meeting. Maintains Record of Retention Policy and keeps current board roster including updating PT Avenue. Please refer to the Bylaws and Texas PTA Secretary Resource Guide for specific job duties.

#### **Treasurer**

Be the custodian of all PTA funds and keep accurate accounting records. Please refer to the Texas PTAs Treasurer's Resource Guide and the Bylaws for other specific job duties. Provides records to Financial Reconciliation Committee. Helps oversee Membership and 8th Grade Party committees.

#### **Parliamentarian**

Advise the presiding officer on questions of parliamentary procedure; and vote only when the vote is by ballot. Ensures PTA is current with their bylaws and standing rules. Maintains a Nominating Committee notebook. Please refer to the Texas PTAs Parliamentarian's Resource Guide for other job duties.



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### **COMMITTEE CHAIR DESCRIPTIONS**

#### **ADEPT (Red Ribbon Week)**

Assists PALS with Red Ribbon Week activities in October such as publicize and promote daily themes; decorates school with red ribbons, arranges for a speaker, supports Anti---Bullying Week and TAB (T-Wolves Against Bullying)

#### **Arts in Education (Reflections)**

Coordinates campus PTA Reflections art program by encouraging participation, organizing and collecting students' artwork, recruiting judges, and communicating with award winners; updates information for the Welcome Packet, writes updated information to put on the Tejeda PTA website, provides brief reminder articles for eblasts and Facebook posts recognizes at PTA meeting & Fine Arts Night

#### **Campus Beautification**

Assists with beautification projects around school (conduct 1-2 campus clean up days); acts as liaison to History Faire and assists Healthy Lifestyles chair with Monarch and vegetable garden maintenance

#### **Clothes Closet**

Supports NECPTA Clothes Closet by organizing volunteers, attending Council training, communicates donation needs. Organizes Tejeda's lost and found.

#### **Council Delegate (& Alternate)**

Attends NEISD Council meetings as scheduled; gives Council report at executive board meetings; ensures Alternate or another executive board member attends meeting if unable

#### **Courtesy**

Sends cards, letters of thanks, condolences, congratulations, etc. as deemed necessary by President and the board

#### **Staff Appreciation**

Organizes and solicits volunteers for staff appreciation events throughout the year

#### **Healthy Lifestyles**

Assists the nursing office with various activities and/or projects such as health screenings, purchasing snacks/drinks for the clinic, etc. Communicates on health and wellness through PTA eblasts, FaceBook & website. Provides snacks and volunteers for Tejeda Tryathlon and promotes event through PTA communication. Organizes volunteers and activities for Field Day and assists Healthy Lifestyles chair with Monarch and vegetable garden maintenance

#### **History Faire**

Coordinates with History Faire organizers to host the Hospitality Suite; Work to promote and advertise History Faire with the community and district; Supports volunteer needs for various areas of History Faire



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### **Hospitality**

Aides in coordinating food/refreshment for PTA programs/events.

### **Legislative Action (Advocacy)**

To make the PTA board and membership aware of the legislative process and to keep them informed of pending legislative actions at the local, state and national level.

### **Library**

Organizes volunteers needed in library to shelve books and/or help with the two Scholastic Book Fairs held during the year; assists with author visits as needed; ensures librarian has a volunteer to cover lunch period daily.

### **Life Member/Founders' Day**

Seeks out and recognizes deserving PTA Members to be honored with the Life Member and Extended Life Member Awards; distributes nomination forms, leads committee that selects Texas PTA Life Members, submits paperwork to State, organizes and implements surprise presentations of the award; attends Council sponsored workshop, prepares and distributes Founders' Day invitations to recipients; creates and delivers poster to designated drop off site; recognizes recipients at a general board meeting (usually in December)

### **Lunchroom**

Attends district nutrition services meetings; reports information as needed at executive board meetings; samples cafeteria food and submits form to NEISD Nutritional Services.

### **Membership**

Creates plan to encourage year-round membership enrollment; attends Membership Workshops given by Council to learn themes and procedures; works with the Principal's secretary to get the staff signed up (there is an award Tejeda can receive for 100% participation); submits information for PTA website and Welcome Back form; obtains current Executive Board Roster and ensures all board members are members of local PTA. Organizes and maintains membership information on PT Avenue.

### **FB/Website**

Manages and updates the Tejeda website and Facebook page with information and interactive communication for Tejeda PTA Board Members, general members, parents, staff and students; collects, organizes, and creates articles/information for Welcome Home.

### **Partners in PTA**

Provides resources and/or programs to partner school, El Dorado Elementary School; provides and/or fulfills student and parent volunteer opportunities; serves as a PTA reference to campus; coordinates with campus Family Specialist and PTA President to determine needs



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### **Student Volunteer Service Award**

Report and recognize all students who perform volunteer service in their community. Updates information for the Welcome Packet, writes updated information to put on the Tejeda PTA website, provides brief reminder articles for eblasts and Facebook posts; reviews students' logs for award validation, places order for awards/certificates, creates invitation and invites students receiving the award to the recognition ceremony; plans and runs the award ceremony in the Spring

### **Special Projects**

Organizes monthly birthday cake celebrations for the students; assists counselors with any needs of Tejeda families, especially during holidays;

### **Student Activities**

Coordinates with Tejeda student clubs and sponsors for donations, volunteers, and other needs. Works with Student Council sponsor and organizes volunteers needed for school dances; helps sell tickets during lunches; decorates; serves food at dances; chaperones, etc. Supports Comic Con. Supports academic dean for STARR tutoring events.

### **Used Book Sale**

Organizes volunteers needed to help collect, sort, and deliver all used books donated for the NorthEast Council of PTAs used book sale in April; volunteer during set-up and sale; promotes the fundraiser and uses incentives to increase participation

### **Watch DOGS**

Watch DOGS stands for Dads of Great Students and is a national program designed to provide positive male role models (fathers, grandfathers, uncles and other father---figures) in an educational setting. The program encourages male volunteers to spend at least one day per school year at their student's school. Develops and executes plan to recruit volunteers, maintains volunteer calendar for school year, and coordinates volunteer duties with school administration; coordinates male volunteers to chaperone dances, helps with campus clean---up days, assists with History Faire, etc.

### **Work Room**

Organizes volunteers to make copies for teachers throughout the year

### **8th Grade Party**

Coordinates with school administration to plan all aspects of the 8th Grade end---of---year celebration at NE Sports Park; determines date for party (usually last day of school), reserves location, recruits and coordinates chaperones and volunteers; oversees invitations, decor, food, and entertainment; designs and sells 8th grade spirit shirt; secures party date for following year