

Description of Officers and Executive Board Positions

President: Chair will coordinate the work of the officers and committees of the O.C. Taylor PTA, while abiding by the bylaws and standing rules of the organization. Chair will also oversee the PTA budget, teacher mini grant process and campus improvement initiatives. Chair will represent the PTA with a positive and friendly attitude that encourages people to become involved in the PTA. Chair will assist chairpersons in accomplishing their individual committee goals, conduct organized, short business meetings and communicate effectively with the Principal, Teachers and Staff at O.C. Taylor Elementary.

President-Elect: President-Elect is an assistant to the President. Specifically, be authorized to sign checks, serve as an ex-officio member of all committees except Nominating and FRC, work with President to slate Board and Chairs, and conduct any other business. President-Elect automatically becomes President at the end of the term. This is a new position and duties can change.

1st VP Programs: Chair will provide informative, entertaining and educational programs for our students, teachers, and parents by organizing PTA general meeting events such as Rock Out at OCT and Spaghetti Dinner.

2nd VP Ways and Means: Chair will raise funds for educational programs and materials that enhance the curriculum at O.C. Taylor Elementary School by organizing fundraising events such as Fall Festival, Fuss Free Donations and Boosterthon Fun Run.

3rd VP Membership: Chair will educate all parents, teachers and staff on the PTA objectives, policies, programs and activities at the beginning of the school year. Chair will distribute membership information and collect PTA dues from parents and staff enrolling as members and submit all dues to Texas PTA by specified dates. Chair will also assist with Back to School Luncheon for staff and lead the Membership Committee in determining and presenting end of the Year Membership Awards.

4th VP Volunteers: Chair will encourage O.C. Taylor parents to work with administration, teachers, staff and PTA chairpersons to provide assistance

in the classrooms and for campus events. Chair will organize volunteer orientation for new volunteers and keep needed supplies in stock and organized in workroom. Chair will count recorded volunteer hours each month and recognize volunteers by hosting volunteer appreciation events.

Secretary: Chair will keep accurate records of all PTA meetings; attend all officer, executive and general meetings for the purpose of keeping records of actions taken; ensure that an acting secretary is present in the event the incumbent is absent; present correspondence to the Board and then pass to Historian; handle outgoing PTA correspondence in a timely manner. Chair will also send notes to provide support when needed to PTA members and O.C. Taylor faculty and staff.

Treasurer: Chair will be the authorized custodian of the monies of O.C. Taylor Elementary PTA. Chair will receive and disburse all monies indicated by the budget according to the bylaws or as authorized by the action of the association. Chair will present a financial report at general meetings, executive board meetings and at other times when requested by the association or executive board. Chair will prepare an end of the year report to turn over to the Financial Reconciliation Committee along with all records for financial reconciliation.

Parliamentarian: Chair will advise board members of parliamentary law and matters of procedure when requested, have knowledge of the objectives, policies and principles of PTA, and is familiar with laws applicable to all executive board and general meetings, O.C. Taylor Elementary bylaws, standing rules and Robert's Rules of Order Newly Revised.

Advocacy Chair: Advocacy Chair shall attend or view online stream of all school district Board of Trustees' meetings and report back to executive board for determination of action to be taken before the voting body; keep local unit informed of pending legislative action.

Arts in Education: Chair will lead after school Art workshops, Annual Art Project and Reflections Program. Chair will also oversee Destination Imagination and Kindergarten Art Awareness coordinators.

Campus Beautification: Chair will organize plants and flowers in the front of the school and assist with entryway seasonal decorating.

Clubs: Chair will assist and oversee coordinators of various clubs on campus such as Chess Club, Running Club, Tennis Club and Tiger Publishing.

Classroom T-shirts: Chair will organize the O.C. Taylor Tiger classroom t-shirts and Faculty shirts. Chair will also organize and help distribute ordered items to classrooms and staff.

Communications: Chair will organize and distribute school informational newsletters, including weekly newsletters. Chair will also organize and update the PTA website as needed.

Diversity Council: Chair will communicate information about diversity, initiate multicultural opportunities between PTA and other district organizations and ensure parent participation from a wide spectrum of viewpoints and experiences.

Council of PTA Rep: Chair will attend monthly district PTA meetings and report district and state news back to the board. Chair is also responsible for reserving a table and presenting a silent auction basket at the PTA Council's Founder's Day Luncheon in February.

Environmental Science: Chair will organize science activities such as Earth Day, Egg Drop, Plant a Tree Workshop, after school Science Workshops and an Environmental Science program presentation for the students.

Field Day: Chair will organize and oversee coordinators and volunteers for our campus Field Day event in May.

Grade Level Coordinators: Chairs will assist Homeroom Parent volunteers in planning and organizing classroom parties and grade level events. The 5th Grade GLC will manage a committee for the Taylor Tiger Mascot and associated duties.

Healthy Lifestyles: Chair will provide healthy lifestyle educational opportunities to students and parents via programs, articles, websites and activities such as walk to school opportunities.

Historian: Chair will produce a historical scrapbook at the end of the school year featuring photos from the various PTA events and activities conducted during the school year. Photography is also shared with Tiger Tales chair and school staff as needed. Chair compiles a record of PTA achievements and activities for the school year.

Homeroom Parent Coordinator: Chair will organize and assist Grade Level Coordinators and Homeroom Parent volunteers.

Hospitality: Chair will assist in creating a warm and welcoming atmosphere at PTA functions, meetings and Hospitality events throughout the year. Duties will include greeting attendees, providing refreshments, and decorating; including Back to School Luncheon and Board Luncheons and dinners for teachers at Meet the Teacher, Curriculum Night and Open House.

Paw Prints Phonebook: Chair will collect and organize information from parents and business sponsors to publish a school phonebook.

Scholarships: Chair will organize and publicize scholarship applications. Chair will lead scholarship committee in choosing scholarship recipients.

School Supply Packs: Chair will organize school supply classroom lists from teachers in the spring and assist in the selling and distribution of School Supply Packs in August.

Special Events: Chair will organize special events such as BooHoo Yahoo Breakfast, Celebrate Freedom, Veterans Day Celebration and Skate Town Social.

Spirit Shop: Chair will promote school spirit through the sale of school and spirit merchandise.

Spirit Wear: Chair will organize the O.C. Taylor Tiger clothing and accessories sportswear sale twice a year. Chair will also organize and help distribute ordered items to classrooms.

Staff Appreciation Events: Chair will plan staff appreciation event every 9 weeks and coordinate monthly staff lunches.

Staff Appreciation Week: Chair will organize and implement a weeklong celebration of activities to show our appreciation for our teachers and staff.

Talent Show: Chair will organize and direct a show for our students to share their many talents with friends and family.

Youth Protection: Chair will organize a week of activities and decorate the campus to celebrate Red Ribbon Week. Chair will also organize and distribute information for the sale of Positive Proof student ID cards.