



HVHS PTSO OFFICERS AND COMMITTEE CHAIRMEN JOB DESCRIPTIONS (June 2007)

PRESIDENT

Direct the affairs of the PTSO in cooperation with the other members of the Board of Directors. Coordinate the work of the Officers and Committees in order that the purposes of the PTSO may be promoted.

Specific duties include the following:

1. Enlist the commitment of all Committee Chairmen of the Board of Directors for the year in which the President serves. This happens prior to the Annual Meeting of the membership so that the entire Board of Directors can be voted on at that meeting.
2. Hold Board meeting with the new Board of Directors prior to the end of school (usually in June). Prepare packets to be distributed at that meeting.
3. With appropriate Committee Chairmen, set dates for the next school year. Include list in packet.
4. Edit master copy of Board Member's job descriptions. Include revised copies in the packets handed out at the first Board meeting (before school gets out - usually in June).
5. Ask for budget requests and then call a meeting of the special Budget Planning Committee prior to the first Board of Directors meeting in the fall.
6. Preside at all Board Meetings and General PTSO Meetings. Prepare a written agenda for each meeting.
7. Serve as an ex-officio member of all committees except the Nominating Committee.
8. As requested or needed, represent the organization at any community related committee requests.
9. Work closely with the school principal to coordinate efforts and to seek new ways the PTSO can assist the school. Meet with the principal prior to each Board meeting to discuss the agenda, questions, controversies, etc.
10. Keep informed as to political, social, cultural or other changes which could have an impact on our school and seek to represent the needs of the school as these changes take place.
11. Represent the needs of HVHS before the Roanoke County School Board and the Roanoke County Board of Supervisors.
12. Appoint special committees as needed within the framework of the bylaws.
13. Communicate with the PTSO membership throughout the year by submitting a column in each issue of the newsletter.
14. Keep the PTSO notebook up to date.
15. Assure that the bylaws are updated/revised as needed.
16. Assure that the treasurer's books are audited in accordance with the bylaws.
17. Plan the installation of new officers for the Annual Meeting.
18. Give all books and records to the new President after installation.
19. After the term of President ends, serve on the Board of Directors the following year as President Emeritus. Act as an advisor to the President and to the Board.

1st VICE PRESIDENT / PRESIDENT-ELECT

1. Act as an aide to the President.
2. Preside at meetings in the absence of the President.
3. Perform the duties and exercise the powers of the President in the absence or inability of that officer to act.
4. Assume responsibilities for duties assigned by the President or the Board of Directors.
5. Serve as Program Chairman. Plan and carry out all programs for the General PTSO meetings. Confirm, and assist if needed, the General PTSO meetings that usually repeat each year (including, but not limited to, Back-to-School Night (September), Registration Orientation (January) and the Annual Meeting (May)).
6. Hold the position of President-Elect. In accordance with the bylaws, in the event a vacancy occurs in the office of President, assume the duties of President and give notice of the election to fill the vacancy in the office of 1st Vice President/President Elect.

2nd VICE PRESIDENT / MEMBERSHIP

1. Act as an aide to the President.
2. Preside at meetings in the absence of the President and 1st Vice President.
3. Assume responsibilities for duties assigned by the President or the Board of Directors.
4. Serve as Membership Chairman. Coordinate membership enrollment of the HVHS PTSO. Duties include:

Plan and execute the membership drive. The drive should begin prior to the start of school by advertising in the newsletter and soliciting members at scheduled events such as 9th grade orientation and schedule pick-up dates. The drive should continue until the September General Meeting (Back-to-School Night). Enlist the help of the student representatives to encourage student membership. Enlist the help of the Faculty Representative to encourage faculty membership. Publish results in the PTSO Newsletter. Plan and secure incentives/prizes to encourage membership. New members are encouraged to join all through the school year. Other duties include: secure membership cards; process all new members by collecting dues and giving the funds to the treasurer; distribute membership cards by working with the Directory Chairman; and report progress at the Board and General meetings. Maintain accurate membership list.

SECRETARY

To keep accurate records of the HVHS PTSO proceedings. Duties include:

1. Record all business transactions of the Board of Directors meetings and General PTSO Meetings. Present the minutes for approval at the next meeting. This includes posting the General Meeting minutes at the subsequent General meeting.
2. Distribute to all Board members a copy of the last Board meeting's minutes.
3. Circulate an attendance record sheet at each Board meeting to establish those present at each meeting.
4. Have on hand for reference at each meeting a copy of the local bylaws, the standing rules if any, the agenda, the minutes of previous meetings, treasurer's reports, and a list of committees including names of their members.
5. Act as custodian of all records except those specifically assigned to others.
6. Maintain a copy of all minutes for the secretary's notebook. At the end of the year, include a copy of the membership list in the secretary's notebook.
7. Maintain supply of PTSO letterhead, envelopes and note cards.
8. Conduct the correspondence of the PTSO, following the guidelines outlined below. (When in question regarding acknowledgment, the President, Principal, Assistant Principal or HVHS Secretary should advise the Corresponding Secretary). When sending a plant or flower arrangement, use the PTSO account at Petal Pushers.

Correspond appropriately to the following situations:

Serious Illness/Hospital: Faculty, Student, Board Member – Plant, Flowers or Card

Death (immediate family – includes a parent, child, brother or sister):

Faculty, Student, Board Member – Plant, Flowers or donation

Wedding: Faculty or Board member – Card

New Baby: Flowers

TREASURER

Custodian in charge of the funds of the HVHS PTSO. Maintain complete and accurate records of all receipts and expenditures. Duties include:

1. Keep an accurate and detailed account, in the Treasurer's permanent book, of all monies received and paid out.
2. Submit a statement at every Board of Directors meeting and every PTSO General Meeting, including a total balance on hand at the beginning of the period covered by the report, a summary of receipts and disbursements, and the balance on hand and total balance as of the date of the report.
3. Receive all monies for all accounts. Keep accurate records of receipts.
4. Deposit all monies for all accounts in a bank approved by the Board of Directors.
5. Work closely with Committee Chairmen when processing revenues.
6. Pay by check all bills as authorized. Maintain accurate records of expenditures.
7. Maintain cash receipt and cash disbursement procedures. Supply forms to Board members.
8. Communicate with appropriate Committee Chairmen as to the status of their budget accounts.
9. Submit the books to the auditor at the end of the fiscal year. The audit report shall be submitted in writing to the Board of Directors prior to the finalization of the proposed budget for the upcoming year.
10. With the Special Budget Planning Committee, prepare a proposed budget for the upcoming school year to be presented to the Board of Directors for approval (usually at the August meeting). Present proposed budget at the first General Meeting for approval.

PRINCIPAL

Act as an advisor to the President and the Board of Directors. Serve on the Board of Directors.

AFTER PROM

Oversee and coordinate all aspects of the After Prom Party (a drug-free, alcohol-free celebration to keep students safe and off the roads on prom night).

1. Oversee all aspects of After Prom, including events, tickets and food. See binder for details.
2. Coordinate fundraising efforts for After Prom.
3. Form After Prom Committees by securing Committee Chairmen and volunteer members.
4. Be aware of date as set by Prom Committee. Establish theme and inform committees.
5. Hold Committee meetings to ensure progress
6. Advertise all events related to After Prom.
7. Display theme and After Prom information in the school.
8. Communicate regularly with After Prom Committee Chairmen.
9. Enlist the help of the Student Representatives.
10. Keep Board, President and Principal informed on After Prom details.
11. Attend RAYSAC (Roanoke Area Youth Substance Abuse Coalition) meetings as required and participate in the RAYSAC Grand Finale Event (car give-away).

COMPUTER SERVICES

Responsible for maintaining and updating the PTSO website with pertinent information regarding current and upcoming activities. Add enhancements to keep the parents and students informed of PTSO happenings.

CULTURAL ARTS

Coordinate an annual Cultural Arts contest. Duties include notification to all students, publicizing contest, securing judges, and securing and awarding prizes to the winners.

DIRECTORY

Produce the student directory as early as possible in the year and distribute it to paid PTSO members. Work closely with the school office personnel to collect and verify the information for the directory. Solicit corporate sponsors by selling ads to be printed in the directory. Work with 2nd Vice President to ensure accurate distribution of the directory to PTSO members.

FACULTY REPRESENTATIVE

Act as a liaison between the Board of Directors and the HVHS Staff by keeping each group informed of the important happenings of each group. Solicit faculty involvement as needed for PTSO projects. Present to the HVHS staff any Board of Directors recommendations. Help the 2nd Vice President to secure faculty

memberships to the PTSO. Notify the Secretary of any faculty weddings, births, serious illnesses, hospitalizations or deaths.

GROUNDNS

Develop and/or continue projects to beautify the grounds around HVHS. New projects are undertaken each year.

HEALTH AND SAFETY

Work with school nurse to assist as needed with hearing and vision screenings. Keep the membership informed on health and safety issues and act as liaison with agencies dealing with these issues. Implement safety programs as recommended by the Board. Show appreciation to bus drivers each year during the month of April.

HOSPITALITY

Provide refreshments and decorations as needed at PTSO and special school events throughout the year. Specific events include: Back-to-School Night (September), Registration Information Meeting (January) and Awards Reception (May). Provide food/snacks in special or unusual circumstances, as needed.

NEWSLETTER

Compile information, edit, layout, and type the PTSO newsletter. Coordinate the school portion of the newsletter with the office staff. Duplicate the entire newsletter and enlist the help of volunteers to collate it. Prepare the entire newsletter for distribution on predetermined dates throughout the school year.

PARLIAMENTARIAN

Responsible for knowing the PTSO bylaws and assisting the President in all procedural matters. Advise the presiding officer on questions of parliamentary law and matters of procedure. A copy of *Roberts Rules of Order Newly Revised* is available for reference. Make sure there is a quorum at all Board of Directors Meetings and General Membership Meetings and advise the President.

Responsible for keeping the board and membership informed on community issues affecting the school and legislative issues related to education. Act as school board liaison by keeping the Board and membership informed on School Board matters that affect our school. This may be done by attending school board meetings, reviewing school board meeting minutes and/or by communication with our school board representatives.

Oversee the amendment or revision of bylaws as needed. Review and make any necessary revisions at every five year interval. Form a committee, review information and make necessary revisions. Vote on revisions at a Board Meeting and then at a General Meeting with required notice having been given.

PRESIDENT EMERITUS

Act as an advisor to the President and the Board of Directors. Serve on the Board of Directors.

SCHOLARSHIPS

Coordinate the process of awarding PTSO scholarships to HVHS seniors. Work closely with Guidance to distribute and collect applications. Organize committee and conduct selection process confidentially. Award scholarships at Senior Academic Award program.

SERVICE RECOGNITION

Work with Guidance Department to offer opportunities and encourage students to volunteer in the community. Hold volunteer fairs during the year to showcase volunteering opportunities. Make contacts in the community to determine volunteer opportunities. Secure and provide incentives/prizes to encourage students to participate. Develop student volunteer sheet for tracking volunteer hours.

STAFF APPRECIATION

Carry out the feeling of gratitude that we as parents have for our wonderful staff at HVHS. Provide food/snacks in special circumstances as needed. Specific events include:

1. Provide "back-to-school" breakfast when teachers return from the summer.
2. Provide treats once a month.
3. Recognize American Education Week (November).
4. Recognize Teacher Appreciation Week (May).

STUDENT REPRESENTATIVES

Act as the “student voice” to the PTSO Board and work with the Board members in the assigned committees. At least one student representative from each class should attend each PTSO meeting. The student representatives should meet prior to each meeting to discuss any items which should be reported to the PTSO Board.

FRESHMEN – *SAP (Substance Abuse Prevention)*: Assist the Committee Chairman with activities throughout the year to promote alcohol and drug free awareness in the school. Assist with Red Ribbon Week activities.

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JUNIORS – *Membership*: Assist the 2nd Vice-President in the membership drive for students. Assist with obtaining student members on Back-to-School Night.

SENIORS – *After Prom*: Assist Committee Co-Chairmen with After Prom activities.

SUBSTANCE ABUSE PREVENTION

Promote alcohol and drug free awareness in the school and among students, parents and staff throughout the school year. Work closely with the SAP Coordinator and assist with programs as needed. Coordinate “Red Ribbon Week” activities (in October). Enlist help from the Student Representatives for activities during Red Ribbon week and to promote substance prevention throughout the year. Serve as a member of the South County Coalition. Assist the Athletic Director/Coaches to have all athletes sign pledge cards. Assist with collection of pledges as needed.

VOLUNTEER COORDINATOR

Oversee the volunteer program for the entire year. Duties include:

1. Secure and train office volunteers.
2. Produce and distribute a volunteer sheet at the beginning of the school year asking for areas of interest. Document and maintain lists of volunteers by area of interest. Distribute list to appropriate Committee Chairmen.
3. Produce and distribute any schedules needed by job category.
4. Hold a volunteer orientation meeting early in the year.
5. Work closely with the Principal, the office and school staff to provide volunteers on an as needed basis. Set appropriate meeting dates and times.

WAYS & MEANS

Organize and implement the PTSO fundraiser(s) (usually “Remember the Titans” donation solicitation at the beginning of each school year).