

PVHS Executive Board Position Descriptions

PRESIDENT – Oversees operation of the PTA, presides at and sets the agenda for Executive Board meetings and monthly general meetings, attends PTA Council Meetings, works closely with school Principal, and all PTA officers.

EXECUTIVE V.P - Acts as an aide to the President. The EVP performs the duties of the President if the President must be absent, or is otherwise unable to perform the duties. The EVP often takes leadership of new or special initiatives of the PTSA and usually plans to fill the role of President the following school year.

1st VP (Organization) - Oversees chairs and activities involved in school registration, PTSA membership, gifting, PEF and Honorary Service Awards.

2nd VP (Hospitality) – Oversees chairs and activities with hospitality needs such as monthly PTSA meetings, staff luncheons, All College Day, Back to School, Junior Book Awards, Open House, Senior Awards and Honors, Welcome Wagon, Staff Welcome Back and Staff Appreciation Week

3rd VP (Education) – Oversees chairs and education activities such as planning Parent education, Liaison with the CCC, the Reflections program, and Study Skills Workshops.

4th VP (Community Service) – Oversees chair people and community service related activities and committees such as disaster preparedness, All Pro Dads events, Red, Green, & Yellow Weeks (usually run by BTC). Attends a monthly Council 4th VP meeting.

5th VP (Communications) - Responsible for working with others to publish the PTSA Directory, get information to the Principal's weekly online newsletter (The Weekly Wrap-up) & The Daily Bulletin. Also handles social media (Facebook and Twitter).

6th VP (Ways & Means) - Oversees PTSA fundraising activities and chair people. Handles the ordering of the yearly agenda books, merchandise and Spirit Wear. Oversees Costume Closet responsibilities and retail campaigns.

7th VP (Legislation) - Brings news of current issues to general membership meetings for information and discussion. Attends Leg Rep meetings and PVPUSD Board meetings. Organizes mock elections, Capitol Comes to Campus, Capitol Convoy, & Sacramento Safari.

TREASURER - Responsible for disbursing funds for the budgeted expenses incurred by PTSA committees and keeping all the financial records of the PTSA. The Treasurer prepares a detailed financial statement and presents it at each general membership meeting. The Treasurer files all financial reports with the appropriate federal, state, and local offices. The Treasurer maintains an accurate record of all paid members and serves as chair of the Budget Committee.

FINANCIAL SECRETARY - Responsible for making and recording all financial deposits and preparing a report to be presented at each general membership meeting.

AUDITOR - Responsible for auditing the financial records of the PTSA, creating an auditor's report, and presenting it at general membership meetings. There are two audits per year. (January 1- June 30 & July 1- Dec. 31)

RECORDING SECRETARY - Records minutes of all Executive Board and general membership meetings. The Secretary prepares the minutes for approval at each subsequent meeting. The Secretary maintains a file of all minutes and records.

HISTORIAN - Keeps a photo record of activities throughout the school year and tracks total volunteer hours.

CORRESPONDING SECRETARY* - Receives and communicates correspondence addressed to the PTSA as well as writes letters and notes as necessary from the PTSA to a person or organization (for example, Thank You notes)

PARLIAMENTARIAN* - Understands and maintains the Bylaws and Standing Rules of the PTSA, holds bylaws review meetings as necessary, organizes nominating committee.

* Parliamentarian and Corresponding Secretary positions are appointed by the President and ratified by the Executive Board.