

President - responsible for:

- Preside over executive board.
- Manage overall objectives and strategies of PTA (including fundraising objectives, events, etc.)
- Act as liaison between parents and principal/staff
- Create agenda and facilitate monthly PTA meeting, including summer planning meeting.

Meetings: Monthly PTA meetings, Monthly LISD PTA Council Meetings, Parent Meetings, i.e. Open House, New Student etc.

Skills: Good Communication & Planning skills

President Elect – responsible for:

- Learning the role of PTA President
- Assisting in all roles for President
- Commitment to take President role in the next school year

Vice President Membership (1st)- responsible for:

- Organizing all membership information and requesting the check for dues and sending it to Texas PTA in a timely manner
- Distributing membership cards
- Tracking information for membership awards (# of teachers, # of men, # of grandparents, total # of members)

Meetings: Attend monthly PTA meetings

Skills: Good Organizational skills, experience with Excel

Vice President Programs (2nd) - responsible for:

- Oversees programs committee that handles all programs the Cypress PTA contributes to our school
- Makes sure that each program stays within their budget
- Including but not limited to: Garden, Healthy Lifestyles, Clothes Closet, Reflections, Red Ribbon Week, Watch DOGS, End of Year Luncheon, Room Reps, Teacher Appreciation Week

Meetings: Attend monthly PTA meetings & organize and run Programs Committee meetings

Skills: Good Planning, Organizational, and Leadership Skills

Vice President Fundraising (3rd) - responsible for:

- Oversees fundraising committee that raises all funds for Cypress PTA
- Makes sure that all fundraisers are run within their budget
- Including but not limited to: Box Tops, Book Fair, Spirit Wear, Spirit Nights, Paw Partners, Winter Wonderland, Spring Auction, Write a Check Fundraiser

Meetings: : Attend monthly PTA meetings & organize and run Programs Committee meetings

Skills: Good Planning & Communications Skills, Leadership Skills, Comfortable with Fundraising and handling money

Vice President Communications (4th) - responsible for:

- Oversees all outgoing communication for Cypress PTA – can be an individual or committee
- Including but not limited to: Website, Outgoing emails, PTA Newsletters, Facebook, Remind, Flyers, Marquee and Bulletin Boards
- Keep records and take photographs of PTA programs and events at Cypress
- **Meetings:** : Attend monthly PTA meetings & organize all communications

Skills: Good Planning & Communications and Writing Skills, Comfortable with social media and ready to learn basic website information, access to a personal computer with internet connection

Secretary - responsible for:

- Prepare the sign-in sheet for the board PTA meetings.
- Take minutes during board and general meetings.
- Make copies of minutes from the last PTA meeting for distribution (and approval) at PTA meetings.
- Submit approved minutes for inclusion on website
- Maintain a complete file of all approved bylaws, minutes, agendas, and materials distributed at any official PTA meeting

Meetings: Attend monthly PTA meetings.

Skills: Good Communications & Writing Skills

Treasurer - responsible for:

- Deposits, writing checks, reconciling bank statements, PTA books are currently being kept on Quickbooks and are very organized.
- Completing the annual tax form, budget, and monthly reports at executive board meetings.

There are safeguards on all deposits and check writing to protect both the treasurer and PTA.

Meetings: Attend monthly PTA meetings, event committee meetings as and when necessary.

Skills: Basic book keeping skills would be beneficial but not necessary. Good time management skills.

Volunteer Coordinator - responsible for:

- Be point of contact for all Volunteers
- Answer questions about approval status through LISD
- Prepare and organize volunteer signup on PTA website
- Send emails about volunteer opportunities

Meetings: Attend monthly PTA meeting

Skills: Strong organizational, writing and people skills. Access to a personal computer and willing to learn how to access and update the PTA website for signups and emails.