

## **The PTSA Executive Board Job Descriptions** are as follows:

(Please refer to a more precise description of the duties of each officer in our PTSA Bylaws.)

If you are interested in joining our PTSA and serving in one of these capacities, please contact us at [BirdPTSA@hotmail.com](mailto:BirdPTSA@hotmail.com).

### **President - PTSA**

The PTSA President presides at all meetings and coordinates the work of the officers and committees of the PTSA and directs the work to fulfill the purpose of the PTSA, providing programs as directed by the PTSA for the students, parents, staff and Bird High School.

### **Vice President - Programs**

Our Reflections Program is a PTSA sponsored program giving students an opportunity to explore and learn about various art forms in the areas of visual arts, literature, music composition, Dance Choreography, Film/Video Production, and photography. For more details on the program, please click on the "Reflections" tab to the left of this screen.

If you would be interested in helping administer this program, judging, or helping with other aspects of the program, please let us know.

### **Vice President - Ways and Means**

The PTSA will be conducting several fund raisers throughout the year. These are necessary in order for us to raise the funds we need to support the programs and activities that the PTSA sponsors, like the Arts in Education Program Reflections, Homecoming, the Junior Ring Ceremony, Scholarships, and the After Prom Party.

The Ways and Means VP will supervise and manage the coordinators of each fundraiser, assisting them in whatever ways are necessary. She will help in September with our Fall Plant Sale, especially when the plants come in and need to be sorted and prepared for pickup. We will have a Winter Pizza sale, in conjunction with the Super Bowl, and will need help with this program. Once we determine what we will be selling in the spring, we will need assistance preparing for and executing this fundraiser. If you have great organization skills, we could use your help in this area!

We will also be running small 'no cost' fund raisers, like collecting box tops, cell phones, Ukrops golden certificates, printer cartridges, etc. If you don't have alot of time to offer, but can help with something like this, please let us know!

### **Vice President Membership**

This person will promote membership, conduct membership drives, collect membership dues, keep track of the members of the PTSA and will distribute PTSA cards to all members of the Bird PTSA. She will ensure that dues payments are made to the County level PTA and State and National level PTA organizations when due. She will report to the PTSA board membership totals monthly.

### **Recording Secretary**

The recording secretary will attend all meetings and record the minutes of the meetings. She will provide all board members a copy of the minutes and post them on the PTSA Bulletin Board and PTSA Website.

### **Corresponding Secretary**

The corresponding secretary will maintain correspondence on behalf of the PTSA and notify the PTSA board members of all regular and special meetings.

### **Treasurer**

The Treasurer will keep account of receipts and expenditures of the PTSA. She will ensure rules are followed and all paperwork is complete before issuing any funds. She will provide financial statements to the board at each meeting, have the books audited each summer, and adhere to all of the rules and regulations stated in the PTSA bylaws regarding the treasury.