

**2010-2011 CHS PTSA Executive Board and Committee Chair
Position Descriptions**
(*Bold Face Type Denotes Executive Board Member*)

<i>Position Title</i>	<i>Main Duties</i>	<i>Type</i>	<i>School Contacts If applicable</i>
President	Direct the affairs of the PTSA unit in cooperation with the members of the executive Board and committees and represents all PTSA members. (The By-laws allow election of co-Presidents. If two co-Presidents are elected, they can function as President and President-Elect or in any other manner agreeable to the two people in this position.)	Y	Dr. Miletto
Secretary	Responsible for keeping accurate records for all the proceedings of the unit—monthly CHS PTSA Executive Board meetings and all General PTSA meetings. File required reports with NFCPTA, GAPTA, and National PTA. Attend monthly CHS PTSA Executive Board meetings.	Y	
Treasurer	Legally responsible authorized custodian of the PTSA funds. Responsible for the financial management of the PTSA including overseeing the annual CHS PTSA audit and tax filing. Attend monthly CHS PTSA Executive Board meetings.	Y	
Parliamentarian	Responsible for orderly conduct of monthly CHS PTSA Executive Board meetings. (Not an elected position; appointed by the PTSA President.)	Y	
1st VP, Communications	Provide appropriate support to committee chairs and their activities. Help plan calendar of events for committees to feed master calendar; work with Chairs to build committee budgets to feed overall PTSA budget. Attend monthly CHS PTSA Executive Board meetings. Handles communication with PTSA members.	Y	
<i>Committees</i>			
Business Partners/Advertising	Develop and maintain relationships with contracted CHS business partners, act as contact person for advertising sources. Principal activities include soliciting sponsors for directory and Achievement Matters! business partners. Other duties as assigned by PTSA Board throughout the year.	Y	
Directory	Coordinate the production of the CHS Directory for PTSA members throughout the process from capture, layout, print, and distribution.	YF	Irita Mullen, Ellen Wiener
Newsletter	Compile, coordinate and distribute email-based CHS "Knightly News."	Y	
Publicity	Compile meaningful news articles (with pictures) for submission to local newspapers. Assure PTSA bulletin board/s are current.	Y	
Website	Update, maintain and support CHS PTSA website. Maintain PTSA members email list, and send email "blast" communications as necessary.	Y	
2nd VP, School Support	Provide appropriate support to committee chairs and their activities. Help plan calendar of events for committees to feed master calendar; work with Chairs to build committee budgets to feed overall PTSA budget. Attend monthly CHS PTSA Executive Board meetings.	Y	
<i>Committees</i>			
College and Career Center	1) Schedule college visits and communicate visit information to CHS seniors. Schedule PTSA Career Center volunteers to attend each visit made by a college representative, take notes, and catalog the notes in a notebook housed in the Counseling office. 2) Collect information about college scholarships, maintain this information in a database, and disseminate this information to CHS students and parents.	YF	Shellie Caplinger
Front Office	Schedule main office volunteers according to needs criteria using volunteers recruited from membership forms. Assure they attend any training provided by Main Office personnel.	YF	Ellen Weiner, Lynn Busby
Hospitality	Plan and host Teacher/Staff events, including: "First Day" (or before school) luncheon/breakfast, holiday luncheon, teacher appreciation (spring) luncheon for all CHS staff; plus Counselor's Luncheon, and Administrative Assistant's Luncheon in the second semester.	E	AP
Media Center	Schedule Media Center volunteers as requested by Media Center personnel, using volunteers recruited from membership form checklists. Assure that volunteers attend any training provided by Media Center personnel.	YF	Marie Yelvington
Membership	Coordinate initial Membership Drive during Orientation, process membership forms, distribute information to appropriate VPs (VP School Support and VP Communication), and continue active membership drive throughout school year. (Function also includes records aspects: Input and maintain PTSA unit membership list, ensure payment of National and State PTA dues are paid monthly, and ensure that award forms are filed on time.)	Y	
Staff Appreciation	Plan and deliver small tokens of appreciation to CHS staff members two to three times each semester. Examples include: notes, candy with messages, etc.	Y	
3rd VP, Student and Parent Support	Provide appropriate support to committee chairs and their activities. Help plan calendar of events for committees to feed master calendar; work with Chairs	Y	

	to build committee budgets to feed overall PTSA budget. Attend monthly CHS PTSA Executive Board meetings.		
Committees			
Mock SATs	Coordinate, schedule and run two Mock SAT test sessions (September and January) utilizing an official SAT prep company for format.	E	
Parent Information Nights	Coordinate and co-host the four grade level parent information nights with the counseling department.	E	Melissa Freeman
Principal's Chat	Coordinate a meeting for rising 9 th grade parents to meet CHS's Principal.	E	Dr. Miletto
Project Graduation	Plan, schedule, coordinate, and run this graduation-night event, to provide a safe and legal celebration for seniors. Requires fundraising.	YS	
Legislation	Attend, consolidate and report legislative issues of concern to PTSA members from available sources. Attend "PTA Day at the Capitol."	Y	
Student Council Liaison	Maintain contact with CHS Student Council Executive Board; provide support/communications for student council programs as needed. Help recruit and act as liaison to the parent representatives for each of the four student council class boards. Report all student council activities to the PTSA Board.	Y	Faculty advisor to Student Council
4th VP, Student Wellbeing & the Environment	Provide appropriate support to committee chairs and their activities. Help plan calendar of events for committees to feed master calendar; work with Chairs to build committee budgets to feed overall PTSA budget. Attend monthly CHS PTSA Executive Board meetings. Coordinates other school educational sessions such as Drive Smart Safe programs for juniors and seniors; flu clinics.	Y	
Committees			
Caring & Sharing	Coordinate food and clothing drives at seasonal-need times during the school year; develop programs to help underserved populations at Centennial as needed.	E	
CATCH Lunches	Host and organize speakers for CATCH (Conversation at Centennial High School) lunches four times per year.	E	
Environmental Programs	Develop and coordinate campus environmental programs.	Y	
Ghost Out	Implement this National program for CHS's Juniors and Seniors either in the fall or spring. (Program will run every other year.)	YF or YS	
Recycling	Maintain and enhance campus recycling program.	E	
Red Ribbon Week	Using PTA criteria, coordinate age-appropriate Red Ribbon Week activities. Incorporate National programs such as Mock Crash, Judgment Day, Fatal Vision, Prom Promise, etc., as appropriate.	E	AP
5th VP, Academic Enrichment	Provide appropriate support to committee chairs and their activities. Help plan calendar of events for committees to feed master calendar; work with Chairs to build committee budgets to feed overall PTSA budget. Attend monthly CHS PTSA Executive Board meetings.	Y	
Committees			
Achievement Matters!	Work with CHS administration and student group to support Achievement Matters! program. Develop AM! Business Partners annually to provide student incentives.	Y	
Exceptional Children Liaison	Working with faculty program directors, provide support for special population (special needs) programs and faculty.	Y	
Mini-Grants	Develop and distribute mini-grant applications, facilitate meeting to determine recipients, announce awards, and track recipient spending.	E	Dr. Miletto
Principal's Honor Roll Breakfast	Using records provided, invite honorees, coordinate breakfast menu, organize event early in second semester.	E	Irita Mullen to run list of honor roll recipients
Reflections	Administer this National PTA program for CHS: promote program, collect submissions, host breakfast to honor participants, submit CHS entries to NFCPTA and beyond.	E	
Scholarships	Administer CHS PTSA senior scholarship program.	YS	Shellie Caplinger
TAG Liaison	Working with faculty program directors, provide support for special population (TAG) programs and faculty.	Y	Tom Pemble/Adam Hewitt

Position Type Key:

Y — Yearlong

YF — Yearlong but more concentrated in fall

YS — Yearlong but more concentrated in spring

E — Event driven — one or multiple single events