

**2011-2012 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. Oversees communication with PTSA members.	Y	
Committees			
Business Partners	Develop and maintain relationships with contracted CHS business partners, act as contact person for advertising sources. Build a formal “business partners” program. Other duties as assigned by PTSA Board and CHS Administration throughout the year.	Y	
Com4Com/Facebook	1. Distribute eBlasts to PTSA (and wider audiences) as directed (using Com4Com or another designated vehicle). 2. Maintain the CHS PTSA Facebook page.	Y	
Communications	1. Compile and coordinate the mailing of the back-to-school newsletter in July. Also compile perhaps 2-3 other PTSA newsletters to be distributed via email throughout the year. 2. Write the content for PTSA eBlasts on an as-needed basis.	Y	
Directory	1. Coordinate the production of the CHS Directory for PTSA members throughout the process from capture, layout, print, and distribution. 2. Solicit sponsors for directory.	YF	Irita Mullen, Ellen Wiener
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.	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	
Committees			
Book Distribution	Work with administration to organize student book distribution (August) and book collection (May). Put together a team to help check out/in all textbooks before school begins/at the end of school.	E	David Alexander
Counseling/College Visit Coordinator	Schedule college visits and communicate visit information to CHS seniors and parents. 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.	YF	Shellie Caplinger
College Scholarship Database	Collect information about college scholarships, maintain this information in a database, and disseminate this information to CHS students and parents.	Y	
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
General Volunteer	Track volunteer hours logged by parents in every activity at CHS, estimating when necessary. Report these hours each semester, to GA and NFCPTA. Recruit volunteers for AP testing in May and for small projects on an ad hoc basis.	Y	
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 in the second semester and assorted guest visits to CHS, e.g., BOE community meetings.	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	
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 to build committee budgets to feed overall PTSA budget. Attend monthly CHS PTSA Executive Board meetings.	Y	
<i>Committees</i>			
Mock SAT/PRA	Coordinate, schedule, advertise, and run two Mock SAT test sessions (fall and spring), followed by test review nights. Also schedule, advertise, and run two Princeton Review Assessment (PRA) exams (fall and spring).	E	
Parent Information Nights	In conjunction with the counseling department, coordinate a speaker for Freshman Parent Night in the fall. Prepare articles/eBlasts to advertise this event. Also, copy handouts for that evening and attend the event, to host the speaker and welcome parents.	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." Ask various groups (e.g., administration, counseling) if they have feedback for FCBOE members and carry legislative news back to CHS.	Y	
Student Council Liaison	Maintain contact with CHS Student Council Executive Board; provide support/communications for student council programs as needed. Act as liaison to the freshman class counsel. Help recruit parent volunteers to act as liaisons to the other three (sophomore, junior, and senior) student council class boards, and support these liaisons. 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, and other educational programs that come up during the year.	Y	
<i>Committees</i>			
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 Breakfasts	Host and organize speakers for CATCH (Conversation at Centennial High School) breakfasts four times per year.	E	
Environmental Programs	Develop and coordinate campus environmental programs.	Y	
Recycling	Maintain and enhance campus recycling program.	E	Julie Burroughs
Red Ribbon Week	Using PTA criteria, coordinate age-appropriate Red Ribbon Week activities. Incorporate elements of 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	
<i>Committees</i>			
Exceptional Children Liaison	Working with faculty program directors, provide support for 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
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 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