

VII. Officers and Chairmen

A. The Elected Officers and Committee Chairman shall:

1. Complete procedure books to be turned over to their successor by the April board meeting
2. Plan their functions and present their recommendations to the board in a "Plan of Work" including plans for budgeted expenses.
3. Work within their specific budgets. Any budget overspending must be approved by the general membership prior to funds being reimbursed.
4. See that all information going home with students is approved by both the PTA president and the school Principal.
5. Call or contact each individual who volunteers for their committee throughout the year for the purpose of involving parents in school and PTA activities and encouraging their support.
6. Perform all functions as assigned by the President.

B. The President shall:

1. Oversee all functions and programs of the Corbell Elementary PTA.
2. Assign to PTA members any duties necessary to run the Corbell PTA.
3. Check with the Principal before proceeding with any activity or project.
4. Be available to all members of the PTA.
5. Have material to be sent home approved by the Principal.
7. Attend Leadership conference and Workshops.
8. Notify board members of meetings.

C. The 1st Vice President/Aide to the President (Vice President of Membership) shall:

1. Be prepared to fill in for the President whenever needed.
2. Be prepared to assume the position of President should the elected President be unable to serve the completion of his/her term in office.
3. Coordinate all aspects of the annual PTA membership drive and continue year-round efforts to involve and recruit new members, including all citizens of the community.
4. Provide a list of members to the president, secretary and treasurer; and to keep the membership list current.
5. With the Treasurer, submit member list and dues to the state and national PTA by the October 15 deadline and other times as necessary.
6. Be responsible for applying for membership awards from district and Texas PTA.
7. Attend Leadership Conferences and Workshops.

8. Responsible for awarding the Lifetime member award and coordinating the attendance for the Frisco PTA Lifetime banquet.
9. Perform all functions as assigned by the President.

D. The 2nd Vice President (Vice President of Programs) shall:

1. Be responsible for the overview of the PTA programs.
2. Attend Leadership Conferences and Workshops.
3. Perform all functions as assigned by the President.

E. The 3rd Vice President (Vice President of Ways and Means) shall:

1. Oversee all fundraising efforts.
2. Monitor and coordinate board selected annual fundraising programs.
3. Establish subcommittees responsible for annual fundraiser.
4. Attend Leadership Conferences and Workshops.
5. Perform all functions as assigned by the President.

F. The Secretary shall:

1. Be responsible for passing attendance sheet at Board Meetings.
2. Record, duplicate and distribute minutes to the Board members at/before the next meeting.
3. Present the minutes from all General PTA meetings at the next meeting.
4. Provide and file with permanent records a sign-in sheet of all persons attending the general meetings.
5. Send thank you notes and cards as needed.
6. Report correspondence at Board Meetings.
7. Ensure that all board members have a completed background check on file at Corbell.
8. Collect committee notebooks from the retiring Board who cannot attend the April meeting, in order to pass the information on to the new committee chairs.
9. Duplicate and distribute Corbell Bylaws and Standing Rules and Procedures to all board members at the September board meeting.
10. Bind all minutes at year end.
11. Perform all functions as assigned by the President.

G. The Treasurer shall:

1. Count all money collected at the end of each event with at least one Board member present.
2. Be responsible for depositing money in the bank in a timely manner.
3. Draft a letter to any party with a check returned for insufficient funds in an attempt to recover funds plus any bank charges resulting from the check.
4. See that the account is audited no later than the middle of every July.

5. Collect budget input from previous and current board members prior to setting the budget.
6. Compile a list of all school donations and submit to the Secretary
7. Perform all functions as assigned by the President.

H. The Parliamentarian shall:

1. Sit near the president and provide assistance on all issues regarding the PTA Bylaws, Standing Rules and Robert's Rules of Order.
2. Serve as chairman of the bylaws committee. Review Bylaws, standing rules and procedures and make recommendations as needed.
3. Perform all functions as assigned by the President.

I. The Historian shall:

1. Take pictures of PTA and school events for the purpose of compiling a yearly scrapbook.
2. Compile newsletters, flyers, newspaper clippings, etc. pertaining to the students of Corbell Elementary for inclusion in the scrapbook.

J. The Hospitality Chairman shall:

1. Coordinate all Corbell appreciation luncheons and events.
2. Be responsible for refreshments at PTA functions, when needed.
3. Serve as head greeter at all PTA functions.
4. Recognize all established days or weeks, such as birthdays, Teacher Appreciation Week, Secretaries Day, etc. when applicable.
5. Coordinate all Corbell condolences and memorials as needed.

K. The Newsletter Chairman shall:

1. Compile, edit, print and distribute a monthly PTA newsletter via e-mail and website with the approval of the President and Principal.

L. The Publicity Chairman shall:

1. Send notices of meetings and items of interest to the news media.
2. Assist committees in promoting all PTA activities.
3. Communicate with all chairs about upcoming events to be posted on the website, e-mail blasts etc, then communicate with the Principal and President for approval.

M. The Cultural Arts Chairman shall:

1. Act as Chairman of the PTA Reflections Program.
2. Plan and support cultural arts activities within the school such as Multicultural night.
3. Promote relations with the bilingual community of our school by translating newsletters, flyers and all other PTA information when necessary.
4. Coordinate Spring Talent Show

N. The Room Parent Coordinator Chairman shall:

1. Organize and serve as a resource for the Room Parent System of Support.
2. Work hand in hand with volunteers, as well as the Volunteer Coordinator, and the school to enrich school programs through volunteering.
3. Coordinate all Room parent meetings in preparation for the 3 school parties

O. The Book Fair Chairman shall:

1. Promote the formation of good home libraries by planning fall and spring book fairs for students, parents and school faculty.

P. The Environmental and Safety Chairman shall:

1. Promote environmental issues such as "going green" and minimal paper correspondence.
2. Inform, develop, implement, enhance and assist administration regarding safety guidelines and safety policies pertaining to the school's structure, faculty, students and parents.
3. Organize and implement a carpool safety program with principal's approval.

Q. The Field Day Chairman shall:

1. Coordinate volunteers to assist the faculty with Field Days.
2. Provide drinks, ice and snacks for each grade level Field Day activities.

R. The Council Delegate Chairman shall:

1. Attend all council general meetings or see that a duly elected (or appointed) alternate is able to attend.
2. Represent the local unit as a voting member of the council body.
3. Report announcements, important actions and the council program to the local PTA unit and/or its executive board.

S. The Store Programs Chairman shall:

1. Set up and manage any board approved store and/or product related programs, such as Chick-fil-A night, Box Tops for Education, and Pizza Hut for the purpose of generating revenue and building partnerships.

T. The Directory Chairman shall:

1. Organize and print student directory by October
2. Solicit advertising for the directory.
3. Work with Ways and Means chair for sponsorship and advertisement in conjunction with the Wild Walk.

U. Spirit Store Chairman shall:

1. Manage and maintain all necessary inventories for the Corbell Elementary Spirit Store.
2. Acquire at least 3 bids from vendors for necessary items to be sold
3. Responsible for overseeing the production and sale of any school spirit related merchandise including, but not limited to, t-shirts and yard signs.

V. Volunteer Coordinator

1. Responsible for distributing and gathering information on all volunteer opportunities.
2. Coordinate all volunteer opportunities with officers and chairs
3. Responsible for maintaining the workroom with supplies etc.

W. SAGE Chair

1. Facilitate communication between parents and the SAGE committee
2. Communicate the SAGE committee activities to parents, students and teachers on their campus
3. Ensure inclusion of special and gifted children in all PTA sponsored activities
4. Be a resource for other PTA board members
5. Greet and reach out to new families of special and gifted children
6. Be the resource and room mom for special ed and GT teachers ensuring those teachers are remembered in connection with PTA events
7. Establish workroom help for resource, special education and GT teachers
8. Advocate for the diverse learners

X. Teacher Liaison K-2nd

1. Attend all Board meetings and work as a liaison between the Staff and PTA Board members.

Y. Teacher Liaison 3rd-5th

1. Attend all Board meetings and work as a liaison between the Staff and PTA Board