



## PTA Officer Descriptions and Duties

Each term is for one year. However a person may serve two consecutive terms in the same position. A procedural notebook is provided for every board position. Executive Board meetings are usually once a month with other duties performed as needed. All officers shall complete the Texas PTA Leadership Orientation.

**President** – Presides over all PTA meetings. Coordinates work of officers and committee. Is a member of all committees except the Nominating and Audit Committees. Ensures all of BHE PTA objectives are followed through. Authorized to sign on bank accounts. Attends monthly local, council, VIPS, and presidents’ meetings. Should attend Summer Leadership seminar, Area 10 conferences, and Texas PTA Convention.

**1<sup>st</sup> Vice President, Programs** – Responsible for PTA sponsored programs. Presides over meetings in the president’s absence (in designated order). Performs other duties as assigned by the president or the association.

**2<sup>nd</sup> Vice President, Membership** – Responsible for PTA membership drive(s) and organizes membership events. Performs other duties as assigned by the president or the association. Presides over meetings in the president’s absence (in designated order).

**3<sup>rd</sup> Vice President, Ways & Means** – Responsible for PTA fundraising and the development of new fundraising opportunities. Presides over meetings in the president’s absence (in designated order). Presides over Spirit Wear and School store committees. Performs other duties assigned by the president or the association.

**4<sup>th</sup> Vice President, VIPS** – Responsible for volunteer coordination. Manages requests for volunteers and maintains database of names/hours as appropriate. Oversees volunteer appreciation program. Presides over meetings in the president’s absence (in designated order). Performs other duties assigned by the president or the association.

**Treasurer** – Responsible for all funds of the association and maintaining and keeping accurate books and records. Chairs the Budget Committee. Authorized to sign on bank accounts. Presents financial reports, both written and verbal, at all meetings. Performs other duties assigned by the president or the association.

**Secretary** – Responsible for recording minutes of the association and keeping accurate records of all official work of the association. Authorized to sign on bank accounts. Chairs Bylaws committee. Performs other duties assigned by the president or the association.

### Other Appointed Positions and Standing PTA Committees

**Please circle any committees you are interested in serving on or chairing.**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ email: \_\_\_\_\_

School Store

Spirit Wear

Eureka

Junior Achievement

Directory Coordinator

Publicity

Katy Council

Homeroom Coordinator

Workroom

Hospitality

Website

Yearbook

Front Office

Library Coordinator

Teacher Appreciation

NOTE: The Nominating Committee is only responsible for filling the **officer** positions listed. A nomination does not guarantee the position as an officer, each candidate will be carefully considered for the office he/she is being nominated for. All suggestions are confidential.

**Please return this form in an envelope to BHE front office,  
addressed to BHE PTA Nominating Committee, by Wednesday, February 8, 2012.**