

# Standing Committee Descriptions

National PTA and the HHS PTSA provide many written materials and ideas to support the following activities:

## **Hospitality:**

In charge of social arrangements for PTSA activities requiring food and/or beverages; the Hospitality Committee's primary responsibilities include organizing and hosting the Staff Back-to-School breakfast (fruit and juice) in August, Seniors' Back-to-School breakfast (fruit and juice) in September, and the Staff Appreciation breakfast in May.

## **Reflections and Essay Campaigns:**

In charge of coordinating these two National PTA programs that support the arts and creative literacy by advertising and distributing information to staff and students, recruiting judges, and providing proper recognition to each winner. Also follows student(s) progress through the NN PTA Council level.

## **Membership:**

In charge of recruiting PTSA membership from staff, students, parents and community; maintaining records of PTSA membership; and assisting the Treasurer in collection of dues. Opportunities for encouraging membership include: freshman orientation, magnet school orientation, staff Back-to-School breakfast, Back-to-School night, teacher/parent conference nights, student events including sports, arts, and technology; and communication with middle school counselors of rising 9<sup>th</sup> grade students in the Spring.

## **Volunteers:**

In charge of recruiting volunteers to help create a support network for PTSA activities which could include: bakers, drivers, chaperones, decorators, greeters, fundraising solicitors, mailing letters, etc. Also maintains the volunteer roster and provides appropriate volunteer recognition.

## **Annual Multi-Cultural Diversity Event:**

In charge of coordinating PTSA portion of a multi-cultural diversity event with school staff in February whose purpose is to celebrate the "melting pot" of HHS students by exhibiting and sharing various foods, customs, histories, and cultures; includes recruiting sponsors and participants, coordinating food and beverages, and organizing representative activities (could include: dancers, singers, games, fashion show, etc.).

## **Scholarships:**

In charge of advertising, distributing, and coordinating scholarship information to guidance department staff, parents, and students about the National PTA, local NN PTA Council, and HHS scholarships opportunities. Students apply through the guidance department.

## **After-Prom Celebration:**

In charge of organizing and coordinating the seniors' all-night drug- and alcohol-free after Prom activity in the HHS gym in May; includes recruiting sponsors, soliciting funds, coordinating food and beverages, organizing games, preparing and awarding prizes, coordinating security and custodians, etc.

## **Fundraising:**

In charge of organizing, advertising, and coordinating various fundraisers to support student and staff recognition events and After-Prom Celebration. (Previously have used: QSP and Joe Corbi.)

## **Programs:**

In charge of preparing and presenting educational programs relative to current issues or of interest to parents and/or students. Examples of programs include: Internet Security and Dying to Drive.

## **PTSA Bulletin Board:**

In charge of preparing and changing the PTSA bulletin board (either monthly or quarterly) to reflect changing PTSA program and communication needs/activities.



## Standing Board Member Descriptions

*Each PTSA board and committee member's primary responsibility is to promote friendly relations and open communication between school staff, parents, and students in order to support the best educational experience possible for all involved.*

National PTA and the HHS PTSA provide many written materials to support the following positions:

### **President:**

Directs the affairs of the PTSA in cooperation with other members of the board and school staff; determines the agenda, calls the meeting to order, maintains fair and impartial order; serves on all PTSA committees; requests required reports; and represents the HHS PTSA at necessary meetings.

### **Vice President:**

Assists the President as a guide, assumes duties of President if needed, organizes the Homecoming Parade, and performs any other duties as able.

### **Treasurer:**

Maintains accurate and detailed accounts of all PTSA monies received and paid out, submits written statements (Treasurer's Report) at each board meeting, promptly deposits any monies, forwards dues to Council and National PTA before deadlines, cooperates with the Membership Chair and Secretary in keeping an accurate list of members, and performs any other duties as able.

### **Secretary:**

Records and maintains accurate records of the proceedings of the PTSA meetings and presents for approval at the next meeting, sends out notices of board and/or other PTSA meetings, reads and distributes printed copies of the minutes of any previous meeting, provides the By-Laws if requested, cooperates with the Membership Chair and Treasurer in keeping an accurate list of members, and performs any other duties as able.

### **Council Representative:**

Represents the HHS PTSA at the Newport News Council of PTAs meetings, reports back to the board all appropriate information, and performs any other duties as able.

### **Legislative Representative:**

Researches PTA provided information on issues involving or affecting children and youth and shares this information with the board and HHS PTSA general membership; communicates child-related issues and motivates people to be involved, presents any *Legislative Policy Statements* and/or *Resolutions* to the HHS PTSA general membership at Back-to-School night for vote then provides the results to the district director, and performs any other duties as able.

### **Teachers' Representative:      **Sally Cate****

Represents the HHS school staff at the monthly PTSA board meetings, supports and communicates PTSA activities and programs, encourages staff participation in activities and PTSA membership, and performs any other duties as able.

### **Student Representatives:**      **Senior Class:** **Junior Class:** **Sophomore Class:** **Freshman Class:**

Represents his/her respective class; communicates ideas, concerns, activities/programs information to students and to the PTSA board; encourages student participation in PTSA membership and PTSA activities/programs; and performs any other duties as able.