

**2020-2021 Proposed TMS PTSA Board and Committee Roles**

<b>Position</b>	<b>Description</b>	<b>Reports To</b>	<b>Votes</b>
<b>President</b>	Work together to oversee functions of board	BOD	1
<b>Secretary</b>	Prepare agendas for meetings, record, and distribute minutes, keep all records	BOD	1
<b>Treasurer</b>	Maintain permanent records to track funds and financial transactions	BOD	1
<b>VP FACE</b>	Support programs/events to reach and welcome all members of community	BOD	1
<b>VP Communications</b>	Ensure all communication from the PTSA is effective and in working order	BOD	1
<b>VP Ways and Means</b>	Fundraising operations. Assist in finding/applying for external grants.	BOD	1
<b>VP Volunteers</b>	Coordinate/set up sign-ups for the volunteers for events	BOD	1
<b>VP Student Programs</b>	Work with committees to promote/create school programs for students	BOD	1
<b>VP Sustainability</b>	Work to support environmental sustainability/beautification programs	BOD	1
<b>Hospitality Chair</b>	Work to to provide refreshments, staff lunches, ASB events	President	1
<b>Membership Chair</b>	Work to maintain member records and promote PTSA membership	President	1
<b>Emergency Prep Chair</b>	Oversee and update emergency supplies stored on site	VP Sustainability	1
<b>President</b>		BOD	1
Financial Review Committee	Committee appointed by the board to perform twice annual financial reviews	President	
Hospitality Chair	Work to to provide refreshments, staff lunches, ASB events	President	1
Internal Grants Committee	Committee to review and implement staff grants program	President	
Membership Chair	Work to maintain member records and promote PTSA membership	President	1
Nominating Committee*	This is an independent committee voted in at a general meeting	Independent	
PTSA Awards Committee	Committee to review and implement annual PTSA awards	President	
<b>Secretary</b>		BOD	1
Standards and Awards Coordinator	Secretary will keep all records to submit for any standards awards for PTSA	Secretary	
<b>Treasurer</b>		BOD	1
Budget Committee	This committee shall be formed to review and suggest changes to budget	Treasurer	
<b>VP Communications</b>		BOD	1
Newsletter Editor	Weekly newsletter updates and distribution	VP Communications	
Social Media Editor	Weekly updates to Facebook, Twitter, Instagram, etc.	VP Communications	
Summer Mailer Coordinator	Annual communication with families regarding upcoming year	VP Communications	
Webmaster	Keep website up and running smoothly with weekly/as needed updates	VP Communications	
<b>VP FACE</b>		BOD	1
Advocacy Chair	Work with council and state to keep PTSA updated on all advocacy programs	VP FACE	
Community Events Coordinator	Work to create and implement community family events, focus on inclusion	VP FACE	
Parent Education Coordinator	Work to create educational speakers, panels, events for parents	VP FACE	

<b>VP Ways and Means</b>		BOD	1
Affinity Programs Coordinator	Promote passive fundraising such as Everything Party, Amazon, Escrip	VP Ways and Means	
External Grant Writer	Writing and applying for external, non-PTSA grants	VP Ways and Means	
LWSF Scholarship Basket Coordinator	Procure and create annual basket for LWSF fundraiser	VP Ways and Means	
Pass the Hat Coordinator	Work to implement our annual fundraising drive throughout the year	VP Ways and Means	
TMS Help/Pantry Packs Coordinator	Coordinate RHS Help and Pantry Packs needs	VP Ways and Means	
<b>VP Student Programs</b>		BOD	1
Enrichment Coordinator	Organize and implement student enrichment programs: art, service, debate, bees	VP Student Programs	
PTSA National Programs Coordinator	Organize and implement national contest programs: reflections, essay, gaming, etc.	VP Student Programs	
Reflections Chair	Organize and implement annual Reflections program	VP Student Programs	
<b>VP Sustainability</b>		BOD	1
Beautification Chair	Promote upkeep and maintenace of school grounds	VP Sustainability	
Emergency Preparedness Chair	Oversee and update emergency supplies stored on site	VP Sustainability	1
Environmental Compliance Coordinator	Composting, recycling, waste reduction, food recovery	VP Sustainability	