



# CRHS PTSA Role Descriptions

2019-2020

<b>EXECUTIVE OFFICERS</b>	<b>These officers attend monthly Executive Board Meetings</b>
President	Oversees/assists efforts of all officers and committees
1 <sup>st</sup> VP – Programs	Oversees/assists coordinators in the Programs Group, helps with student/parent program ideas and suggestions
2 <sup>nd</sup> VP – Fundraising	Oversees/assists coordinators in the Fundraising Group, helps with fundraising ideas and suggestions
3 <sup>rd</sup> VP – Membership	Promotes membership benefits, Processes membership applications, issues membership cards, submits reports to Texas PTA, maintains membership records
Secretary	Records minutes and handles correspondence
Treasurer	Responsible for association funds and bookkeeping
Parliamentarian	Advises president on parliamentary procedures and Roberts Rules of Order
<b>STANDING COMMITTEE CHAIRS</b>	<b>These chairs attend monthly Executive Board Meetings</b>
Communications Chair	Oversees/assists coordinators in the Communications Group
Community Involvement Chair	Oversees/assists coordinators in the Community Outreach Group
Hospitality Chair	Oversees staff luncheons/treats/events/recognitions throughout the year
Legislative Chair	Communicates legislative information and organizes advocacy events
Volunteer Chair	Sends out requests as needed for volunteers and/or donations for PTA events
<b>COMMUNICATIONS</b>	<b>These coordinators report to Communications Chair and do not attend executive board meetings</b>
eNewsletter Coordinator	Creates e-newsletter on a weekly basis and send blasts as needed
Social Media Coordinator	Posts relevant information to our social media accounts
Website Coordinator	Maintains and updates our website with announcements, news & events
<b>COMMUNITY INVOLVEMENT</b>	<b>These coordinators report to Community Involvement Chair and do not attend executive board meetings</b>
Clothes Closet Coordinator	Coordinates collection drives and volunteers at clothes closet per schedule.
Partners in Education Liaison	Coordinates the PIEF Gala Basket and partnership with PIEF
Raiders In Action	Compiles volunteer hours and notifies students of volunteer opportunities
SNACK Coordinator	Coordinates bags for our FIT families throughout the year
<b>HOSPITALITY</b>	<b>These coordinators report to Hospitality Chair and do not attend executive board meetings</b>
Staff Appreciation Days	Coordinates staff treats for nationally recognized events & birthdays
<b>FUNDRAISING</b>	<b>These coordinators report to VP Fundraising and do not attend executive board meetings</b>
Donation Drive Coordinator	Promotes our donation drive, collects and administers donations, works closely with our treasurer and membership chair
Redemptions Coordinator	Promotes & coordinates redemption programs - Coke Gives, Amazon Smile, Randall's Good Neighbor, etc...
Spirit Nights Coordinator	Coordinates spirit nights/fun family nights throughout the year
Spirit Wear Coordinator	Coordinates design/purchasing/selling of spirit wear items
Sponsorship Coordinator	Works with community businesses to partner with CRHS PTSA
<b>PROGRAMS</b>	<b>These coordinators report to VP Programs and do not attend executive board meetings</b>
Healthy Lifestyles Coordinator	Coordinates and encourage healthy lifestyles for our students & families
Reflections Coordinator	Coordinates and encourages student participation in this arts program
Scholarship Coordinator	Collects applications and forms a committee to review candidates
Student Appreciation Coordinator	Coordinates gifts of appreciation quarterly (typically candy bars).

\* Positions may change or additional may be added based on school needs and volunteer availability