

Westwood PTSA

Officer and Committee Chairs Descriptions

President

Time Commitment: 4-8 hours per week

Busiest Times of Year: Busiest at the beginning of the year but flattens out; additional special projects as desired

- Manage overall objectives and strategies of PTSA
- Act as liaison between parents and principal / staff
- Recruit all PTSA Committee Chairs and serve as a de facto member of committees
- Create agenda and facilitate PTSA general meetings in September, November, January, March and April
- Create PTSA event and meeting calendar with Principal
- Create PTSA with Treasurer and Budget Committee
- Be a signer on the PTSA bank account unless prohibited by employment
- Speak at Back to School Night and other events to encourage participation in PTSA and promote programs
- Represent Westwood PTSA as a local delegate to PTA Council meetings, a consortium of the PTSA Presidents from all RRISD schools.,

1st VP, Programs

Time Commitment: 1-2 hours per week

Busiest Times of Year: Evenly spread throughout the year with increase time prior to event

- Organize and complete process to find needs/wants for community programming
- Plan student and parent programs (theme, scope, speakers and platform)
- Arrange, publicize and attract attendance to student and parent PTSA programs
- Work with Fundraising Chair to balance fundraising and programs in accordance with Bylaws
- Oversee the **Treat Yo Self flex student programs chair**, Reflections chair, Clothes Closet chair and Council delegate
- Attend all general and board meetings of Westwood HS PTSA

2nd VP, Membership

Time Commitment: Up to 4 hours a week during back-to-school time, then 1 hour a month for the duration of the year

Busiest Times of Year: August and September

- Maintain up-to-date membership roster of all members, regularly monitoring all ways to join
- Review and plan membership drives; develop flyers for distribution, along with other special promotions, to increase membership
- Submit paperwork in timely manner to earn Membership Awards posted on TxPTA.org

- Submit members bimonthly to Texas PTA.
- Communicate with the treasurer prior to submitting members online to Texas PTA.
- Develop bulletin notices to list and thank all paid members.
- Attend all general and board meetings of Westwood HS PTSA

3rd VP, Communications

Time Commitment: 1-3 hours a week

Busiest Times of Year: monthly newsletters, communication needs

- Publicize PTSA events through a monthly digital newsletter.
- Obtain information from committee chairs and board members to bring the community up to date on current events and opportunities.
- Publish special events and awareness communications as needed.
- Keep the PTSA website up to date by publicizing events and meetings, recognizing sponsors, uploading recorded virtual programs and posting notifications
- Administer Westwood PTSA social media accounts
- Maintain mailing lists for PTSA needs
- Assist with membership (as it applies to the website)
- Work with our student translators to get the newsletter in Chinese and Spanish.
- Attend all general and board meetings of Westwood HS PTSA

Secretary

Time Commitment: 2 hours per meeting, 10 meetings throughout year

Busiest Times of Year: ongoing

- Record and maintain the minutes of all meetings of the membership and the executive board;
- Coordinate with Communications to send notice of meetings of the membership and of the executive board;
- Be responsible for correspondence;
- Collect and preserve documents relating to the history of Westwood PTSA
- Be administrator of Westwood PTSA Google Drive and Gmail accounts; Assist Executive Board members with accessing their account

Treasurer

Time Commitment: 1-2 hours per week, including attending PTSA meetings. *Busiest Times of Year:* Beginning of the year due to learning curve; some late Spring/Summer work getting the budget ready for Fall with the president & preparing for the annual Financial Reconciliation (audit).

- Prepare the annual tax return
- Generate and maintain the PTSA budget
- Inform committees of budgeted funds
- Pay bills and reimbursements as required
- Oversee ongoing PTSA finances ensure adherence to approved PTSA budget
- Be a signer on the PTSA bank account unless prohibited by employment
- Attend all general and board meetings of Westwood HS PTSA
- Prepare and present written and verbal budget report and budget amendments for each PTSA board and general meeting
- Organize books of account and records to be submitted to the Financial Reconciliation Committee

Parliamentarian

Time Commitment: 15 hours annually if not amending bylaws or standing rules; additional 30 hours total if bylaws and standing rules are reviewed and updated

Busiest Times of Year: On-going

- Monitor all PTSA general meetings and all the PTSA board meetings.
- Ensure all present at meetings act within Bylaws and according to parliamentary procedure as established by Robert's Rules of Order
- Does NOT actively participate in Executive Board or Membership meetings.
- Chair the Bylaws Committee and review bylaws and standing rules annually. Formal adoption of new bylaws is completed every three years. This is a good early year task.
- Manage/oversee the Nominating Committee Process. After the President forms the committee, Parliamentarian remains available to assist them at their request. However, the Parliamentarian meets with the committee only if she has been elected to the committee.

Council Delegate

Time Commitment: 3 hours per Council meeting, 5 meetings per year

Busiest Times of Year: Around RRISD Council meeting dates

- Attend all council delegate meetings. There are typically 5 per year which occur between 11 a.m. - 1 p.m.
- Attend all general and board meetings of Westwood HS PTSA.
- Represent Westwood HS PTSA as a voting member of the council body.
- Participate in council discussions and deliberations.
- Take careful notes at the council meeting.
- Fill out a council delegate report form and turn it in to the local unit president to be filed with the secretary.
- Report announcements, important actions, and the program/speaker to Westwood PTSA and/or its executive board.
- Work with VP of Communications and VP of Programs to promote Council events and programs to Westwood HS PTSA.
- Reports to VP of Programs

Legislative Representative

Time Commitment: 1 hour per meeting (10 meetings in a year); plus 20 hours in February when Texas Legislature is in session

Busiest Times of Year: February

- Promote voter registration and participation including assisting with the yearly First Vote voter registration rally
- Coordinate with VP of Communications to share pertinent school district news, city and state legislative news and Texas PTA legislative priorities and advocacy efforts with members
- When Texas Legislature is in session, coordinate Westwood PTSA activities at the State Capitol on Texas PTA Rally Day in conjunction with RRISD Council of PTAs activities
- Coordinate Texas PTA Straight Talk activities at Westwood in conjunction with RRISD Council of PTAs
- Organize non-partisan school board candidate forums and school bond information sessions before elections in conjunction with RRISD Council of PTAs
- Represent Westwood PTSA at district, city and state legislative and civic events

- Attend all general and board meetings of Westwood HS PTSA.

School Based Decision Committee Representatives (2 positions)

Time Commitment: 2-3 hours per month

Busiest Times of Year: ongoing

- Attend all Site Based Decision Committee meetings as a representative of Westwood HS PTSA
- Attend all general and board meetings of Westwood HS PTSA

Student Representative

Time Commitment: 1 hour per meeting (10 meetings in a year); plus 2 hours per month for activities

Busiest Times of Year: ongoing

- Attend all general and board meetings of Westwood HS PTSA to represent the interests of students
- Work with PTSA President, other student representatives, and counselors to plan monthly flex period activities for students
- While there can be numerous student representatives, only one student will be a member of the Executive Board and permitted to vote at Executive Board meetings

Faculty Representative

Time Commitment: 1 hour per meeting, 10 meetings in a year

Busiest Times of Year: ongoing

- Must be a member of the faculty and staff of Westwood HS other than the Principal
- Attend all general and board meetings of Westwood HS PTSA to represent the interests of faculty and staff

Clothes Closet Committee Chair

Time Commitment: 2-3 hours a month

Busiest Times of Year: month before Westwood vs. McNeil football game

- Organize and promote underwear/sock drive so that Westwood PTSA collects more than McNeil PTSA before the Westwood vs. McNeil football game.
- Organize volunteers to do monthly shift at Anderson Mill Elementary Clothes Closet on assigned Tuesday morning
- Organize collection of other gently used or new clothing for the RRISD Council of PTAs Clothes Closets
- Work with Council Clothes Closet Chair to ensure that proper procedures are followed
- Work with school administration, counselors and nurse to promote Clothes Closet to students in need of its services and facilitate the distribution of clothing to them
- Attend all general and board meetings of Westwood HS PTSA
- Reports to VP of Programs

Hospitality Committee Chair

Time Commitment: 5-8 hours per month

Busiest Times of Year: On-going

- Recruit committee of helpers and focus on making all /staff feel welcome at Westwood to obtain food (donated or purchased) from parents or restaurants, pick up items, serve food and clean up area.
- Host monthly teacher hospitality events during the school year
- Organize refreshments for Principal Coffees
- Organize and serve volunteer lunch and dinner during Fishbowl (Friday before the 1st day of school)
- Work with Principal's Administrative Associate to plan out the calendar of hospitality events for the year.
- Attend all general and board meetings of Westwood HS PTSA

Reflections Committee chair

Time Commitment: 20 hours

Busiest Times of Year: October and November

- Promote participation by students in the PTA Reflections Fine Arts Competition during Open House, flex time and lunch periods
- Organize judging for Westwood-level competition and send advancing entries on to the Council-level competition
- Host awards celebration for Westwood-level competition
- Track advancing entries from Westwood throughout all levels of competition including Council, Texas PTA and National PTA levels
- Reports to VP of Programs
- Attend all general and board meetings of Westwood HS PTSA

Fundraising Committee chair

Time Commitment: 2-3 hours a month

Busiest Times of Year: late summer, August, September and October

- Publicize sponsorship opportunities, solicit sponsors, and manage sponsor recognition
- Manage fundraisers such as spirit wear and spirit nights at restaurants and businesses
- Work with Programs Chair to balance fundraising and programs in accordance with Bylaws
- Oversee putting together the RRISD Partners in Education Silent Auction basket for Westwood PTSA
- Attend all general and board meetings of Westwood HS PTSA

Scholarship Committee chair

Time Commitment: 10 hours in February and sporadically throughout the year

Busiest Times of Year: January - February, summer

- Chair Scholarship Committee in February to select merit-based recipients
- Coordinate payment of scholarships by emailing all recipients and treasurer throughout the summer and possibly into fall of the following year
- Communicate with school counselor to let them know who the merit-based recipients are, that the counselors need to select one need-based recipient, and provide letter to be given to recipients regarding how to claim scholarships
- Promote scholarship when the application is open in January

- In August-November, make sure that eligibility requirement of student being a PTSA member by November 30 is publicized
- Be chief contact person with Austin Community Foundation for the Westwood PTSA scholarship awarded by them.
- Attend all general and board meetings of Westwood HS PTSA

Frequently Asked Questions

What PTSA board and committee chair positions are available?

PTSA board and committee chair positions are open to any WHS parent and do not require previous board or PTSA experience. If you are interested in a PTSA board position for the following school year, you should contact the parliamentarian or a nominating committee member between January and March. You can also request committee involvement - if there is an activity or event for which you would like to be on a committee, reach out to a current PTSA board member.

How do PTSA board positions get filled?

A nominating committee is elected in March of each school year. This committee then seeks out nominees for each board position and presents a slate of candidates to the membership no less than a week before the April PTSA meeting. Board elections are conducted at the April PTSA meeting.

How do PTSA committee chair positions get filled?

After a PTSA board is elected, the PTSA president for the following school year seeks individuals to fill committee chair roles. If you are interested in a PTSA committee chair position for the following school year talk to current board or committee members for more information between January and March. The board slate process begins in March, with the new board confirmed in the April general meeting.

What are the job responsibilities of board members and chairs?

- Plan and execute events that enrich the Westwood community.
- Volunteer your time and talents, either at the school or behind the scenes.
- Help to recruit and train your successor.
- Keep binders up-to-date; maintain good files
- Attend PTSA meetings whenever possible

What kind of files should I keep?

It is of utmost importance that you maintain the binder for your position (or create it if non-existent) and to have a short orientation when you hand it over to your successor. An ideal binder contains:

- a summary of the position, its role and duties within the organization
- a calendar or timeline for your job or event
- your budget
- vendors used
- ideas you tried and liked or didn't like
- fliers you created
- feedback you received
- and anything else you think would help your successor to get a good start