

# **CENTENNIAL ELEMENTARY PTA**

## **Executive Board Duties**

- I.** Standing committees and their duties are as follows:
- A.** Membership and Directory Chair shall:
    - 1. promote membership in PTA;
    - 2. be responsible for enrolling new members;
    - 3. be responsible for filling out and issuing membership cards;
    - 4. furnish a list of the names of the Centennial PTA membership to the treasurer, secretary, the president, and to the state PTA by the applicable deadline;
    - 5. maintain a Centennial Elementary School Directory & publish the directory as early in the school year as possible, but no later than November 1; and
    - 6. serve as chairman of a committee to select PTA life members.
  
  - B.** Building and Landscape Chair shall:
    - 1. serve as chairman of the building and landscape committee and appoint members to this committee;
    - 2. be responsible for the development & execution of building & landscape enhancement & for the maintenance programs as approved by the principal, executive board and association membership if PTA funds are used; and
    - 3. be responsible for seasonal decorations.
  
  - C.** Hospitality Chair shall:
    - 1. serve as chairman of the hospitality committee and appoint members to this committee;
    - 2. plan & supervise the association's social affairs including the fall and spring family picnics;
    - 3. be responsible for the storage, inventory, & maintenance of all PTA hospitality supplies & properties;
    - 4. supply refreshments for regular association meetings if necessary;
    - 5. coordinate parent / principal informational meetings monthly; and
    - 6. coordinate and oversee monthly Citizen of the Month Celebrations with the assistance of the school counselor.
  
  - D.** Communications Chair shall:
    - 1. be responsible for the procurement of news information/articles & the development publication, & distribution of newsletters;
    - 2. receive newsletter content approval from the president and principal prior to its publication and distribution;
    - 3. be responsible for providing information to the local news media, or to the appropriate school district representative to be forwarded to the news

- media, concerning meetings and projects of the PTA; and
- 4. coordinate & promote communication to the neighborhoods in the Centennial attendance zones.

E. Youth Protection, Health and Safety Chair shall:

- 1. plan & develop educational programs to enhance safety awareness including Red Ribbon Week;
- 2. be responsible for the development, coordination, direction, and monitoring of all safety programs, including the McGruff House Program;
- 3. oversee the PTA responsibilities related to field day; and
- 4. organize, maintain, and replenish recess equipment.

F. Office Volunteer Chair shall:

- 1. maintain PTA office supplies;
- 2. provide volunteers for the assembling & distribution of PTA information packets for school registration;
- 3. be responsible for the distribution of the weekly YO packets; and
- 4. assist with the school lost & found program.

G. Children's Cultural Programs Chair shall:

- 1. be responsible for the committee chosen to work with the principal to develop, promote and implement special programs for Centennial children.
- 2. work with the school art specialist and support the art program as necessary; and
- 3. encourage art appreciation programs within the classroom and provide volunteers as necessary.

H. Library Chair shall:

- 1. be in charge of securing, organizing, and scheduling of volunteers to assist the school librarian as library aides;
- 2. maintain a list of all library volunteers and substitutes; and
- 3. coordinate book fairs.

I. Room Representatives Chair shall:

- 1. appoint 1 parent from each class to serve as homeroom parent with the help of the President;
- 2. appoint 1 parent from each grade to serve as homeroom coordinator with the help of the President; and
- 3. hold at least 1 meeting each school year before October 1 with all homeroom parents to furnish all information pertaining to school policy regarding volunteer recruitment and parties to be held that year.

J. School Store Chair shall:

- 1. be responsible for the purchase, preparation, and sale of school supply packets during registration at the beginning of the school year; and

2. be responsible for the purchase & sale of school supplies during the school year.

K. Legislative Chair shall:

1. monitor the proceedings of the PISD Board of Trustees (School Board) and report to the executive board and the association; and
2. be aware of legislative actions of the Texas PTA and the National PTA and report to the executive board and the association.

L. After School Programs Chair shall:

1. organize and coordinate all after school activities that are supported by the Centennial PTA.

M. Study Buddies Chair shall:

1. recruit and coordinate volunteers for the parent tutoring program;
2. work with the faculty representative designated by the principal to ensure a continuous parent tutor program throughout the year;
3. act as a liaison between the parent tutors and the faculty representative; and
4. work in coordination with the faculty to maintain the literacy library.

N. Publishing / Reflection Chair shall:

1. work in coordination with the teachers and Centennial students in the publishing of student authored books and/or literary materials;
2. be responsible for securing, organizing, and scheduling of volunteers for the publishing center;
3. be responsible for securing supplies and materials necessary for publishing; and
4. promote participation in the National PTA Reflections Program, arrange for judging of the entries, and ensure that the winning entries are forwarded to the Council PTA level.

O. Science & Technology Chair shall:

1. work in coordination with the faculty to provide science & technology enrichment to the Centennial community; and
2. be responsible for the committee chosen to plan & implement the annual Family Science Night and other science & technology activities.

P. Partnership Chair shall:

1. work to develop and maintain business partnerships within the community.

Q. Mendenhall / Outreach Chair shall:

1. Organize, implement, and maintain programs with our sister school Mendenhall.

R. Spirit Wear Chair shall:

1. design quality and affordable spirit wear for the Centennial PTA to offer to families and staff; and
2. be responsible for the purchase, preparation, and sale of spirit wear at registration and throughout the school year.

S. S.T.O.P. Chair shall:

1. organize, plan and facilitate a leadership skills program for 5th grade students with no less than 5 meetings a year;
2. distribute and collect STOP applications and recommendation letters by the due date;
3. accept students into the program who have submitted a completed application and recommendation letter;
4. provide students in the program opportunities to use leadership skills in a positive manner at home, at school, and in the community;
5. provide program participants with training and speakers in the areas of responsibility, leadership, decision-making, peer pressure, and positive self-image;
6. provide program participants opportunities to function as helpful assistants and positive role models in our school and community; and
7. collect students' STOP job preferences every nine weeks and notify them once job assignments have been made.

T. Texas Day Chair shall:

1. be responsible for the committee chosen to work with the principal to develop, promote and implement a children's program that promotes Texas history and traditions,
2. work with the school art specialist and support the art program as necessary, and
3. encourage Texas history and traditions within the classrooms and provide volunteers as necessary.