



## **BOARD OF DIRECTORS**

- **President:** Presides at PTA meetings, oversees operation of PTA committees, works to create all budgets, and is accountable for all aspects of PTA operations, including meeting regularly with the Principal. Oversees the Board of Directors and UPPA. Attends monthly HPISD School Board meetings, monthly lunches with the HPISD Superintendent, and Campus Leadership Committee meetings. Ensures that the By Laws and Standing Rules are followed. Sends correspondence related to appreciation, condolence and commendation on behalf of the PTA. Works closely with the Secretary & Communications Officer to coordinate communication among and its families. Serves on the Nominating, Bylaws & Standing Rules, Finance & Budget, Cafeteria, Gift and UP Preschool Association Committees.
- **President-Elect:** Assists the President and assumes the office of President the following fiscal year. Attends monthly HPISD School Board meetings, monthly lunches with the Superintendent, and Campus Leadership meetings. Chairs the Bylaws & Standing Rules and Gift Committees. Serves on the Nominating, Budget and Finance Committee and Cafeteria Committees. Oversees BSSU, VSP, Technology, Nominating and Supply Chairs. As President, will preside at PTA meetings, oversee operation of PTA committees, work to create all budgets, be accountable for all aspects of PTA operations, and meet regularly with the Principal.
- **Treasurer:** Prepares and monitors the budget, prepares reports for the Board of Directors and Gift Committee meetings, oversees bank accounts and reconciles monthly, oversees investment accounts and reconciles quarterly, oversees the Auction, Carnival, Read UP, and UPPA Treasurers, and oversees independent, third-party accountant. Chairs the Finance & Budget Committee. Serves on the Cafeteria and Gift Committees.
- **Treasurer-Elect:** Assists Treasurer and assumes the office of Treasurer the following fiscal year. Oversees the PTA's matching gifts program. Serves as Carnival Treasurer. Creates the Carnival budget and oversees the Carnival bank account reconciling it monthly. Serves on the Finance & Budget, Cafeteria, and Gift Committees. Is responsible for coordinating new signers on bank accounts in June prior to fiscal year end.
- **Secretary and Communications Officer:** Ensures notice of meetings is given and that attendance and minutes at all meetings are taken; shall personally take minutes at the Board of Directors and Gift Committee but shall delegate minute taking to committee chairs as needed. Distributes minutes from Board of Directors meetings for approval prior to the following meeting. Maintains the minute book of the Corporation with all required records and minutes. Serves a public relations representative. Oversees all communications distributed to the parents, staff/faculty, and HPISD Administration. Provides oversight and assistance for Bulletin Boards, Eblasts, Memory Book, Online Directory, Panther News, Publicity, Room Parents, and the UP PTA website. Serves on the Gift Committee.

- **Ways and Means Officer:** Oversees the chairpersons over all fundraising activities. Provides oversight and assistance to the Auction, Carnival, Community Partners, Panther Food and Fun, Read UP, Spirit Shop, and UPPA fundraising activities. In early spring (immediately following slating) works with the incumbent Ways & Means Officer to determine the General Underwriting Campaign, and then implements the program. Ensures that all Committee Chairs fulfill benefits and publicity offered as part of any underwriting campaign. Serves on Gift and Finance & Budget Committees.
- **Cafeteria Finance Officer:** Serves as the treasurer of the Cafeteria and is responsible for the overall financial management of the Cafeteria. Oversees funds related to the operation of the Cafeteria approving invoices presented by the Cafeteria Manager. Oversees bank and investment accounts reconciling monthly. Serves as a voting member of the HPISD District Cafeteria Board. Works in Coordination with Cafeteria Manager and the HPISD Director of Food Services providing input at the annual review. Oversees chairpersons over Cafeteria activities. Chairs the Cafeteria committee.
- **Special Events and Programs Officer:** Oversees the chairpersons of non-fundraising events and programs such as 3<sup>rd</sup> Grade Musical, 4<sup>th</sup> Grade Activities, Bike Rodeo, Chess Club, Field Day, Grandest Friends Day, International Week and Pumpkin Day & Family Picnic. Coordinates other unforeseen events like retirement parties. Serves on the Gift Committee.
- **Faculty Support and Outreach Officer:** Oversees the chairpersons of all faculty support activities including Teacher Appreciation, Teacher Appreciation Luncheons, recognizing and celebrating Faculty and Staff birthdays, and acknowledging joys and concerns of teachers and staff. Oversees the chairpersons of all outreach activities including Community Service, Newcomers, UPlifting Panthers, and HPISD Parent Education Committee. Serves on the Gift Committee.
- **Building and Grounds Officer:** Oversees maintenance and improvements needed at UP including the Buy-a-Brick Program. Oversees Art, Garden and Library Chairs. Serves on the Gift and Technology Committees.

## **COMMITTEE CHAIRPERSONS**

- **Art Coordinator(s):** Work closely with the art teacher. Recruit and organize volunteers to hang students' art work around school and prepare for the Art Fair during Open House. Help upload photos of student art to Artsonia.
- **Auction Chair(s):** Responsible for recruiting and overseeing all committees associated with Auction. Chairs solicit items for the Live, Silent, and Online Auction, seek corporate donors and sponsors, plan the auction parent event, and oversee communications and publicity leading up to the online auction and the parent auction event.
- **Auction Treasurer:** Responsible for handling all financial matters related to Auction including check signing, invoice management, and making deposits as needed. Responsible for financial reconciliation regarding auction finances. Reports to the Treasurer.
- **Back to School Sign Up (BSSU) Chair:** Determine online registration fees with PTA leaders, teachers, and school administration, author the online registration language, coordinate with the district to represent UP during registration, and facilitate the distribution of registration reports to pertinent PTA committees. Serves as a member of the District Online Registration Committee.
- **Back to School Sign Up (BSSU) Chair-Elect:** Assist BSSU Chair as needed. Manage late BSSU registration. Steps up to BSSU Chair the following year.
- **Bike Rodeo Chair(s):** Plan all aspects of Bike Rodeo and recruit volunteers for the day of the event.

- **Cafeteria Finance-Elect:**
- **Cafeteria Cashiers Coordinator:** Recruit, train, and schedule volunteer cashiers. Help to identify cashier substitutes, as needed. Serve as a backup cashier in the cafeteria as needed.
- **Cafeteria Servers Coordinator:** Recruit, train, and schedule cafeteria servers. Help to identify server substitutes, as needed. Serve as a backup in the cafeteria as needed.
- **Cafeteria Volunteer Chair:** Oversee Cafeteria Cashier and Server Coordinators. Recruit, train, and schedule cafeteria volunteers. Help identify cashier and server substitutes, as needed.
- **Carnival Chair(s):** Oversee all aspects of the Carnival with the help of a committee. Put together raffle baskets, seek corporate donors and sponsors, sell tickets and packages, order rides and activities, and plan/execute the event.
- **Community Partners Chair:** Work closely with local UP businesses and families to develop partnerships whereby the business supports UP financially and/or in-kind, and UP recognizes the donors in print, online, and/or in various other ways. Sends tax acknowledgement letters to Community Partners.
- **Community Service Coordinator(s):** Selects several meaningful projects that UP students and families can do to better our community.
- **Faculty Appreciation Coordinators:** Plan monthly staff luncheons for the school year. Seek in kind donations from restaurants and bakeries as needed. Coordinate other monthly activities for the teachers and staff with the Principal (Candi's Crew).
- **Field Day Chair(s):** Work together to plan and coordinate games for Field Day in May.
- **Fourth Grade Activities Chair(s):** Responsible for coordinating special 4th Grade activities.
- **Garden Chair(s)** - Work with Farmer Kim to schedule meaningful visits for UP students to the Garden. Help with the upkeep of the garden and watering as needed. Oversee the G.R.O.W. Instagram page and post various aspects of time spent in the UP Learning Garden.
- **Grandest Friends Day Chair(s):** Plan and coordinate activities for a special day honoring grandparents or special family friends. The event usually takes place near Veterans' Day and is closely coordinated with the UP music teacher.
- **International Week Chair(s):** Coordinate a Fall Potluck to celebrate food from UP's international families. Plan and oversee International Week, which includes displaying information from international families in our school, featuring culturally fun activities, and identifying grade level speakers. Plan and execute an evening event at the end of International Week. The chair works closely with the Principal to support curriculum tie-ins during International Week.
- **Library Coordinator(s):** Oversee all aspects of the Fall and Spring Book Fairs. Recruit volunteers to work in the Library. Help in the Library as needed and support the Librarian with any special events or speakers.
- **Memory Book Editor:** Work with a publishing company to prepare the school's Memory Book. Gather digital photos, plan layouts and design all aspects of the yearbook. Cover is due on November 1 and the entire book is due on April 1.
- **Memory Book Editor-Elect:** Assist Editor as needed. In charge of the "When I Grow Up" section of the yearbook. Coordinates photographing 4<sup>th</sup> grade students in costume on the green screen with their teachers and sending off to the publishing company for editing. Puts together the "When I Grow Up" layout in the Yearbook platform. Steps up to Editor the following year.
- **Newcomers Coordinator(s):** Lead the Newcomers and Kinder 101 meetings before school starts. Prepare handouts for these meetings. Host the Newcomers Coffee. Give school tours, as needed. Assist with any other newcomer needs throughout the year.

- **Nominating Chair:** Oversee the Nominating Committee and host the Nominating meeting in December or January. Update Nominating information and communicate dates and information in Panther News. Help President-Elect slate officers and chairpersons for the following year. Past Board of Directors experience is required and the chair must not be seeking a Board of Director or Chairperson position for the following school year.
- **Panther News Editor:** Coordinate weekly correspondence for the online newsletter. Various sources send information to the editor via email by Wednesday afternoon each week and the Panther News is usually finalized on Friday afternoon. There are exceptions and sometimes edits are made over the weekend. Training in Constant Contact is provided.
- **Panther Food and Fun Events Coordinator(s):** Coordinate events with local businesses and restaurants throughout the year where a percentage of sales comes back to UP Elementary. Collect, send off, and strongly suggest downloading the app for Box Tops for Education. Encourage enrollment in rewards programs like Tom Thumb Rewards, Kroger Community Rewards, Amazon Smile, and other programs approved by the Ways & Means Officer.
- **Parent Education Committee Representatives:** Two people represent UP on the committee to procure community-wide speakers and plan and implement activities for Red Ribbon Week. A two-year commitment is preferred from one of the persons serving to provide continuity to the district committee.
- **Publicity Chair:** Oversee the PTA Facebook page promoting PTA events, activities, and fundraisers at UP. Submits weekly write ups and photos to HPISD News on behalf of UP Elementary.
- **Pumpkin Day Chair(s):** Plan and implement activities for Pumpkin Day and family picnic in the fall.
- **Read UP Chair(s):** Plan and oversee the school read-a-thon that usually takes place in September. Coordinate related activities with teachers and the Principal.
- **Read UP Treasurer:** Typically the same person serving as Auction Treasurer. Handles all financial matters related to the Read UP fundraiser.
- **Room Parent Coordinator(s):** Choose the Room Parents for each teacher based upon self-nominations along with the PTA President. Plan and implement the Room Parent Orientation at the beginning of each semester (September and January). Prepare handouts for those meetings. Play an ongoing communications role throughout the school year, passing on information to the Room Parents as needed.
- **Spirit Shop Chairs:** A full-year commitment, includes designing/selecting spirit wear items to feature in Back to School Sign up in late May, ordering items for the shop throughout the year, and coordinating volunteers to open the shop every Friday morning and at special events like Open House.
- **School Supply Chair:** Work with teachers on their supply orders for the following school year. Organize and distribute supplies to classrooms in the summer. Ongoing supply ordering as needed.
- **Signage and Displays Coordinator:** Coordinate calendar for the three bulletin boards in the main hallway and keep them decorated at all times during the school year. Additional responsibilities may include overseeing signage at the school and acting as the printer contact.
- **Technology Chair:** Responsible for overseeing and evaluating the technology needs of the school in coordination with the Principal, staff and the Technology Committee. Chair a Technology Committee Meeting twice per year to discuss school technology needs.
- **Third Grade Musical Chair:** Work with the music teacher and classroom teachers on a play production, including set design, costumes, make-up and volunteer recruitment as needed.
- **UPlifting Panthers Chair:** Help recognize joys and concerns of UP families through cards, small gifts, flowers, and gift cards.

- **Volunteer Scheduler Pro (VSP) Chair:** Serves as the administrator of the volunteer website. Manages the volunteer database for all PTA volunteer shifts, recurring and single-event.
- **VSP Elect (if any):** Serves as VSP Chair the following year.
- **Website and Online Directory Coordinator:** Oversees all aspects of [www.uppta.org](http://www.uppta.org). Makes changes and loads new information onto the website as requested by various PTA Chairs. Coordinates with Directory Spot. Uploads the new directory information as received.