

Table of Contents

Duties of the Executive Committee shall be:..... 2

Executive Committee Members/Job Descriptions..... 2

 President..... 2

 First Vice President - Programs..... 2

 Second Vice President - Membership..... 2

 Treasurer..... 2

 Recording Secretary..... 3

Board of Directors Members/Job Descriptions..... 4

 PTA Council of Howard County, MD (PTACHC) Delegate #1..... 4

 PTA Council of Howard County, MD (PTACHC) Delegate #2..... 4

 Communications Chair..... 4

 Eagle's Eye Newsletter..... 4

 Student Directory..... 4

 Fundraising Chair..... 4

 Membership..... 4

 SAT/ACT Prep..... 4

 Parent Advocacy Chair..... 4

 Staff Appreciation Chair..... 5

 School Principal..... 5

 Student Government Association (SGA) Representative..... 5

Special Committee Members/Job Descriptions..... 6

 After Prom Chair..... 6

 Awards-Scholarships Chair..... 6

 HC Drug Free..... 6

 Pancake Breakfast Chair..... 6

 PTA Reflections..... 6

 Clothing to Cash..... 6

CENTENNIAL HIGH SCHOOL PTSA

EXECUTIVE COMMITTEE OFFICERS

Duties of the Executive Committee shall be:

- to transact business referred to it by the board of directors;
- to elect standing and special committee chairs;
- to act in emergencies between meetings of the board of directors; and
- to submit a report at each board of directors meeting.
- The Executive Committee shall take no action in conflict with any action taken by the board of directors.

Executive Committee Members/Job Descriptions

President

- Preside at all meetings of the CHS PTSA, including the board of directors, and the executive committee
- Coordinate the work of the officers and committees of CHS PTSA
- Be a member ex-officio of all committees except the nominating committee
- Review and initial monthly bank statements
- Represent CHS PTSA at all council meetings or send an alternate
- Perform such other duties as may be prescribed or assigned by the board of directors

First Vice President - Programs

- Act as aide to the president
- Perform the duties of the president in the absence or inability of that officer to serve
- Shall be responsible for programs, such as but not limited to, After Prom

Second Vice President - Membership

- Act as aide to the president
- Perform the duties of the president in the absence or inability of the President or Vice President - Programs to serve
- Shall be responsible for all initiatives relating to tracking, increasing, and reporting on membership.

Treasurer

- Have custody of all funds of this local PTA/PTSA;
- Keep a full and accurate account of receipts and expenditures including reconciliation of the bank statement each month;
- Make disbursements as authorized by the president or board of directors of this local PTA/PTSA in accordance with the budget adopted by this local PTA/PTSA;
- Present a written financial statement at every meeting of the executive committee, the board of directors, the general membership and at other times when requested by the board of directors;

- Make a full report before the newly elected officers assume their duties;
- Be responsible for the maintenance of such books of account and records as to conform to the requirements of these bylaws;
- Be responsible for preparing and filing all necessary tax forms and submitting a copy to Free State PTA within thirty (30) days of filing;
- Have the accounts examined at the close of the fiscal year and upon change of treasurer by an auditor or an auditing committee of not less than three (3) persons who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. An auditor or an auditing committee shall be selected by the board of Directors at least thirty (30) days before the new officers assume their duties; and
- Perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors

Recording Secretary

- Record the minutes of all meetings of this local PTA/PTSA, the board of directors, and executive committee;
- Be prepared to read the records of the previous meeting;
- File all records;
- Maintain current copy of the bylaws;
- Maintain a current membership list; and
- Perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors.

CENTENNIAL HIGH SCHOOL PTSA

BOARD OF DIRECTORS

Board of Directors Members/Job Descriptions

PTA Council of Howard County, MD (PTACHC) Delegate #1

- Attend monthly PTACHC meetings and report at monthly CHS PTSA Board of Directors meetings
- Represent CHS PTSA in voting on business matters at monthly PTACHC meetings

PTA Council of Howard County, MD (PTACHC) Delegate #2

- Attend monthly PTACHC meetings and report at monthly CHS PTSA Board of Directors meetings
- Represent CHS PTSA in voting on business matters at monthly PTACHC meetings

Communications Chair

- Act as aide(s) and liaison to coordinate, promote, and facilitate the PTSA's initiatives and activities.

Eagle's Eye Newsletter

- Coordinate with Communication chair and other officers from the CHS PTSA to send out weekly or bi-weekly Eagle's Eye Newsletter.

Student Directory

- Coordinate with the President to reach out to the community business sponsors; publish CHS Student Directory to CHS PTSA members. being revised

Fundraising Chair

- Reach out to community business owners to raise funds for the PTSA.
- Fundraisers held in the past include but are not limited to restaurant fundraisers, gift card fundraisers, yard sale, etc.

Membership

- Act as aide(s) to the second Vice President – Memberships assisting with all initiatives relating to tracking, increasing, and reporting on membership.

SAT/ACT Prep

- Reach out to TEST PREP business/organizations to provide affordable and educational opportunities to benefit our CHS students and the PTSA.

Parent Advocacy Chair

- Act as the leader overseeing all parent advocacy groups to promote inclusion with the help from the CHS PTSA;

- Connect to the school community and officers to support activities and events which lead to an enriched experience for parents and students at CHS.
- Parent Advocacy Groups include:
 - CAC (Chinese Assoc. at Centennial)
 - IAPC (Indian American Parent at Centennial)
 - KAPA (Korean American Parent Assoc.)
 - LAC (Latin American Council)
 - PCBS (Parent Council Black Students)

Staff Appreciation Chair

- Coordinate several meals for staff throughout the school year by soliciting donations from the community;
- Provide monthly small gifts for the staff that students help put together;
- Gather cookie donations at the holidays, boxes them and gives them to all staff (including bus drivers).

School Principal

Student Government Association (SGA) Representative

CENTENNIAL HIGH SCHOOL PTSA

SPECIAL COMMITTEES

Special Committee Members/Job Descriptions

After Prom Chair

- Report to and works with the Vice President - Programs
- Organize and facilitate the planning, budget, and operation of CHS LATE NIGHT – CHS's After Prom Party
- Coordinate with each sub-committee, the PTSA, and CHS Administration to carry out action plans.

Awards-Scholarships Chair

- Oversee the overall coordination and direction of the annual "Commitment to Excellence Award" and "Senior scholarship" program;
- Publicize and promote the application process during the Spring;
- Seek and secure at least three non-senior parent volunteers to serve on the Award and Scholarships committee;
- Maintain regular communication for publicity and the review process with committee.

HC Drug Free

- Promote and support Drug-free initiatives in CHS community;
- Utilize resources and education opportunities provided by HC Drug Free and the community to help our CHS Community live a healthy drug- free life.

Pancake Breakfast Chair

- Organize and host Pancake Breakfast event within the first quarter.

PTA Reflections

- Coordinate with the county, state, and national PTA to publicize and promote the "PTA Reflection contest".

Clothing to Cash

- Publicize and promote "Clothing to Cash" program in CHS Community;
- Coordinate with the vendor and provide monthly report to Fundraising chair