

EXECUTIVE COMMITTEE OFFICERS	
POSITION	JOB DESCRIPTIONS
	<p>Duties of the Executive Committee shall be:</p> <ul style="list-style-type: none"> a. to transact business referred to it by the board of directors; b. to elect standing and special committee chairs; c. to act in emergencies between meetings of the board of directors; and d. to submit a report at each board of directors meeting. <p>The Executive Committee shall take no action in conflict with any action taken by the board of directors.</p>
President	<ul style="list-style-type: none"> a. 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 b. Be a member ex-officio of all committees except the nominating committee c. Review and initial monthly bank statements d. Represent CHS PTSA at all council meetings or send an alternate e. Perform such other duties as may be prescribed or assigned by the board of directors
First Vice President - Programs	<ul style="list-style-type: none"> a. Act as aide to the president b. Perform the duties of the president in the absence or inability of that officer to serve c. Shall be responsible for programs, such as but not limited to, After Prom
Second Vice President - Memberships	<ul style="list-style-type: none"> a. Act as aide to the president b. Perform the duties of the president in the absence or inability of the President or Vice President - Programs to serve c. Shall be responsible for all initiatives relating to tracking, increasing and reporting on membership.

Treasurer	<ul style="list-style-type: none"> a. Have custody of all funds of this local PTA/PTSA; b. Keep a full and accurate account of receipts and expenditures including reconciliation of the bank statement each month; c. 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; d. 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; e. Make a full report before the newly elected officers assume their duties; f. Be responsible for the maintenance of such books of account and records as to conform to the requirements of these bylaws; g. Be responsible for preparing and filing all necessary tax forms and submitting a copy to Free State PTA within thirty (30) days of filing; h. 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 i. 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	<ul style="list-style-type: none"> a. record the minutes of all meetings of this local PTA/PTSA, the board of directors, and executive committee; b. be prepared to read the records of the previous meeting; c. file all records; d. have a current copy of the bylaws; e. maintain a current membership list; and f. perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors. 	

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BOARD OF DIRECTORS		
POSITION	JOB DESCRIPTIONS	
PTACHC Delegate #1	<p>a. Attend monthly PTACHC meetings and report at monthly CHS PTSA Board of Directors meetings</p> <p>b. Represent CHS PTSA in voting on business matters at monthly PTACHC meetings</p>	
PTACHC Delegate #2	<p>a. Attend monthly PTACHC meetings and report at monthly CHS PTSA Board of Directors meetings</p> <p>b. Represent CHS PTSA in voting on business matters at monthly PTACHC meetings</p>	
School Principal		
SGA Rep	Act as aide(s) and liason to coordinate, promote, and facilitate the PTSA's initiatives and activities.	
Communications Chair		
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.	
CAC (Chinese Assoc. at Centennial)	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.	
IAPC (Indian American Parent at Centennial)	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.	
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KAPA (Korean American Parent Assoc.)	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.	
LAC (Latin American Council)	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.	
PCBS (Parent Council Black Students)	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.	
Staff Appreciation Chair	Coordinates several meals for staff throughout the school year by soliciting donations from the community; . Provides monthly small gifts for the staff that students help put together; Gathers cookie donations at the holidays, boxes them and gives them to all staff (including bus drivers).	
SPECIAL COMMITTEES		
POSITION	JOB DESCRIPTIONS	

After Prom Chair	<p>a. Reports to and works with the Vice President - Programs</p> <p>b. Organize and facilitate the planning, budget, and operation of CHS LATE NIGHT – CHS's After Prom Party</p> <p>c. Coordinate with each sub-committee, the PTSA, and CHS Administration to carry out action plans.</p>	
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	Hold 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 Fundraisi chair	