

# **Houston High School PTSO Board Application**

If you are interested in serving on the 2020-2021 HHS PTSO Board of Managers, please complete the form below and return to **Sherri Sands by March 1, 2020** via email ([briancsherris@bellsouth.net](mailto:briancsherris@bellsouth.net)) or the PTSO mailbox in the HHS front office.

Listed below are all the positions on the HHS PTSO Board.

On the back of this sheet is a general job description of each position.

If you have any questions, please contact Sherri Sands at [briancsherris@bellsouth.net](mailto:briancsherris@bellsouth.net).

**President**  
**Vice President**  
**Secretary**  
**Treasurer**  
**Beautification**  
**Cultural Arts**  
**Hospitality**

**Legislation**  
**Membership: 2 co-chairs**  
**Newsletter/Publicity**  
**Programs**  
**Project Graduation**  
**Volunteers**  
**TLC Cake Program**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Please indicate children and grade levels at HHS for 2020-2021:

\_\_\_\_\_

Board Position:

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

Please indicate your qualifications, past PTO boards served on including position held and dates; and any other information you would like us to have.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**PRESIDENT:** Presides at Association and Board meetings; Coordinates general planning and work of Board; Prepares agendas; appoints the chairmen of special committees; Serves ex-officio on all committees except nomination committee and the audit committee; Develops calendar of PTSO events in coordination with the school; Confers regularly with the Houston High School administration staff on parent/PTSO concerns; and represents HHS meetings of area PTO presidents, the Council, School Board, and other functions as needed.

**VICE PRESIDENT:** Supports the President in all activities; Assumes the duties, temporarily or permanently, as necessary, of the President; Serves as Parliamentarian if the President does not appoint one; Chairman of any by-law review committee and the HHS PTSO standing rules and policies committee; Is responsible for teacher of the year; Chairs a special committee to accept, review and recommend to Board nominations for persons to Excellence Awards. Responsible for organizing the May/changeover meeting; Responsible for securing volunteers for the Nominating Committee.

**SECRETARY:** Records the minutes of all Board and Association meetings; Provides copies of Board minutes to each Board member prior to the Board meetings; Possesses a current copy of the bylaws, standing rules and policies, and current membership list; Keeps a roster of board members and attendance at Board and general meetings; Conducts all correspondence as directed by the President or Board

**TREASURER:** Handles all PTSO funds and keeps a full and accurate account of deposits and payments and balances the checkbook each month; Meets with President, Vice-President, advisors, and outgoing treasurer to write a proposed budget; Presents proposed budget for adoption to Board and Association at their first respective meeting in the fall; Presents financial records for audit as specified in Article 7, Section 4 of the bylaws; Compiles records for the fiscal year served in preparation for filing the PTSO tax return; Responsible for finding an accountant to prepare and file the IRS 990 tax form; and Post approved budget prior to first general meeting.

**BEAUTIFICATION:** Work with Horticulture Department, administration, school clubs and parents in maintaining landscaping and implementing any future landscaping plans.

**CULTURAL ARTS:** Conducts Cultural Arts Contest which includes informing students, parents and teachers about the contest; Works with art, music and English teachers; Orders trophies and plans the award ceremony for the Contest and then forwards entries to county and state contests; Seeks to secure any grants available to Houston High School; Assists with the spring art show. Also coordinates refreshments with volunteer committee.

**HOSPITALITY:** Two co-chairmen will coordinate teacher hospitality and student recognition activities as directed by the Board including: August Teacher Back to School Breakfast; Recruiter gifts; American Education Week; January breakfast; Teacher Appreciation Week; and Miscellaneous activities as decided by BOM.

**LEGISLATION:** Attempt to attend any and/or all school board meetings, county commission meetings and other pertinent meetings to stay abreast of current educational issues affecting our school system; Keep the membership informed of any local, state, and/or federal legislative action pertinent to our schools and/or our children's education and welfare.

**MEMBERSHIP:** Two co-chairmen are responsible for coordinating the annual membership drive and for the compilation of the student directory. Both Chairmen will attend Curriculum Night to assist people as they arrive.

**NEWSLETTER/PUBLICITY:** Responsible for the publication and distribution of the electronic PTSO newsletter and all electronic notices/updates sent by email. Serves as an Admin on Facebook page and updates regularly. Updates and maintains the website. Coordinates the publicity of all PTSO sponsored activities and gathers information to write and distribute articles for the local papers; Works with school publicity person to promote as much positive publicity about Houston High School as possible.

**PROGRAMS & SPECIAL EVENTS:** Proposes topics for programs for PTSO meetings for consideration and approval by the Board; Schedules speakers and resources (including introducing at PTSO meetings, arranging meeting space at school, requesting special equipment etc.); Provides program information to the Newsletter and Publicity Chairmen; Arranges with the Secretary to send thank-you notes to speakers; Responsible for planning and implementing other special events as requested by the district office, HHS administrators, or PTSO president.

**PROJECT GRADUATION:** Two co-chairmen are responsible for Project Graduation. The goal for Project Graduation is a to have a fun, safe evening for graduating seniors by offering an alcohol and drug free alternative on graduation night. Planning for these events will involve securing volunteers, donations and support for successful implementation to include: Prepare short speech for Fall Open House PTSO meeting to inform parents regarding volunteer opportunities for Project Graduation; Prepare mailings to senior parents and businesses soliciting donations; Reports to the PTSO Board at each meeting on the progress and plans for each event; Establish Project Graduation Committees to include but not limited to: food, entertainment, donations (parent/business), ticket sales, prizes and volunteers; and Confirm location, time, food, prizes, entertainment, and volunteers.

**VOLUNTEERS:** Chairperson is responsible for assisting Committee Chairmen, the Board of Managers and the school administration in securing volunteers, donations, and support for the activities of the school.

**TLC CAKE PROGRAM:** Chairperson is responsible for securing volunteers to bake cakes for staff members on designated days; provides volunteers with recipes & boxes for presentation; maintains cake schedule/calendar.

