

## Roles and Responsibilities of Richardson Heights Elementary PTA Board Members

President	Guide Board Members and Committees
Secretary	Takes meeting minutes at all PTA meetings
Treasurer	Keeps track of all PTA funds according to budget Prepare monthly finance reports Chair the Budget Committee
Teacher Representative	Represent Heights Elementary
1st VP Aide	Coordinate the planning of the Back to School Picnic in September, Movie Night in October, Family Fitness Night in November, Chili Cook-off in January, Multicultural Night in February, or any other programs as approved by the board.
2nd VP Membership	Coordinate the planning of the Back to School Picnic in September, Movie Night in October, Family Fitness Night in November, Chili Cook-off in January, Multicultural Night in February, or any other programs as approved by the board.
3rd VP Membership	Recruit parent, teacher, and community members for the PTA year round with special emphasis on the beginning of the school year.  Accept and document membership fees and turn in to treasurer. Record membership information for our own records and turn in a complete list of members to the Texas PTA on a regular basis as members join.  Chair the Awards & Recognition committee in the spring, to award up to two life members, the golden apple award, and any other recognitions as needed.
4th VP Hospitality	Help make the teachers and staff feel at home at RHE.  Provide meals for various events throughout the year including: back-to-school breakfast, open house, cookie bar for Christmas and meals for Teacher Appreciation Week.  Keep the teachers lounge stocked with plastic utensils, paper goods, and items such as coffee, creamer, salt-and-pepper, napkins, etc.
5th VP Fundraising	Coordinate the fall fundraiser and the Spring Carnival, and any committees as needed.
6th VP Newsletter	Prepare a regular school newsletter, either electronic or paper.
Historian	
Parliamentarian	Stays current on formal Texas PTA bylaws and standing rules.