

NHE PTA Executive Board Officer, Chair, and Representative Descriptions

The descriptions below are based on excerpts. Please refer to the NHE PTA Bylaws and NHE PTA Standing Rules for complete details.

Officer responsibilities in **BROWN** are excerpts from the **BYLAWS**.

Officer responsibilities in **BLUE** are excerpts from the **STANDING RULES**.

Officers count toward voting quorum and shall have the following responsibilities in addition to those mentioned in Article VI and IX of the Bylaws.

PRESIDENT. The president shall:

1. coordinate the work of the officers and committees of the association in order that the Purposes may be promoted;
2. confirm that a quorum is present at all meetings of the association before conducting business;
3. preside at all meetings of the association;
4. appoint the chair of each standing committee and special committee, subject to the approval of the executive board, unless otherwise provided in these bylaws;
5. be authorized to sign on bank accounts, unless prohibited by terms of employment;
6. be authorized to sign contracts approved by the executive board;
7. be listed as the principal officer and be authorized to sign tax documents, unless prohibited by terms of employment;
8. appoint a member, subject to the approval of the executive board, who is not authorized to sign on the bank account to open, review, initial and date each bank statement;
9. represent the Local PTA as a delegate to Council PTA (when the Local PTA is in membership with Council PTA);
10. appoint the financial reconciliation committee, subject to the approval of the executive board; and
11. serve as an ex-officio member of all committees except the nominating and financial reconciliation committees.
12. Provide an agenda for all Executive Board and Association meetings;
13. Appoint a committee of three members at all Executive Board and Association meetings to approve the minutes of that meeting;
14. Work closely with the school and Programs Vice President to coordinate honors and awards night;
15. Be the liaison to the school counselor to identify families in need and any required help; and
16. Be the official delegate to the state convention of the Texas PTA.

NEWLY-ELECTED PRESIDENT. The newly-elected president shall:

The newly-elected president, within thirty (30) days after the election meeting, shall call a meeting of the newly-elected officers to:

1. *appoint a parliamentarian, subject to the approval of the newly-elected officers;*
2. *appoint standing committee chairs, subject to approval of the newly-elected officers; and*
3. *conduct any other business as shall become necessary.*
4. *Send a list of newly-elected officers and other required information to RISD Council of PTAs and Texas PTA;*
5. *Coordinate with the Treasurer to update signers on the bank account; and*
6. *Be a delegate to the state convention of the Texas PTA.*

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FIRST VICE PRESIDENT. The first vice president shall:

1. serve as aide-to-the-president;
2. be in charge of programs; and
3. preside in the absence of the president (in their designated order)
4. Establish and be the chair of the Programs Committee. The Programs Committee shall consist of the RISD Council of PTAs delegates, the committee chairs of Arts and Environment Awareness, Health and Safety, Parent Education and Advocacy, Playground/Landscaping, and sub-committees chairs of Fine Arts Night, Multicultural Appreciation, Field Day Activities, Field Day Volunteers, Think Tank, and VIP Events. Additional PTA members may be appointed by the chair as needed.
5. Organize school and PTA programming to build and maintain a strong sense of community at NHE;
6. Work closely with school counselor and other school faculty to bring enriching and helpful programs for both students and parents to the NHE Community;
7. Assume responsibility for the administrative details delegated by the president; and be responsible for any special projects that may arise until a committee chair is appointed;
8. Be an authorized signer on the bank account;
9. Plan the Installation Ceremony of the newly-elected officers at or prior to the Year-End Executive Board meeting; and
10. Purchase a past president's pin from Texas PTA for the retiring president.

SECOND VICE PRESIDENT. The second vice president shall:

1. be in charge of membership; and
2. preside in the absence of the president (in their designated order):
3. Establish and be the chair of the Membership Committee. The Membership Committee shall consist of the committee chairs of Homeroom Representatives and Volunteer Services and sub-committees chair of Clothes Closet. Additional PTA members may be appointed by the chair as needed.
4. Promote an active and continuing membership of parents, students, and community members in the Association;
5. Conduct a Back-to-School Membership Drive in coordination with the other Back-to-School Events;
6. Collect membership forms and dues and enter into approved membership software;
7. Distribute membership cards to the members of the Association;
8. Maintain membership lists in software and distribute lists as required;
9. Confirm that Texas Honorary Life Members have chosen to receive exemption from state portion of dues through NHE PTA only;
10. Submit the membership report and dues to Texas PTA by their published deadlines and throughout the year as new memberships and dues are received; and
11. Apply for all eligible membership awards from Texas PTA.

THIRD VICE PRESIDENT. The third vice president shall:

1. be in charge of ways and means; and
2. preside in the absence of the president (in their designated order):
3. Establish and be the chair of the Ways and Means Committee. The Ways and Means Committee shall consist of the committee chairs of Auction and Disbursements and the sub-committee chairs of Fall Community Building Event and Partners Program. Additional PTA members may be appointed by the chair as needed.

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4. Plan events and projects to raise funds for the PTA except for those established as standing committees;
5. Plan and execute the annual Feed Freddie campaign in the fall;
6. Coordinate sponsorships and donor relationships;
7. Be a member of all Ways and Means committees, the Budget Committee, and the Disbursements Committee.

FOURTH VICE PRESIDENT. The fourth vice president shall:

1. be in charge of projects; and
2. preside in the absence of the president (in their designated order):
3. Establish and be the chair of the Supply Sale Committee. Additional PTA members may be appointed by the chair as needed.
4. Plan and execute the annual Back-to-School Supply and Spirit Sale Event, including but not limited to:
 - a. Coordinate and collect supply lists for the upcoming school year from grade-level teacher leads during the spring semester of the previous school year;
 - b. Secure a vendor and determine pricing for supplies to be listed in the online store prior to the end of the previous school year (May);
 - c. Arrange the order and delivery of supplies to the school in advance of the Back-to-School Supply and Spirit Sale Event and coordinate reorders as needed;
 - d. Research and secure vendors, obtain quotes and designs, purchase and maintain t-shirts and other items that promote school spirit;
 - e. Set up online and in-person Supply and Spirit Wear Order Form; and
 - f. Oversee all details pertaining to event set up, including but not limited to, working with the school to reserve event space, security, and internet access; working with the Treasurer to secure start-up cash, and with the Volunteer Services chair to coordinate volunteers to loan computers and work at the event.

FIFTH VICE PRESIDENT. The fifth vice president shall:

1. be in charge of communications; and
2. preside in the absence of the president (in their designated order):
3. Establish and be the chair of the Communications Committee. The Communications Committee shall consist of the Secretary, and the sub-committee chairs of E-News, Future Falcons; Marquee; and Website. Additional PTA members may be appointed by the chair as needed.
4. Promote PTA and school activities and events to the general community;
5. Communicate to the general public objectives, principles, and aims of PTA;
6. Organize and promote New Family Coffees and Kindergarten Round-up, coordinating with Hospitality chair; and
7. Promote the use of PTA publications.

The **SECRETARY** shall:

1. record and maintain the minutes of all meetings of the members and the executive board;
2. send, or cause to be sent, notice of meetings of the members and of the executive board;
3. be responsible for correspondence;
4. collect and preserve documents relating to the history of the association;

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5. present a written report to the association as the official history to be adopted at the annual meeting ;
6. have a current copy of the bylaws;
7. confirm the executive board has reviewed and the membership has adopted the Texas PTA /PTSA Records Retention Policy annually;
8. confirm that all executive board members have signed the Local PTA Ethics /Conflict of Interest Policy;
9. confirm that all executive board members are graduates of Texas PTA Leader Orientation or have completed the course by October 15 after their election or appointment;
10. file with the Council PTA secretary the names of this Local PTA's delegates and alternates by the first regular Council PTA meeting and no later than October 1. A Local PTA joining the Council PTA or making changes after October 1 shall submit any changes in writing prior to any regular meeting in order to be eligible to vote;
11. submit the names and contact information of all board members to the Texas PTA Office within 15 days of their election or appointment;
12. maintain the required documents of the association to include: Texas PTA Leader Orientation completion lists, records retention policy; adopted and signed ethics/conflict of interest policy, membership rosters (not to be released to outside interests), adopted plans of work, and completed student permission forms (if applicable); and
13. not be a member of the financial reconciliation committee.
14. Send Executive Board and Association meeting minutes for approval within 7 days after the meeting;
15. Send approved Executive Board and Association minutes to the Executive Board within 14 days after the meeting;
16. Maintain the PTA calendar;
17. Include the following in the Secretary's Notebook: printed records of all meeting agendas, approved Executive Board and Association meeting minutes, standing rules, Treasurer Reports, and motions to provide to the Financial Reconciliation Committee;
18. When appropriate, send expressions of condolence or congratulations in the form of sympathy cards on behalf of the PTA; and
19. Serve as a member of the Communications Committee.

The **TREASURER** shall:

1. have custody of all the funds of the association;
2. serve as the chair of the budget and finance committee;
3. present a written and verbal financial report at executive board and association meetings and as requested by the executive board or association;
4. maintain books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks in accordance with the records retention policy;
5. make disbursements in accordance with the budget adopted by the association;
6. be authorized to sign on bank accounts;
7. be authorized to sign tax documents, if the president is prohibited by terms of employment;
8. present a preliminary annual report, i.e. budget to actual, at the last association meeting;
9. complete and file all necessary tax documents; and present books of account and records to the financial reconciliation committee.
10. Manage collection of deposits and receipts;

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11. Manage payments for both dues and disbursements;
12. Pay bills promptly;
13. Reconcile bank statements monthly, including credit card transactions;
14. Keep a record of the national and state portions of the membership dues separate from the record of the general funds of the local unit and forward national and state monies to the state treasurer at such times and through such channels as the state bylaws provide;
15. Serve on the Disbursements Committee.

The **PARLIMENTARIAN** shall:

1. advise the presiding officer on questions of parliamentary procedure when asked;
2. vote only when the vote is by ballot.
3. Chair the Bylaws Committee;
4. Serve as an authority on the Bylaws and Robert's Rules of Order, Newly Revised;
5. Distribute copies of the current bylaws to board members and make available to the general membership; and
6. Create instructions for officer elections and provide to the Nominating Committee prior to the March Election Meeting.

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Chair and Representative Descriptions

Positions in **GREEN** are committees and are voting (count toward quorum).

Positions in **BLUE** are subcommittees and are non-voting.

Representatives and Chairpersons shall have the following responsibilities in addition to those mentioned in Article IX of the Bylaws.

1. **Arts and Environment Awareness Committee** shall:
 1. Be responsible for the promotion and execution of the National PTA Reflections contest, including but not limited to, distributing application materials, preparing entries for submission, soliciting judges for entries, submitting winning entries for Council-level judging, tracking and publishing winners throughout the various levels of judging, and coordinating award ceremony during a meeting of the Association if applicable;
 2. Work closely with Freddie's Farm and school staff to plan and support Earth Week activities;
 3. Promote the attendance of children and youth at musical, artistic, environmental, and other cultural activities which are recognized to be of outstanding quality;
 4. Encourage art, music, and literature development through, but not limited to, PTA programs and hall displays; and
 5. Serve as a member of the Programs Committee.
2. **Auction Committee** shall:
 1. Coordinate all aspects of the annual NHE PTA Auction, including but not limited to, the following:
 - a. Recruiting an Auction Committee that includes the Third Vice President (Ways and Means), Fall Community Building Event chair, Partners Programs chair, and additional PTA members as needed.
 - b. Maintaining the Greater Giving Software and donor records, and submitting request for payment to Treasurer for Greater Giving Software renewal;
 - c. Negotiate contracts for auction venue and vendors, for President to sign;
 - d. Promoting the event through all PTA communication channels
 - e. Recruiting and coordinating volunteers for set up, during, and clean up; and
 - f. Sending donor acknowledgements after event.
 2. Serve as a member of the Ways and Means Committee, Fall Community Building Event Sub-Committee, Partners Programs Sub-Committee.
3. **Book Fair – Fall Sub-Committee** shall:
 1. Coordinate and organize the Fall Book Fair in cooperation with the Librarian;
 2. Solicit and schedule volunteers to help work the Fall Book Fair, track sales, and be responsible for set-up and breakdown;
 3. Assist the Book Fair - Spring Chair; and
 4. Serve on the Literacy Committee.

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4. **Book Fair – Spring Sub-Committee** shall:
 1. Coordinate and organize the Spring Book Fair in cooperation with the Librarian;
 2. Solicit and schedule volunteers to help work the Spring Book Fair, track sales, and be responsible for set-up and breakdown;
 3. Assist the Book Fair - Fall Chair; and
 4. Serve on the Literacy Committee.

5. **Clothes Closet Sub-Committee** shall:
 1. Serve as the school's liaison to the RISD Council of PTAs Clothes Closet;
 2. Promote, coordinate, and solicit volunteers to fill NHE's shifts at the RISD Clothes Closet, as requested by the RISD Council of PTAs Clothes Closet Chairs (generally one shift per month);
 3. Work Clothes Closet shifts not filled by other NHE volunteers;
 4. Collect donations at the school and coordinate delivery of donations to Clothes Closet; and
 5. Serve on the Membership Committee.

6. **Disbursements Committee** shall:
 1. Be chaired by the Disbursements Chair and consist of the incoming Disbursements Chair (if appointed), Third Vice President (Ways and Means), incoming Third Vice President (Ways and Means), Treasurer, incoming Treasurer, President, incoming President, Principal, Faculty Representative, and three Executive Board or Association members appointed by the President;
 2. Provide a Disbursements Status Report on the current status of disbursements activity at Executive Board meetings;
 3. Meet as needed to ensure disbursement purchases are completed in a timely manner;
 4. Review and approve reimbursement requests to be funded from the current year's Disbursements Budget before they are submitted to the treasurer; and
 5. Study the needs of the school and the PTA to make recommendations to the Executive Board and the Association at the Year-End Meetings of the Executive Board and Association; and
 6. Serve as a member of the Ways and Means Committee.

7. **E-News Sub-Committee** shall:
 1. Gather information from school staff, executive board, RISD Council of PTAs, and Richardson ISD relevant to NHE families;
 2. Write articles, edit, prepare, and publish the electronic publication of the weekly newsletter; and
 3. Serve on the Communications Committee.

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8. **Fine Arts Night Sub-Committee** shall:
 1. Coordinate the Spring Fine Arts night in conjunction with a meeting of the Association;
 2. Work closely with the Fine Arts school staff and other volunteers as needed to coordinate displays of student visual art works and/or performances of the choir, band, and/or orchestra; and
 3. Serve on the Programs Committee.
9. **Future Falcons Sub-Committee** shall;
 1. Work with preschool families in Northwood Hills to promote future NHE neighborhood enrollment;
 2. Promote school with play-dates, story times, and other preschool get-togethers; and
 4. Plan and coordinate activities to connect neighborhood families in support of NHE and encourage friendships between current NHE families and preschool families, including social events for families, parents, Mom's Nights Out, or Dad's Nights Out; and
 6. Serve on the Communications Committee.
10. **Fall Community Building Event Sub-Committee** shall:
 1. Coordinate all aspects of the annual Fall Community Building Event, including but not limited to, the following:
 - a. Meeting with the Third Vice President (Ways and Means), President, and Principal to schedule, plan, and coordinate a community building event in the fall;
 - b. Promoting the event through all PTA communication channels;
 - c. Secure underwriting sponsorships and in-kind donations for the Fall Community Building Event; and
 - d. Recruiting and coordinating volunteers for set up, during, and clean up;
 2. Serve as a member of the Ways and Means Committee, Auction Committee, and Partners Programs Sub-Committee.
11. **Field Day Activities Sub-Committee** shall:
 1. Coordinate all activities for each grade level for NHE's annual Field Day;
 2. Work closely with the Field Day Volunteers chair; and
 3. Serve on the Program Committee.
12. **Field Day Volunteers Sub-Committee** shall:
 1. Coordinate volunteers to work Field Day;
 2. Purchase appropriate awards, giveaways and refreshments for all grade levels;

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3. Work closely with the Field Day Activities chair; and
7. Serve on the Programs Committee.

13. **Health and Safety Committee** shall:

1. Work closely with school counselor and other school faculty to help promote and solicit volunteers for:
 - a. Health clinics and screenings including the annual Hearing and Vision screening;
 - b. Health and Welfare programs that will protect the children within the school and community including Red Ribbon Week;
2. Coordinate and Promote National Walk to School Day; and
3. Serve as a member of the Programs Committee.

14. **Homeroom Representatives Committee** shall:

1. Secure a homeroom representative for each homeroom class and, if requested by school staff, a grade-level lead at the beginning of each school year including but not limited to having sign-up sheets in each classroom at Back-to-School Night;
2. Serve as the liaison between the homeroom parent and teachers throughout the year;
3. Create class folders or contact lists for homeroom parents with teacher information and contact information of class volunteers;
4. Ensure that class parties are planned for each grade and classroom; and
5. Serve as a member of the Membership Committee.

15. **Hospitality Committee** shall:

1. Be chaired by the Hospitality Chair and consist of the sub-committee chairs of **Hospitality - Fall Events** and **the Hospitality - Spring Events**. Additional PTA members may be appointed by the chair as needed.
2. Work closely with the President and First Vice President to plan faculty appreciation through the year including both food and non-food options; and
6. Coordinate food item donations and secure volunteers to set up, serve, and clean up.

16. **Hospitality – Fall Events Sub-Committee** shall:

1. Plan and provide hospitality for Fall staff events and activities;
2. Coordinate the Back-to-School faculty lunch, including but not limited to, soliciting food item donations and securing volunteers to set up, serve, and clean up;
3. Plan and/or assist with holiday lunches and events or adopted school events, as needed;

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4. Work closely with the Hospitality Chair and the Hospitality Spring Events Chair; and
5. Serve on the Hospitality Committee

17. **Hospitality – Spring Events Sub-Committee** shall:

1. Plan and provide hospitality for Spring staff events and activities;
2. Coordinate Teacher Appreciation Week, including but not limited to, planning activities with the Principal, soliciting food item donations, and securing volunteers to set up, serve, and clean up;
3. Plan and/or assist with holiday lunches and events or adopted school events, as needed;
4. Work closely with the Hospitality Chair and the Hospitality Fall Events Chair; and
5. Serve on the Hospitality Committee

18. **Library Sub-Committee** shall:

1. Work closely with the Librarian and Literacy Chair to determine volunteer needs and priorities for the year;
2. Promote library volunteer opportunities;
3. Work shifts in the library, including but not limited to, assisting with a class, helping check out books, re-shelving returned books, repairing or marking the AR level on books; and
4. Serve on the Literacy Committee.

19. **Literacy Committee** shall:

1. Be chaired by the Literacy Chair and consist of the **school librarian** and sub-committees chairs of **Book Fair – Fall, Book Fair – Spring, and Library** to determine literacy-related volunteer needs and priorities for the year;
2. Work closely with the First Vice President to plan and promote literacy-related programs and author visits throughout the year;
3. Assist Library and Book Fair Sub-Committee Chairs in promoting and scheduling volunteers for all library-related events;
7. Work shifts in the library, including but not limited to, assisting with a class, helping check out books, re-shelving returned books, repairing or marking the AR level on books.

20. **Marquee Sub-Committee** shall:

1. Maintain school marquee, including but not limited to spring auction birthday winners and communicating important event and safety information;
2. Maintain the school foyer cabinet; and
8. Serve on the Communications Committee.

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21. Multicultural Appreciation Sub-Committee shall:

1. Coordinate the annual Multicultural Event in coordination with a meeting of the Association that includes but is not limited to a school enrichment project or program for students that encourages celebration of all cultural groups;
2. Promote multicultural awareness within the school and the community; and
9. Serve on the Programs Committee.

22. Parent Education and Advocacy Committee shall:

1. Work closely with school counselor and other school faculty to help promote and solicit volunteers, and provide financial support for: Parent Education programs to enable parents to become more knowledgeable in providing a better home life for their children; and Special and Gifted Education (SAGE) programs related to special education and gifted & talented education;
2. Bring to the attention of the Association all pertinent issues concerning citizenship, legislation, and child advocacy by promoting the third objective of the National PTA – “To secure adequate laws for the care and protection of children and youth.”
3. Keep the unit advised on the actions of the Board of Trustees for RISD and Texas and national actions, especially when Congress is in session; and
10. Serve on the Programs Committee.

23. Partners Program Sub-Committee shall:

1. Coordinate and promote Restaurant Family Nights; Box Tops Collections, Retail Programs, Grocery Store Programs, as approved by the Ways and Means Committee;
2. Research and implement other Partners Programs that would be beneficial to raising funds; and
3. Serve as a member of the Ways and Means Committee, Auction, and Fall Community Building Event Sub-Committee.

24. Playground/Landscaping Sub-Committee shall:

1. Coordinate the necessary planting and maintenance of school's flower beds and pots;
2. Serve as liaison between PTA and RISD Maintenance to promote safety of playground equipment, improvement of school grounds; and
11. Serve as a member of the Programs Committee.

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25. **RISD Council of PTAs Delegate – Parade and Performances.** The Council Delegate shall:

1. Attend the RISD Council of PTAs meetings as a voting delegate or if unable to attend a meeting, coordinate with one of the council delegate alternates to attend.
2. Bring reports to the Executive Board, including updates on relevant legislative activity, consistent with the third objective of the national PTA: “To secure adequate laws for the care and protection of children and youth,” and consistent with the non-partisan policy of supporting issues, not candidates.
3. Plan NHE’s participation in the annual Richardson High School Homecoming Parade, including but not limited to, overseeing the creation of a float and volunteers to participate in the parade;
4. Coordinate the Kindergarten, First grade, and Second grade attendance at the Council-sponsored play and the Fifth grade attendance at the Council-Sponsored Symphony, including but not limited:
 - a. Distributing permission slips and collecting signed permission slips and money,
 - b. Submitting deposit to Treasurer and reimbursement request for the PTA to write a check to the RISD Council of PTAs to pay for the performances; and
5. Shall serve as a member of the Programs Committee.

26. **RISD Council of PTAs Delegate - Used Book Fair.** The Council Delegate shall:

1. Attend the RISD Council of PTAs meetings as a voting delegate or if unable to attend a meeting, coordinate with one of the council delegate alternates to attend;
2. Bring reports to the Executive Board, including updates on relevant legislative activity, consistent with the third objective of the national PTA: “To secure adequate laws for the care and protection of children and youth,” and consistent with the non-partisan policy of supporting issues, not candidates;
3. Coordinate NHE PTA’s participation in the RISD Council of PTAs Used Book Fair, if approved by executive board and general membership, included by not limited to:
 - a. Attending Council-led Used Book Fair Training
 - b. Promoting the RISD Council of PTAs Annual Used Book Fair which provides scholarships to all four RISD High Schools;
 - c. Collecting books during school hours for three weeks beginning immediately after Winter Break;
 - d. Tracking donations by classroom and individuals and organize awards or prizes, as appropriate;
 - e. Sorting, packaging, and delivering books according to council guidelines; and

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- f. Coordinating and solicit volunteers to help during the three weeks of collection, sorting, and preparation at the school and to fill NHE's assigned shifts at the Used Book Fair; and
4. Shall serve as a member of the Programs Committee.

27. Richardson Independent School District Council of PTA Delegate Alternates shall:

1. Be appointed by the President;
2. Consist of two representatives of the local PTA;
3. May hold another position on the Executive Board; and
12. Assume all responsibilities of the Council Delegate should s/he be unable to complete his/her role as delegate, including attending Council meetings.

28. Think Tank Sub-Committee shall:

1. Coordinate volunteers for the Think Tank;
2. Provide additional assistance for the Think Tank, as requested by its director; and
13. Serve as a member of the Programs Committee.

29. VIP Events Sub-Committee shall:

1. Plan, promote, and execute Donuts with Dad, Muffins with Mom, and Family Lunch by working closely with the Principal; a
2. Be the PTA liaison to Dads Club for their Pancake Supper and other projects;
14. Serve on the Programs Committee

30. Volunteer Services Committee shall:

1. Report NHE PTA volunteer hours and file all reports with Texas PTA using both online log and notebook log;
2. Utilize the online "Volunteer Interest" checklist to connect interested volunteers with upcoming volunteer opportunities;
3. Work closely with event chairs to understand their volunteer needs and solicit volunteers by utilizing online signups and announcing the opportunities in a variety of ways, including but not limited to e-newsletter, website, and other social media options;
4. Provide ongoing reminders for volunteers to record their hours throughout the year, especially immediately following events utilizing many volunteers;
5. Provide nametags for Executive Board members;
6. Coordinate the Year-End Awards by:
 - a. Providing the opportunity for any PTA member to nominate an individual for an award

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- b. Considering all nominations and consulting with the Principal, Faculty Representative, President, and other PTA members as necessary;
- c. Purchasing and personalizing of awards in advance of the awards ceremony and the displaying of plaques immediately following the ceremony;
- d. Overseeing the awarding of the following at the Year-End Association meeting, although it is not necessary for any award to be presented every year and any may be awarded to more than one person in any given year:
 1. **Golden Apple Award** shall be presented to a volunteer, or volunteers, who has made a direct, positive influence in the lives of the children at NHE. The recipient does not have to be a member of the PTA.
 2. **Honorary Life Membership in the Texas PTA Award** shall be presented to a PTA member as described in Article V, Section 3 of the Bylaws.
 3. **CHERYL Award** shall be presented to an NHE teacher or faculty member who has demonstrated a continued and exceptional commitment to the comprehensive education of the students at NHE.
7. Serve as a member of the Membership Committee.

31. **Website Sub-Committee** shall:

1. Maintain the NHE PTA website, domain, and email addresses;
2. Renew our hosting and domain name as needed;
3. Update all changes and events on the website;
4. Maintain our Membership Toolkit newsletter account; and
5. Serve on the Communications Committee.