

PRESIDENT

In addition to the duties described in the Bylaws, the President has one vote in all matters brought before the Board. The President shall act as a liaison between the PTSA and the School Administration and coordinate PTSA events with the Assistant Principal in charge of the school's calendar.

The President shall act as an ex-officio member of all committees and shall directly oversee the officers/chairs/committees of those listed below. It is the President's responsibility to develop new leaders within the PTSA and to help committee chairs develop new participating members. The President, together with the Secretary, is responsible for providing a written agenda for each meeting. The President is the designated delegate to the Hillsborough County PTA/PTSA Council.

VICE PRESIDENT

In addition to the duties described in the Bylaws, each Vice President has one vote in all matters brought before the Board. Each Vice President shall have the general duty of being responsible for contacting all individuals expressing an interest in their area. Each Vice President shall have fiscal accountability for their budget line items. Each Vice President shall establish working committees as necessary. All Vice Presidents are encouraged to attend at least one General County Council meeting during the year.

1ST VICE PRESIDENT – WAYS AND MEANS

The 1st Vice President is responsible for planning and setting guidelines, developing, scheduling, implementing, supervising and documenting all fundraising activities. This position will coordinate the electronic marquee with school staff. The VP of Ways and Means is responsible for Passive Fundraising. This includes enrolling in manufacturer programs that result in earning money and/or goods that are of value to the school, students and/or PTSA. This VP is responsible for publicizing such opportunities via the Newsletter, Social Media, school marquee, etc. This VP is responsible for following up and ensuring funds or goods are received from said manufactures. Programs may include, but are not limited to, Amazon Smiles, Staples Classroom Rewards, Shutterfly Storefront, etc. The Vice President of Ways and Means will work with the Executive Board to determine the programs in which the PTSA will participate. The Vice President of Ways and Means is responsible for the following working committees.

 Birthday Marquee Chair
 Seasonal Grams Chair
 Spirit Night Chair
 T-Shirt Chair/Magnets Chair
 Business Sponsorship Chair

2ND VICE PRESIDENT – VOLUNTEERS AND MEMEBERSHIP

The 2ND Vice President shall act as the coordinator of all volunteer activities and be responsible for recruiting, retaining, and recognizing volunteers and matching volunteers and activities.

The 2nd Vice President is specifically responsible for providing all volunteers with rules and regulations relating to volunteering at the school and for maintaining the volunteer database. This person should have computer-based knowledge. In addition, the 2nd Vice President will be responsible for promoting and processing memberships according to Florida and National PTA rules and requirements. The 2nd Vice President is responsible for the following working committees:

Business Membership Chair
Book Fair Chair

Staff Appreciation Chair
Student Recognition Chair
Volunteers Chair

3rd VICE PRESIDENT – PROGRAMS

The 3rd Vice President is responsible for planning, developing, implementing, supervising, and documenting activities throughout the year that bring the Randall community together (parents, teachers, students, and businesses). The 3rd Vice President is responsible for the following working committees:

Awards Chair
Cultural Arts Chair
Reflections Chair

4TH VICE PRESIDENT - COMMUNICATIONS

The 4th Vice President will handle all duties of a corresponding secretary by preparing and maintaining copies of all written communications as directed by the Board. The 4th Vice President will develop opportunities to place Randall Middle School's name, its achievements, and activities, and those of its students, faculty, and staff before the public. They will work with the Newsletter and Website Chairman and assist them as needed. The 4th Vice President will handle all social media messages as they pertain to our school and the role of the PTSA. The 4th Vice President will follow and report legislative issues for Hillsborough County and the School Board and will attend or view School Board meetings as able. This role is also responsible for coordination, scheduling, and delivering appropriate cards, gifts, and/or acknowledgements of illnesses, births, deaths of the faculty, staff and PTSA Board. The 4th Vice President is responsible for the following working committees:

Newsletter Chair
Website Chair

SECRETARY

In addition to the duties described in the Bylaws, the Secretary has one vote in all matters brought before the Board. The Secretary shall notify all Board members of regularly scheduled meetings five(5)days in advance, special meetings three (3) days in advance and General Assembly meetings thirty (30) days in advance. The Secretary shall record the minutes of all meetings of the Board and shall distribute copies of minutes via email or hard copy to all Board members and working committee chairs no later than one week after the meeting.

The Secretary will also make available a copy of said minutes in the PTA mail bin no later than one week after the meeting. The Secretary will coordinate with the President to provide a written agenda for each meeting. The Secretary will be responsible for compiling, updating, and distributing a directory of Board members and is encouraged to attend at least one General County council meeting during the year. The Secretary will work with the President, VP, Treasurer, and each chairperson to create, organize, update and maintain a Master PTSA Calendar containing all PTSA events for the school year.

The Secretary will be responsible for the following Representatives:

Faculty Representative
Student Representative

TREASURER

In addition to the duties described in the Bylaws, the Treasurer has one vote in all matters brought before the Board. The Treasurer and a committee shall be responsible for preparing the annual budget for Randall Middle School PTSA. The Treasurer shall ensure that all budgets are prepared showing all expenses and income and use good accounting form. The Treasurer shall provide a transaction form for money deposits or reimbursement requests, to be filled out by the person making the deposit or request for reimbursement.

The Treasurer shall submit written reports at each Board meeting and each General Membership meeting. These reports shall post activity changes in line items, outstanding debt and current account balances. The Treasurer shall also submit to the President a monthly bank statement to be filed with the Treasurer's report and minutes. The Treasurer shall be responsible for ensuring appropriate documentation and financial records keeping for all association activities.

In addition, the Treasurer shall review finances and prepare IRS form 990 or 99EZ (or current IRS required forms), sales tax exemption form "Internal Revenue Exempt From Income" and any other required tax documents including those due within 30 days of the time the books are turned over to the succeeding Treasurer. The Treasurer is also responsible for the Audit committee (as described in the PTSA Bylaws). The Treasurer is encouraged to attend at least one General County Council meeting during the year. The Treasurer is responsible for the following working committees:

Audit Committee
Faculty Mini Grants

WORKING COMMITTEE CHAIRS:

Birthday Marquee Chair

The Birthday Marquee chair is responsible for publicizing the Birthday Marquee program in Newsletters, social media, etc., managing incoming orders and working with the Principal's Secretary to coordinate marquee announcements.

Seasonal Grams Chair

This Seasonal Grams Chair is responsible for creation of the actual seasonal grams, soliciting donations of the supplies to make the grams and all volunteers associated with the program to include creation of product sales and distribution.

Spirit Night Chair

The Spirit Night Chair is responsible for scheduling and promoting spirit nights at area businesses and will follow up as necessary with said businesses to ensure timely receipt of proceeds. The Spirit Night Chair will promote Spirit Nights through newsletters, social media, the school marquee, etc.

T-shirt Chair/Magnets Chair

The T-shirt/Magnets Chair will promote school spirit and unity by purchasing and selling t-shirts and magnets at the beginning of the school year. The T-shirt/Magnets Chair, in coordination with the PTSA Board, will be responsible for t-shirt and magnet design.

Business Sponsorship Chair

The Business Sponsorship Chair solicits community sponsors and coordinates and ensures benefits are received. The Business Sponsorship Chair will coordinate with its corresponding VP and PTA President to create the different levels of sponsorship for the year. If for any reasons the Business Sponsorship position is not filled, it will become the responsibility of the VP of Ways and Means.

Business Membership Chair

The Business Membership Chair will work alongside the VP of Membership to recruit business members to join the Randall PTSA on a school and community scale. The Business Membership Chair will reach out to local businesses to notify them of the many benefits of becoming a PTSA Business Member. The Business Member Chair will distribute membership cards to those businesses.

Book Fair Chair

The Book Fair Chair works closely with the Media Specialist to set up and promote the Book Fair(s) through newsletters, social media, the school marquee, etc. The Book Fair is held twice a year. This Book Fair Chair should provide instruction to volunteers to assist students and process the purchases.

Staff Appreciation Chair

The Staff Appreciation Chair will coordinate events to honor the faculty, staff and bus drivers during the designated Teacher Appreciation Week as scheduled by the Hillsborough County School system in addition to other events. This may include breakfast or lunch and gifts for all school faculty, staff, and bus drivers. The Chair should also provide other creative ways to

acknowledge faculty and staff efforts throughout the school year, including dinner for the teacher and staff on Conference Nights throughout the year. The Staff Appreciation Chair is responsible for planning and implementing the welcome back to school event for faculty and staff.

Student Recognition Chair

The Student Recognition Chair is responsible for planning, organizing, and carrying out all responsibilities of the Student of the Month (SOTM) celebration. This includes, but is not limited to, working with the designated Randall personnel in choosing a date each month for the celebration, deciding and purchasing items the SOTM will receive, within the confines of the set budget for Student Recognition, and including the SOTM names in the Randall PTSA Newsletter. The Student Recognition Chair must be available to run the SOTM celebration on each of the chosen celebration dates.

Volunteer Chair

The Volunteer Chair is responsible for recruiting volunteers. The Volunteer Chair will collect and maintain a list of volunteer contact information. The Volunteer Chair will use this information to find and schedule volunteers to participate in PTSA events and activities. Volunteer opportunities will be presented to the school community via social media, Sign Up Genius invitations, and school administrative posts. The Volunteer Chair will provide the volunteer email list to Board Members chairing specific events. The Volunteer Chair will provide the volunteer list to the school secretary to be sure a SERVE form has been approved prior to volunteering at school.

Awards Chair

The Awards Chair will submit applications to county, state, and national level awards for the school's PTSA according to the deadlines established by respective levels.

Reflections Chair

The Reflections Chair will manage all information and activities to promote the National PTA Reflections program. This includes notifying students and parents of entry procedures, collecting entries, assembling a panel of judges, submitting County and State entries, and coordinating a recognition/awards ceremony at the school.

Cultural Arts Chair

The Cultural Arts Chair will manage all information and activities to promote the cultural arts program through newsletters, social media, the school marquee, etc. This includes notifying students and parents of entry procedures, collecting entries, securing a location to display entries, creating a system for the community to vote on entries and coordinating a recognition/awards ceremony at the school.

Newsletter Chair

The Newsletter Chair will work with the Board to set up and publish a monthly newsletter. The newsletter shall be published a minimum of four times per year. This Newsletter Chair must have computer knowledge and be familiar with a publishing program.

Website Chair

The Website Chair will update and maintain the Randall PTSA's official website. The Website Chair must have computer knowledge and be comfortable learning new programs. The Website Chair will communicate with Board members for items to update and include on the website.

Faculty Representative

The Faculty Representative will serve as a liaison between the faculty and the Randall PTSA. The Faculty Representative will attend meetings and voice any concerns and/or needs of the Randall staff to the PTSA. The Faculty Representative will help distribute PTSA information to the Randall Staff.

Student Representative

The Student Representative will serve as the liaison between the students of Randall Middle School and the PTSA. The Student Representative should attempt to attend PTSA meetings. The Student Representative will communicate any concerns and/or needs of the students and help distribute PTSA information to the student population.

Faculty Mini Grant Chair

The Faculty Mini Grant Chair shall exist only when the PTSA Board has elected to fund this project. The President is responsible for initiating this position and its committee. The committee shall consist of the chair, and two additional committee members. All applications will be reviewed by the Principal prior to review by the committee. This committee shall coordinate the approval and distribution of budgeted funds to faculty members as described in the program guidelines. Some grants awarded (such as computers, projectors, etc.) will need to be processed through the school's bookkeeper to ensure compatibility with school technology.

Audit Committee Chair

The Audit Committee Chair will work closely with the Treasurer by reviewing bank reconciliations and monthly financial reports prepared by the Treasurer. The Audit Committee Chair will investigate and, if needed, report any discrepancies. In addition, the Treasurer's books and records shall be examined annually by an auditor or the Audit Committee of not less than three (3) members who, satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the reports. The Audit Committee shall be appointed by the Executive Board. The Committee's report shall be given at the next regular meeting after the audit is complete.