

# PTA BOARD POSITIONS

## 2026-2027

### **PRESIDENT**

- Oversee school and community activities.
- Prepare Written Agendas and preside at all membership and board meetings.
- Work with all board members to help meet their goals and required duties.
- Be an authorized signer on the bank account.
- Foster an environment of open communication among all board members.
- Represent Local PTA as a delegate to Council PTA, if applicable.

### **TREASURER**

- Ensure all cash funds are counted by multiple individuals and documented with Deposit Form
- Present a financial report of all accounts at all membership and executive board meetings.
- Make timely deposits to the PTA bank account.
- Make disbursements in accordance with the budget, as adopted by the membership, and verify each transaction with necessary documentation.
- Propose any budget amendments as needed.

### **VP OF MEMBERSHIP**

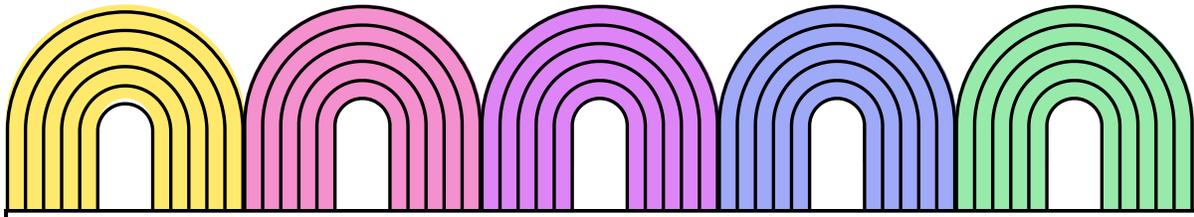
- Submit members and dues to Texas PTA at least monthly.
- Recruit new members throughout the year with the goal of recruiting one member for every student on your campus - A Voice for Every Child!
- Reach out to all families, new and returning, to become a member of your PTA.
- Celebrate your successes at membership and board meetings, through social media, and by receiving Texas PTA Membership Awards.

### **VP OF FUNDRAISING**

- Work with the outgoing person in your position to obtain anything that can help you perform your duties.
- Reach out to local businesses and community partners for donations
- Organize Spirit Nights at community restaurants

### **SECRETARY**

- Maintain all official records of the association.
- Record in the minutes all business transacted at each membership and board meeting.
- Present minutes from the previous meeting, membership or board.
- Prepares a draft of the minutes of each meeting within two to five days of the meeting.
- Act as the corresponding secretary, reading communications at meetings and writing thank you notes, etc.



# WHAT DOES PTA DO?

## 2025-2026

### TEACHER AND STAFF APPRECIATION

- Monthly staff meals
- Teacher and Staff Appreciation Gifts
- Fundraising money back to the classroom
- Facilitate Room Parent Sign Ups

### SCHOOL PROGRAMS AND UPGRADES

- Field Trips
- Outdoor Learning Center Upkeep
- Assist with Field Day costs
- Fifth Grade Graduation Shirts

### SCHOOL AND COMMUNITY EVENTS

- Trunk or Treat
- Wonderland Shoppe
- Sweets with Santa
- STEM Night with Science Fair
- Spring Event
- Hughey Hustle Color Run
- Student Shirts
- Popsicles in the Park

### FUNDRAISING

Our goal is to raise \$35,000 with the Hughey Hustle so we can continue to support our teachers and students. We want to update the basketball court with fresh designs and continuing to add improvements around the school as needed.

Do you want to make a lasting positive impact on the school?  
Join PTA and help us continue to support our students and staff at J. L. Hughes Elementary!