**OFHS PTA Positions - Officers**

**President-** A one or two year elected position. This is the person who runs the meetings and oversees all the other positions. They work closely with the Principal and school secretaries, PTA Treasurer and PTA Secretary. They are a cosigner on the checking account. They attend monthly OF PTA Council meetings and send a monthly report to PTA Council President. If unable to run a meeting, he/she contacts a VP to run the meeting in their absence. A binder of duties is updated yearly and passed on to incoming President.

**Secretary:**-A one of two year elected position. Attends every meeting and takes notes. If unable to attend needs to find a replacement for the meeting. He/she writes up the minutes to be shared with the PTA members for review each month minutes need to be presented and voted on. Corrections made and approved. Any correspondence is documented or responded to. All minutes are retained FOREVER per state standards and passed on from secretary to secretary. A binder of duties is updated yearly and passed onto the incoming Secretary.

**Treasurer:-**A one or two year elected position. They need to attend every meeting even if it is for a short time as members need to get receipts and monetary business done in a timely manner. They balance the checking account monthly and have books reviewed at every meeting by a non-check signing paid PTA member. They need to collect all moneys collected and counted and deposited in a timely manner. They pay all bills and update bonding and banking accounts. They fill out all IRS paperwork yearly. They send in monthly memberships to Ohio PTA so they work closely with membership and Ways and Means. All checks must have double signatures so they need to track down other eligible signers to keep bills paid on time. A binder of duties is updated yearly and passed onto the incoming Treasurer with all information maintained for 7 years or better.

**Council Delegates:-**A one or two year elected position. Per OFHS bylaws there are two delegates and one alternate taking turns to write up and present OF PTA Council minutes to the OFHS PTA meetings on a monthly basis. They can both attend the meetings or take turns attending so that someone is at every PTA Council meeting to get the information gleaned back to the PTA members of said school. A binder is updated yearly and passed onto the incoming delegates.

**1st VP Programs/Talent Show:-**A one or two year elected position. This is the fundraiser position for PTA; a major task is to come up with ideas and oversee implementing them to raise money for the yearly PTA budget. They work closely with the President and Treasurer. Ideas are brought before the PTA body to vote on what they feel will be a good activity and money maker. The main fundraiser is the annual Talent Show in January/ February time frame. This person schedules and oversees the yearly Talent show (tryouts, etc.). A binder is updated yearly and passed onto the incoming ways and means chair.

**2nd VP Membership:-**A one or two year elected position. It is a yearlong commitment with most of the activity at the start of the school year. You need to get the membership fliers out before 9th grade orientation (check dates on the upcoming academic calendar). You need to get the membership flier on the blog, FB page, Website and OFHS Principal report. You attend all Open Houses 9th to 12th grades. Asking for help so all can attend their own child’s classes may be needed. Frequently asking friends to help, makes it a great position to get to know your members. You present the theme you will use to entice parents to join and help retain members from year to year. You work closely with the Treasurer to get monies deposited and memberships updated and sent to the state level. There are monthly goals. You can post updates on the PTA Bulletin Board in the OFHS Cafeteria. A binder is updated yearly and passed onto the incoming membership chair.

**OFHS PTA Positions - Committees**

**Advocacy:-**A volunteer position. This committee presents information regarding elections or things being voted on at a state and federal level that involves children. Keeping the members aware of what is going on. They may have information monthly or quarterly. A binder is updated yearly and passed on to the incoming chairperson.

**Athletic Boosters Liaison:-**A volunteer position. This committee presents monthly on what might be going on from the monthly OFAB meetings which are the first Monday of every month at 7pm at the HS. A binder is updated yearly and passed on to the incoming chairperson.

**Awards /DOE/DN/HH/VOY:-**A volunteer position. This committee presents and keeps track of awards offered throughout the year. Making forms available and encouraging a nomination for each every year. DOE-District of Ohio Educator, DN-District Nurse and HH-Helping Hands nominations are needed every January. VOY-Volunteer of the Year is needed by the April Meeting to be voted on and presented in May. A binder is updated yearly and passed on to the incoming chairperson.

**Baccalaureate:** A volunteer position. This committee schedules and sets up the annual Baccalaureate. They contact the area religious leaders. They set up the program and get it printed. This is an annual event usually taken on by a senior parent. A binder is updated yearly and passed on to the incoming chairpeople.

**Blood Drive Coordinator:-** A volunteer position. You work closely with the District nurse to schedule and get volunteers to man the OFHS Blood Drive. It is an annual event. A binder is updated yearly and passed on to the incoming chairperson.

**Bulletin Board:-**A volunteer position. The person in charge of the bulletin board coordinates with other committees (esp reflections and membership) to post information for students and staff.

**Bylaws/Standing Rules:-**A volunteer position. It is an every 2-3 year position to go over the Bylaws and Standing Rules to make sure they are up to date and any corrections needed are taken care of. Corrections and updates then need to be forwarded on to the Ohio State PTA level for approval. Updated bylaws and standing rules are distributed to all board members. A binder is updated as needed and passed on to the incoming chairperson.

**Dodgeball Game:-**A volunteer position. This is an annual fundraising event in February. It needs to be scheduled and updated each year. It has been a competition between the schools as a fundraising event. We have done basketball in the past and talked about Donkey basketball, exercise volleyball and Hungry Hippos. Volunteers for the event are needed and school teams are needed as well. A binder is updated yearly and passed on to the incoming chairperson.

**Flower Sale:-**A volunteer position. It can be done several times per year as a fundraiser for scholarship monies. You need to plan when you will sell and then get volunteers for sales and distribution. A binder is updated yearly and passed on to the incoming chairperson.

**Fundraisers/Dine outs:-**A volunteer position. These events may be held throughout the year. Contact restaurants to do fundraiser nights. Print fliers and do paperwork for fundraising. You work with Principal and her/his secretary. A binder is updated yearly and passed on to the incoming chairperson.

**Health, Safety and Welfare:-**A volunteer position. You present monthly or quarterly updates on health issues concerning children. You can get much off of the Ohio PTA newsletter The Voice each month. It is located on the Ohio PTA website or information from the National PTA website. You can also present things of interest in the community, city or state, items brought up by members. Pretty much free reign of information options. A binder is updated yearly and passed on to the incoming chairperson.

**Hospitality:-**A volunteer position. You coordinate food and drink items for each meeting. You bring paper products to the meetings or get donations for items. You can send around a signup sheet at each meeting and then send out reminders to those members to bring their items to the meeting to share with the members. In February there is usually a Founders Day Cake or cupcakes. A binder is updated yearly and passed on to the incoming chairperson.

**Jackets:-**A volunteer position. You update fliers for varsity jackets. You work closely with the vendors and the Treasurer. You drop off and pick up Varsity jackets and distribute to buyers. You check the PTA mailbox in the OFHS office frequently. Busy time frames are just before Christmas and at end of year as varsity letters are received. A binder is updated yearly and passed on to the incoming chairperson.

**Music Association Liaison:-**A volunteer position. They present monthly on what might be going on from the monthly OFMA meetings which are the first Wednesday of every month at 7pm at the HS. A binder is updated yearly and passed on to the incoming chairperson.

**Reflections:-**A volunteer position. You promote the National PTA Reflections art program. At the end of the school year you remind the teachers of the program and get them ready for submissions in the new school year. Get children motivated to come up with a new theme and a project over the summer. There are 6 different categories which are judged: Visual Arts, Literature, Dance Choreography, Film Production, Music Composition, Photography and Special Artist Division. Theme contest ends every November, and art projects are turned in every November or December. Must be able to meet for judging at Council Reflections meeting to send winners on to a state level competition.. Awards are announced in April; these and other prizes are presented at PTA meetings, Council meetings or at the Volunteer Dinner, as appropriate. A binder is updated yearly and passed on to the incoming chairperson.

**Scholarship:-**A volunteer position of 3 or more members with one as a chairperson. You must be a non-senior parent to be part of this committee. Starting in February/March time frame committee members will receive copies of the OFHS Local Scholarship applications. Following a rubric, they will select the OFHS PTA scholarship recipients to be announced at the May OFHS Honors Day presentations. They work closely with the PTA Council Scholarship Chairperson. They have the opportunity to help with presentations at that time as well. It is usually the last Wednesday in May from 8:30am to 11 am time frame. A binder is updated yearly and passed on to the incoming chairperson.

**Senior Citizen Outreach:-**A volunteer position. Twice a year, this committee will plan a senior citizen viewing of the Drama and Musicals being presented that year at the High School. A play is typically presented in November and a Musical is presented in April. You work closely with the Masquers (High School) advisor to plan for free viewing of plays for the 65 and older crowd. These viewings are on the dress rehearsal Thursday. You plan for coffee and snacks and desserts for the audience members. Make calls to local retirement homes and communities to advertise these events. A binder is updated yearly and passed on to the incoming chairperson.

**Staff Appreciation:-**A volunteer position. Several people are great for this position in May to show the teachers and staff at OFHS they are appreciated for all that they do during the school year and beyond. You can be creative and get many items through donations. Sign-up Genius is a great tool to gather supplies and help! A binder is updated yearly and passed on to the incoming chairperson.

**Sunshine:-**A volunteer position. On a monthly basis find out staff that need a bit of sunshine for births, weddings or deaths in their families. Cards are issued for these events. For PTA board members their also may be times of sunshine given. Upon a death or event of a health crisis for an OFHS student and his/her family there may also be a sunshine need and each is addressed as needed. Information is passed on at the meetings or from the OFHS secretaries. A binder is updated yearly and passed on to the incoming chairperson.

**Vendor’s Night:** A volunteer position. A fundraiser opportunity to help earn funds quickly. Plan a night and select home businesses to get together to sell their wares, be it a BINGO night or a fee night to do so. $25 per vendor was charged in 2016 for the event. An updated binder will be passed on to the incoming chairperson.

**Website/FB/Publicity:-**A volunteer position. You update the OFHS website and FB page with items of interest to OFHS and other buildings to help other PTAs as needed. It is best to be a little computer savvy. You need to work with the Principal and other PTA members to keep the information accurate and current. They present monthly on what might be going on from the monthly OFAB meetings which are the first Monday of every month at 7pm at the HS. A binder is updated yearly and passed on to the incoming chairperson.