

**HEREFORD MIDDLE SCHOOL PTA  
Executive Committee  
(PTA Officers and Principal)  
Role & Responsibility Definitions**

**\*Note: All members MUST belong to the PTA and are required to attend Executive Board Meetings**

**President:** Shall preside at all PTA meetings and shall coordinate the work of officers and committees in accordance with bylaws and shall be a member ex officio of all PTA committees.

As President, he/she shall recognize, prioritize and implement goals and solutions as defined by the school, students, faculty and/or community. The President shall delegate and supervise all committee members qualified to satisfy PTA goals and objectives. He/she shall possess good volunteer, financial and time management skills while simultaneously communicating the overall needs of school, students, faculty, parents and community as a group.

Elected Officer; Executive Committee Member; Board of Director Committee Member; serving term is one year (maximum term is two consecutive years).

**Vice President:** Shall act as aide to the President, performing delegated duties as assigned. He/she shall, in their designated order, shall perform Presidential duties and responsibilities in the absence and/or inability of that officer to serve. The Vice President also shall administer assistance to committee members as needed and/or requested.

Elected Officer; Executive Committee Member; Board of Director Committee Member; serving term is one year (maximum term is two consecutive years).

**Recording Secretary:** Shall be responsible for keeping accurate records of all PTA approved meeting minutes and agendas. The Recording Secretary must file and maintain copies of local unit's current bylaws, standing rules, membership list, list of committee chairs, list of unfinished business and Treasurer's reports. He/she will keep records and minutes archived for at least five (5) years. Responsibilities might also include maintaining all PTA correspondence, including incoming and outgoing communications.

Elected Officer; Executive Committee Member; Board of Director Committee Member; serving term is one year (maximum term is two consecutive years).

**Treasurer:** Shall maintain all PTA account funds and keep accurate records of receipts and expenditures. He/she shall make disbursements as authorized by the President and/or the executive board in accordance with the approved budget. The Treasurer will receive the proceeds from all Association fundraisers and will present a written financial statement at every executive PTA meeting and at other times per request of the executive board. He/she shall be responsible for preparing and filing all necessary tax forms and shall have the accounts examined at the close of the fiscal year and upon change of Treasurer by an auditor or auditing committee at least thirty (30) days before new officers assume their official duties. All PTA checks and vouchers must be signed by two persons (the Treasurer and one other officer).  
Elected Officer; Executive Committee Member; Board of Director Committee Member; serving term is one year (maximum term is two consecutive years).

**Corresponding Secretary:** Shall be responsible for PTA correspondence other than taking minutes at monthly PTA meetings. He/she shall maintain the PTA bulletin board and post information relevant to the Association and will be responsible for informing school and community of current and upcoming news, events and accomplishments associated with the school. He/she must adhere to PTA non-commercial, non-partisan and non-segretarian policies. The Corresponding Secretary should be willing to attend school events and may be called upon to take photographs and/or write press releases for local media distribution.  
Elected Officer; Executive Committee Member; Board of Director Committee Member; serving term is one year (maximum term is two consecutive years).

**Principal:** Shall be a member of the Executive Board and, as such, he/she or a designee needs to attend all executive committee meetings to ensure positive partnerships are formed between school, students, faculty, parent and community and that the committee's actions mutually benefit the school. He/she ensures the PTA's primary focus is on education rather than fundraising. As principal, he/she is the instructional leader and sets the tone in addressing programs and issues by encouraging constructive discussions with parents that build confidence in the school's leadership thereby strengthening school-parent partnerships.  
Also, he/she will help identify PTA strengths and weaknesses, thereby aligning programs and activities that support the school's plan. Also, will help coordinate PTA programs and events with the school's master calendar before communicating with the community at large.

**Teacher Representative:** Shall provide two-way meaningful communication between teachers and students to ensure that parents are full participants in all matters relating to the students. The term "teacher" refers to all staff that interacts with students and parents.

**HEREFORD MIDDLE SCHOOL PTA**  
**Board of Directors**  
**(PTA Officers, Committee Chairs and Principal)**  
**Standing & Special Committees**  
**Role & Responsibility Definitions**

**\*Note: All members MUST belong to the PTA and are required to attend Executive Board Meetings**

**Membership:** Standing committee responsible for facilitating the promotion of PTA memberships as well as ensuring timely and accurate communication with other PTA committees and officers. The committee's goal shall be to build an informed and active membership that supports the local, state and national PTA Mission and Objectives. The committee's goals should also include developing a growth plan with retention strategies as well as an activity calendar and budget representative of program activities and goals.

The chair will compile and maintain an accurate membership roster for all paid memberships using the PTA's Online Membership Data Reporting (OMDR) project. The committee will distribute cards to members after collecting and processing membership fees in a timely manner. Money must always be counted by at least two members then immediately remitted to PTA Treasurer, with receipt request. The chair must return all unused PTA membership cards to the Maryland State Office by March 31st and before end of each school year. The Membership Committee will evaluate current campaign trends and determine eligibility for associated rewards. He/she will work in conjunction with the Direct Donation Committee. Committee chair is a Board of Directors member; serving term is one year. (Renewable)

**Direct Donations:** Standing Committee under Executive Board direction shall define and execute short and long-term program goals. The chair will oversee activities on various subcommittees as they relate to fundraising. The committee chair will maintain accurate records of all donated funds as well as a donations database for follow-up correspondence. The Direct Donations Committee will work in conjunction with the Membership and Directory Committee. Committee chair is a Board of Directors member; serving term is one year. (Renewable)

**Student Directory:** Standing Committee chair will collect, publish and distribute demographic data to school members. Directory information is partially supplied by PTA membership. Directory information must be reviewed by at least one executive board member as well as one other school employee prior to publishing directory. The Student Directory Committee will work in conjunction with the Membership Committee. Committee chair is a Board of Directors member; serving term is one year. (Renewable)

**Volunteers:** Standing Committee chair will assess the need for volunteers, recruiting from all segments of the community. The chair will publicize each volunteer opportunity and will keep an up-to-date list of active volunteers. The volunteer chair will also help organize volunteer training sessions.

To ensure the committee's success as well as long-term involvement, it is important that assignments are selected carefully and are productive, meaningful, and closely matched to volunteers' interests, skills and motivation.

Every volunteer must be afforded equal participation opportunities.

Committee chair is a Board of Directors member; serving term is one year.

(Renewable). **Volunteers require prior approval to commit PTA funds.**

**Hospitality:** Standing committee deemed official PTA host charged with establishing a friendly, comfortable atmosphere at PTA meetings and events. Committee members will also participate in the effort of welcoming new families to the school.

Committee shall offer supportive assistance to program chairs and faculty members who plan school programs and events as needed and/or requested. Committee is responsible for organizing adequate seating and refreshments for PTA general meetings, staff appreciation lunches, and other special school activities throughout the school year. Members should arrive early ensuring doors are unlocked, lights are on, temperature is comfortable and room is otherwise ready. Duties include arranging tables for registration, membership, exhibits, etc. Meeting place should be left in order and PTA closet/belongings properly stored.

Expenditures and other meeting notes must be detailed in procedure book.

Thank you notes should be sent in consultation with the President and/or other committee chairpersons involved.

\*Committee chair must be knowledgeable of the Dept. of Health and school district policies regarding restrictions on home prepared food as well as the Americans with Disabilities Act (requiring that disabled persons must be reasonably accommodated by modifying policies, making physical changes and obtaining equipment to assist their participation in an activity).

Committee chair is a Board of Directors member; serving term is one year.

(Renewable)

**Nominating Committee:** A Nominating Committee of three or more persons appointed by the board of directors for purposes of nominating PTA officers. Committee shall be appointed two months prior to election of officers. Each nominee shall be a consenting person who is also a current PTA member. All nominees shall be presented to the general membership at least ten (10) days prior to the general membership meeting in May, at which time additional nominations may be made from the floor.

**Reflections**: Special committee provides opportunities for students to express themselves and to receive positive recognition for their artistic efforts. While working with the Art Department, the Reflections chair shall establish a timeline, set budget, recruit help (including judges), encourage participation, complete Local Unit Participation Forms, organize and send entries, showcase non-advancing entries, plan awards ceremony, send thank you notes and attend state Reflections ceremony.  
Committee chair is a Board of Directors member; serving term is one year.  
(Renewable)

**Scholarships**: Standing committee selects recipients and oversees administration of scholarship money to Hereford High School student(s) at graduation.  
Committee chair is a Board of Directors member; serving term is one year.  
(Renewable)

**Special Education Liaison**: Shall inform, support and assist parents whose children receive special education services in accordance with the Individuals with Disabilities Education Act (IDEA). The major objective of the Special Education Liaison shall be to encourage greater parent involvement. He/she will report information to the Principal and Executive Board members.  
Committee chair is a Board of Directors member, serving term is one year.  
(Renewable)

**Environmental Beautification**: Standing committee shall help educate building users on healthy habits regarding the school's indoor environment as well as its surrounding grounds. Members shall assist in maintaining the school facility and grounds as needed and/or requested. Committee chair must be willing to coordinate a fall and spring clean-up on school grounds. This committee works closely with the school's horticulture club.  
Committee chair is a Board of Directors member, serving term is one year.  
(Renewable)

**Teacher/Staff Appreciation Committee**: Special committee shall organize events for the first full week in May to honor the dedicated teachers who lend their passion and skills to educating our children. Committee will work with the Hospitality and Volunteers committee members. Committee will also be responsible for teacher/staff birthday celebrations.  
Expenditures and other meeting notes must be detailed in procedure book.  
Thank you notes should be sent in consultation with the President and/or other committee chairpersons involved.  
Committee chair is a Board of Director member, serving term is one year.  
(Renewable)

**Scholarship Committee**: Standing committee responsible for selecting qualified recipient(s) as well as overseeing administration of scholarship money.

**Label and Box Tops:** Standing committee responsible for managing and coordinating the collection process for General Mills Box Tops for Education and Campbell's Labels for Education programs. Responsibilities include promoting programs goals, submission and redemption of proofs of purchase. Redeemed program rewards will benefit Hereford Middle School.

**Baltimore County Council Representative:** Individual representing the Central Area's - Northern Cluster responsible for attending monthly county council meetings reports back to this local executive board.

**School Improvement Team (SIT):** Standing committee responsible for meeting with administration and faculty members in order to address school and academic improvements.

**Book Fair:** Standing committee assist librarian with setting up book displays, arranging/stocking books, assisting student's book selections, tending cash register and dismantling book displays during scholastic book fair event; including spotlight night.

**7th Grade Career Day:** Standing committee responsible for assisting the seventh grade guidance counselor plan and arrange speakers for the annual career day.

**Traffic Patrol:** Works with the assistant principal to ensure safety of students as they arrive and depart from school by car. Responsibilities include addressing traffic and safety problems as they occur which may include meeting with administrator to discuss traffic related problems.