

President

- Collaborates with the Treasurer to develop the annual budget.
- Works with the Principal, Librarian, Counselor, and Secretary to create the PTA calendar and coordinates distribution via website, Sunday Send Out, and social media.
- Presides over all PTA Board and General Meetings, preparing agendas and presentations with input from officers and chairs.
- Attends Huntsville Council of PTA Presidents' meetings.
- Communicates regularly with the Principal regarding PTA initiatives and school needs.
- Serves as an ex-officio member of all committees except the Nominating Committee.
- Oversees and coordinates the work of all PTA officers and committees to ensure alignment with PTA purposes.
- Attends and assists at all PTA events, particularly those involving funds collection, ensuring all money is double-counted.
- Co-signs all checks and reimbursement requests with the Treasurer; reviews receipts and maintains the PTA lockbox.
- Oversees decoration of PTA bulletin boards.
- Applies for awards and grants (local, state, and national) in collaboration with the VP of Membership.
- Coordinates design and purchase of PTA officer name tags and shirts.
- Manages PTA Facebook pages and groups with the Principal and Secretary.
- Collaborates with the Secretary to publish the weekly Sunday Send Out.
- Forms and leads the Nominating Committee for officer elections.

1st Vice President – Academics

- Plans and oversees academic programs and events including Academic Night, Spelling Bee, STEAM activities, and Reflections.
- Coordinates student programs: Wise Owl Store, OWLsome Readers, AR Store, Butterfly Kits, and Space Camp Scholarships.
- Plans ACAP testing treats and academic rallies.
- Oversees the Outdoor Learning Chair.
- Submits Reflections entries to Huntsville City Schools and coordinates awards.
- Plans educational assemblies as approved by the Executive Board.
- Supports grade-level academic initiatives as needed.
- Designs flyers for academic events (as needed).
- Serves as acting President when required (first in succession order).
- Attends all Board and General meetings and assists with other PTA activities.

2nd Vice President – Membership

- Leads annual membership drive and manages all member records via Givebacks.
- Maintains accurate membership counts and submits to Alabama PTA by required deadlines.
- Hosts membership tables at school events (e.g., Meet the Teacher).
- Reconciles dues and deposits with the Treasurer.
- Oversees Grandparents Club and assists with volunteer coordination of Grandparents Club.
- Creates promotional materials for membership-related initiatives.
- Ensures clear communication between the PTA Board, Members, and Staff.
- Serves as acting President when required (second in succession).
- Attends Board and General meetings and assists as needed.

3rd Vice President – Fundraising

- Oversees all PTA fundraising activities, including the annual Fit & Fun Run and passive fundraisers (Box Tops, Food City Bucks, etc.).
- Plans and manages spirit wear design and sales.
- Secures sponsors, prizes, and donations for the Fit & Fun Run.
- Creates and distributes promotional materials and maintains the online donation platform.
- Coordinates event volunteers and ensures accurate money handling.
- Provides and distributes student awards and prizes.
- Coordinates additional fundraisers and Dine-to-Donate nights with the VP of Community Partners.
- Serves as acting President when required (third in succession).
- Attends Board and General meetings and assists with other PTA activities.

4th Vice President – Family Engagement

- Plans inclusive family and community events (Tears & Cheers, Boo Bash, Spring Fling, Family Dance, 5th Grade Farewell).
- Creates welcoming activities for new families and coordinates “New Owl” yard sign distribution.
- Ensures all family events promote community connection and accessibility.
- Manages décor for all PTA events.
- Coordinates event committees, sponsors, and volunteers.
- Ensures events are inclusive and accessible to all families.
- Oversees event promotion, signage, and financial reconciliation with the Treasurer.
- Serves as acting President when required (fourth in succession).
- Attends Board and General meetings and assists with other PTA activities.

5th Vice President – Staff Support

- Organizes teacher and staff appreciation events (Back-to-School Breakfast, Holiday Luncheon, Staff Appreciation Week).
- Oversees Sunshine Cart treats and Wishes Grant program.
- Manages classroom and recess supply restocks.
- Recognizes staff on appreciation and milestone days.
- Serves as acting President when required (fifth in succession).
- Attends Board and General meetings and assists with other PTA activities.

6th Vice President – Community Partners

- Secures and maintains partnerships with local businesses and restaurants.
- Coordinates Spirit Nights and community events; manages promotion and follow-up donations.
- Coordinates with PTA counterparts at HCES and HCMS to renew Community Partnership contracts, add new Community Partners, order and deliver recognition plaques, and maintain a separate Community Partners budget.
- Ensures fulfillment of partnership benefits and maintains communication year-round.
- Manages community partner banners, car line signs, and weekly spotlights.
- Serves as acting President when required (sixth in succession).
- Attends Board and General meetings and assists with other PTA activities.

7th Vice President – Volunteers

- Recruits, organizes, and supports volunteers for all PTA programs and events.
- Maintains volunteer database and tracks participation.
- Ensures families have equitable opportunities to volunteer and engage.
- Supports Room Reps and event chairs in fulfilling volunteer needs.
- Promotes inclusivity and engagement across all family groups.
- Serves as acting President when required (seventh in succession).
- Attends Board and General meetings and assists with other PTA activities.

Secretary

- Records minutes for all Board and General Meetings and distributes them prior to subsequent meetings.
- Manages the PTA website, email account, and social media (with President and Principal).
- Assists with Sunday Send Out publication.
- Collaborates on the annual calendar and maintains records in compliance with Alabama PTA requirements.
- Manages bylaw updates (every three years).
- Serves as acting President when required (sixth in succession).
- Attends Board and General meetings and assists with other PTA activities.

Treasurer

- Collaborates with the President to develop and manage the annual budget using MoneyMinder.
- Attends and reports financials at all Board and General meetings.
- Writes checks, deposits funds, and co-signs with the President.
- Attends all fundraising events to double count money.
- Maintains up-to-date records on classroom and teacher funds.
- Prepares annual tax return (Form 990).
- Prepares financial records for the annual audit and transitions all materials within 14 days of term end.
- Manages cash on hand, lockbox, and post office box.
- Ensures all financial transactions are properly recorded and verified.
- Attends Board and General meetings and assists with other PTA activities.