

PSHS PTSA Executive Board Chairman Descriptions

🐾Arts in Education Chairman

- 🐾 work with the principal, or their designee, to develop, promote, and implement special programs for students related to the cultural arts;
- 🐾 schedule, plan, and coordinate the National PTAs annual Reflections program for PSHS students, and submit advancing entries to the Plano ISD Council of PTAs

🐾Communications Chairman

- 🐾 be responsible for coordinating PSHS newsletters with the PSHS Office Manager;
- 🐾 facilitate PTSA website updates;
- 🐾 handle publicity for PTSA events

🐾Copy Coordinator

- 🐾 schedule copy volunteers at PSHS in coordination with the staff responsible for the copy room

🐾Corresponding Secretary

- 🐾 coordinate any written correspondence of the association;
- 🐾 purchase and deliver staff appreciation gifts;
- 🐾 order Teacher of the Year Gala centerpieces per Plano ISD guidelines

🐾Council Delegate/Legislative

- 🐾 attend monthly meetings of the Plano ISD Council of PTAs;
- 🐾 obtain PTA legislative updates;
- 🐾 encourage advocacy participation

🐾Directory Chairman

- 🐾 be responsible for the publication of the PTSA directory;
- 🐾 coordinate directory distribution with the second vice-president of membership

🐾Diversity Chairman

- 🐾 support and encourage activities that promote cultural awareness at school and in the community;
- 🐾 serve as liaison to diversity organizations

🐾Hospitality Chairman

- 🐾 coordinate baking volunteers;
- 🐾 coordinate hospitality events within the school for staff and faculty;
- 🐾 coordinate volunteers and food for the Council of PTAs luncheon;
- 🐾 coordinate Teacher Appreciation Week events

🐾Library Assistant Chairman

- 🐾 schedule volunteers to assist in the PSHS Library

🐾Plano After Prom Chairman

- 🐾 be responsible for the overall planning organization, implementation, and coordination of Plano Senior High School's after Prom event

🐾Scholarship Chairman

- 🐾 maintain a detailed record of designated scholarship monies that includes each student's name, institution of higher learning, date of student information submission, and date check is issued;
- 🐾 provide detailed scholarship record to the treasurer for inclusion in the annual audit review;
- 🐾 prepare scholarship letter(s) that includes detailed procedures and deadlines for claiming the scholarships;
- 🐾 administer the Plano After Prom, Dr. Doyle Dean, and Annual PTSA Student Member Scholarships as detailed in Rule 17

🐾School Mailings Chairman

- 🐾 coordinate with the PSHS Office Manager the mailing of the school newsletter and summer packet

🐾Special and Gifted Education (SAGE) Chairman

- 🐾 support and promote awareness of the activities of the SAGE organizations in the community

🐾Ticket Sale Chairman

- 🐾 coordinate ticket sales for PSHS Homecoming, Senior Prom, and Plano After Prom

The President may form Special Committees at any time during the year or add additional duties to the above positions with the consent of the chairman.