

Organize Your Board

Members of a local PTA/PTSA Board are either elected or appointed (check your bylaws).

Your board members should:

Have job descriptions and receive training.

Be oriented about PTA purposes, bylaws, policies, procedures, and financial management.

Include representation from all areas of your school community.

Elected

President

President-elect

Secretary

Treasurer

Vice presidents—i.e. Leadership, Legislative, etc. including your Principal and Teacher (see Article VI; section 4 for number.)

Commissioners—if your bylaws state they are elected (most PTAs/PTSAs appoint them)

NOTE: Nominations for these officers are presented by your nominating committee and are elected by your general membership.

Appointed

All other local Board members

May have commissioners over:

- Community Involvement/Volunteers
- Education
- Family Life
- Individual Development/Reflections/Character Education
- Health
- Safety
- Student Involvement
- Other positions as needed

Could have appointees for:

- Public relations
- Membership
- Fund-raising
- Teacher appreciation
- Newsletters
- Engaging Minority Leaders
- Special Needs
- Military Families
- Male Engagement
- School Board Meeting - if the President cannot attend - this person can represent your PTA and report on any pertinent information