

Executive Board

- **President** – Manage general PTA business, oversee PTA committees and work along with the staff at HES to promote PTA programs
- **Vice President** – Assist and work directly with PTA President
- **Treasurer** – Maintain PTA budget and books, handle deposits and reimbursements
- **Secretary** – Record minutes at all PTA functions and maintains record of all PTA business
- **VP Membership** – Coordinates and Manages PTA Membership Campaign
- **VP Fundraising** – Assists Fundraiser committees throughout the year
- **VP Communications** – Manages constant contact email distribution and assists newsletter editor and website manager as needed

General PTA Committees

- **Art By Me** (Spring Fundraiser– organize order forms and payment, distribute product)
- **Book Fair** (Coordinate Scholastic Book Sales three times a year)
- **Buddy Celebrations** (Events to reward positive behavior)
- **Classroom Support** (Arrange volunteers for classrooms as needed by teacher)
- **Community Service** (Work with nonprofits in the community to promote community service)
- **Corporate Sponsorship** (Solicit local business support)
- **Cultural Arts** (Plan cultural events at school)
- **Fall Fundraiser** (Organize order forms and payment, distribute product)
- **Family Involvement** – Events (Coordinate Fall Fest., Father/Daughter dance, Mother/Son Outing)
- **Family Involvement** – Dinners(Coordinate Buddy’s Dinner, Breakfast and Picnic and Popsicles)
- **Fun Walk** (Spring fundraiser – organize order forms and payment, distribute product)
- **Holiday Market** (Winter fundraiser)
- **Hospitality** (Organize volunteers to make refreshments for Staff Mtgs once per month)
- **Media Center** (Liaison with Media staff and Media volunteers)
- **Musicals** (Organize volunteers to provide stage decorations for 3 yearly musicals)
- **Newcomers** (Give tours and follow-up with newly enrolled families)
- **Newsletter** (Layout, edit and oversee printing, ad sales)
- **PTA Website** (Design and update PTA website)
- **Publicity** (Submit information/photos to local media and update school marquee)
- **Reflections** (Coordinate the Reflections contest)
- **Room Parents** (Coordinate activities and communicate with all room parents)
- **School Beautification** (Indoors – Maintain seasonal décor inside the school)
- **School Beautification** (Outdoors – Maintain school courtyards)
- **School Rewards** (Box Tops, store rewards)
- **Scrapbook** (Collect pictures and organize them into a school scrapbook)
- **Spirit Store** (Order merchandise and coordinate sales)
- **Spirit Wear** (Select merchandise and coordinate sale or special spirit wear clothing)
- **Staff Recognition** (Staff birthdays, recognizing achievements)
- **Student Recognition** (Honor Roll, AR celebrations)
- **Supply Packs** (Organize order forms and payment, distribute product)
- **Teacher Appreciation** (Plan and organize events for Teacher Appreciation Days/Week)
- **Volunteers** (Distribute volunteer information and maintain volunteer nametags)
- **Website** (Design and maintain the PTA website)
- **Welcome Desk** (Organize and staff the desk at the front entrance of the school)

