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)*