

Notes for candidates:

- Both students and adults may express interest as a candidate for a position. Exceptions are students cannot hold President, 1st VP, Secretary or Treasurer positions. Some roles are specifically designated for a parent/adult or student.
- Application and role-specific training is available. We have instructional documentation as well as knowledgeable board members to assist with navigating and using our applications, forms, and meeting legal requirements.

Highlights of the numerous benefits of serving on the LTHS PTSA Executive Board of Directors:

- Pride in being a local leader in the oldest and largest child advocacy association in America, celebrating 125 years in 2022
- Recognition from national, state, and local PTAs, our school, friends, family, and community
- Student volunteers receive Fisd service hours for activities including PTSA meetings, participating on PTSA board committees, and volunteering at PTSA events
- Adult volunteers receive visibility to their student(s) as an engaged and involved parent and advocate at school
- Training and support for every role in our PTSA and your contributions to our school and community
 - [Texas PTA LAUNCH](#) - training, best practice sharing, and annual meeting of Texas PTA
 - [Role-specific training](#)
 - [Leadership development](#)
 - Additional role-specific resource support from Fisd Council of PTAs, Texas PTA, and National PTA

Responsibilities of every member of the LTHS PTSA board:

- Serve a term of 1 year and no more than 2 consecutive years in the same board role
- [Join our local PTSA](#)
- Register as a local PTA leader
- Sign the Texas PTA required confidentiality, ethics, and conflict of interest agreement (example [here](#))
- Create a Plan of Work (POW) for your position (prior year POW as reference) and submit prior to first board meeting of the school year
- Submit the [Fisd volunteer background form](#)
- Complete virtual FOUNDATIONS Basics e-training course relevant to the board role (30-45 minutes)
- Complete virtual FOUNDATIONS Essentials e-training course (one time requirement, if not previously served on any PTA/PTSA board)
- Contribute content to weekly LT newsletter as relevant based on activities in role
- Communicate role-specific updates to the president in advance of board meetings
- Attend 4 board meetings and 4 membership meetings (currently 5:30pm and 6:30pm on 3rd Thursday in Sep., Nov., Feb., and Apr.)
- Communicate and collaborate with board members to include use of PTSA Gmail account and Microsoft Teams
- Participate as a volunteer, such as committee lead, committee member, or ad hoc volunteer for PTSA events and activities as available
- At the end of the term of service (1 or 2 years), transition materials and processes to incoming board member for your role

Additional responsibilities of each role on the PTSA board:

President, elected officer of the board:

- Time investment: 5 to 8 hours per month
- Partner with all Board members as needed to ensure success in role and to enable the purposes of [Texas PTA](#) at the local level
- Encourage online communication, collaboration, and file storage in [Microsoft Teams](#) by posting updates and prompting two-way communication often (some legacy files and all forms in [Google Drive](#))
- Lead and preside at all board meetings and membership meetings
- Attend [FISD Council of PTAs](#) membership meetings as a delegate of LTHS PTSA
- Serve as ex-officio member on all committees with exception of nominating committee and financial reconciliation committee
- Partner with the LTHS *Principal* to ensure collaboration and consensus on all programs and activities involving LTHS staff, parents, and students
- Appoint, with approval of newly elected officers, a parliamentarian and all standing committee chairs
- Appoint the financial reconciliation committee
- Be an authorized signer on the LTHS PTSA bank accounts for contracts, expense reimbursements, and tax documents
- Ensure all Texas PTA required training is completed with certificates generated and uploaded for *Secretary* to review and track
- Lead the effort to ensure LTHS PTSA bylaws and standing rules are followed as stated, and every 3 years, reviewed as updated as needed
- In partnership with *Treasurer*, maintain Microsoft 365 user accounts

1st VP, Membership, elected officer of the board:

- Time investment: 3 to 5 hours per month
- Lead the effort to increase LTHS PTSA membership and achieve [monthly membership awards](#)
- Promote benefits of PTSA membership to school faculty to achieve the [Golden Apple award](#)
- Submit applications for our PTSA to receive [special category awards](#)
- Maintain the membership list and provide updates in board meetings, membership meetings, and as needed
- In collaboration with *Treasurer*, collect membership dues and send to Texas PTA
- Lead committee to select recipients for the [Honorary Life Membership Award](#)
- Be an authorized signer on the LTHS PTSA bank accounts
- Preside in the absence of *President*

2nd VP, Programs, elected officer of the board:

- Time investment: 5 to 8 hours per month
- Lead the effort to identify, select, and coordinate programs for the LTHS community to include programs for PTSA members, students, parent education events, and advocacy events
- Partner with *Fundraising Chair* to deliver programs that benefit from a fundraising component
- Partner with *Fundraising Chair* to ensure ratio of 3 programs to 1 fundraiser
- Partner with The Princeton Review area rep to bring practice tests for SAT and ACT and other programs related to college preparation
- Lead the effort to administer the [mini-grant program](#)
- Be an authorized signer on the LTHS PTSA bank accounts

2023-24 LTHS PTSA Board Role Responsibilities

- Preside in the absence of both *President* and *VP Membership*

3rd VP, Communication, elected officer of the board:

- Time investment: 5 to 8 hours per month
- Maintain and update the [PTSA website](#) with timely and relevant information regarding events and activities
- Maintain social media accounts, including timely posts for all relevant events and activities
- Collect and communicate weekly LTHS PTSA content for the weekly [LT newsletter](#)
- Renew the LTHS PTSA website domain and website host
- Preside in the absence of *President*, *VP Membership*, and *VP Programs*

Treasurer, elected officer of the board:

- Time investment: 6 to 8 hours per month
- Establish and manage LTHS PTSA's budget in QuickBooks, including budget amendments, expense reimbursements, and monthly bank statements
- Be an authorized signer on the LTHS PTSA bank accounts
- Provide a financial status update at each board and membership meeting
- Collect, count, report, and deposit money received in accordance with financial rules
- Partner with *1st VP Membership* to report monthly members and dues to Texas PTA
- Maintain records in compliance with records retention policy
- Renew annual application subscriptions and insurance
- Submit annual forms and payment to [Frisco Education Foundation \(FEF\)](#), IRS, and Texas Comptroller
- Submit records to the Financial Reconciliation Committee (PTSA special committee) to reconcile at the end of the school year

Secretary, elected officer of the board:

- Time investment: 6 to 8 hours per month
- Assist *President* with preparation for each board and membership meeting
- Collect and retain attendance information for board meetings
- Document meeting minutes at board and membership meetings and upload documents to shared file repository
- Present prior meeting minutes at each board and membership meeting for approval; make changes as needed
- Send and receive correspondence on behalf of the board
- Maintain required documents of the LTHS PTSA (examples are training completion list and records retention policy)
- Confirm board members have registered with our local PTSA and signed the confidentiality agreement (example [here](#))
- Collect offline documentation and relevant items from outgoing board members who are unable to attend the last meeting, and hand off to incoming board member

Parliamentarian, appointed executive of the board:

- Time investment: 1 to 2 hours per month
- Develop a substantive understanding of the LTHS PTSA bylaws and standing rules and refer to them as needed (document hyperlinks at bottom of [PTSA website](#) home page)

2023-24 LTHS PTSA Board Role Responsibilities

- Become conversant in pertinent parliamentary procedures and advise the chair, board, and members of proper procedure
- Ensure all board members have awareness and access to the LTHS PTSA bylaws and standing rules
- Serve as ex-officio member on the bylaws and standing rules review committee (required every 3 years)
- Prepare for the nominating committee election and provide the nominating committee with required information on the nomination and election process

Council Delegate, appointed executive of the board:

- Time investment: 2 to 3 hours per month
- Attend 4 [FISD Council of PTAs](#) delegate meetings (typically 9am in FISD admin building) and if needed, special meetings; represent LTHS PTSA as a voting member
- Attend PTA legislative meetings (in preparation for November of odd-numbered years) and update the board with relevant information
- Communicate to the LTHS PTSA board updates from FISD Council of PTAs and FISD superintendent at Council meetings
- Ensure announcements of Council PTA activities on the [PTSA website](#), social media, and [LT newsletter](#)

Historian, appointed executive of the board:

- Time investment: 1 to 2 hours per month
- Lead the effort to ensure photos are taken at each of our PTSA events and uploaded to the shared file repository for use in the annual Historian Report
- Create a Historian Report (digital scrapbook) prior to the last PTSA board meeting of the school year; leverage previous year's report, photos, newsletter content, and meeting documents as reference

Student Representative (Freshman, Sophomore, Junior, and Senior), appointed executive of the board:

- Time investment: 1 to 3 hours per month
- One student from each LTHS graduating class
- Represent fellow students in the applicable graduating class regarding input and feedback to the board, communication of events, and participation in events
- Assist *Hospitality Chair*, with *Parent Representatives* to deliver 4 staff appreciation events (welcome breakfast, holiday feast, Stock the Snack Stations, Staff Appreciation Week) to include food, beverages, gifts/drawings, decorations, and relevant supplies
- Partner with other *Student Representatives*, *Parent Representatives*, and student groups and clubs to encourage students to join our PTSA and volunteer or participate in PTSA programs and fundraisers
- Partner with *1st VP membership* to promote student PTSA membership toward monthly membership awards
- Consider participation in Texas PTA [Rally Day](#) (every odd-numbered year) in Austin as a preferred student candidate

Parent Representative (Freshman, Sophomore, Junior, and Senior), appointed executive of the board:

- Time investment: 1 to 3 hours per month
- One parent representing each LTHS graduating class
- Represent fellow parents in the applicable graduating class regarding input and feedback to the board, communication of events, and participation in events

2023-24 LTHS PTSA Board Role Responsibilities

- Assist *Hospitality Chair*, with *Student Representatives* to deliver 4 staff appreciation events (welcome breakfast, holiday feast, Stock the Snack Stations, Staff Appreciation Week) to include food, beverages, gifts/drawings, decorations, and relevant supplies
- Partner with other *Parent Representatives* and *Student Representatives* to encourage parents to join our PTSA and volunteer or participate in PTSA programs and fundraisers
- Partner with *1st VP membership* to promote student PTSA membership toward monthly membership awards
- Become familiar with Texas PTA [legislative priorities](#) (every odd-numbered year) and advocate to support student success, health and safety, assessment and accountability, and strengthened public schools

Arts in Education Chair, standing committee chair, appointed executive of the board:

- Time investment: 1 to 3 hours per month
- Maintain awareness of school and community theater and arts programs and communicate opportunities for students and families to participate in arts related programs ([iWrite](#), [Google arts and culture](#) are examples)
- Plan and/or participate in art engagement activities for LTHS students, families, and local community
- Lead the [National PTA Reflections](#) contest entry process for LTHS (late Fall)

Fundraising Chair, standing committee chair, appointed executive of the board:

- Time investment: 2 to 4 hours per month
- Manage the relationships between LTHS PTSA and sponsors and fundraising partners in our community ([Romeo's Pizza](#), [My Team Jewelry](#) are examples)
- Receive communication from potential sponsors and partners and determine relevant participation at PTSA events
- Partner with *2nd VP Programs* to coordinate partners for fundraising in advance of or during programs
- Partner with *2nd VP Programs* to ensure ratio of 3 programs to 1 fundraiser
- Coordinate Spirit Nights and partner with *VP Communication* to promote participation
- Create and maintain documentation for each fundraising sponsor and partner

Healthy Lifestyles Chair, standing committee chair, appointed executive of the board:

- Time investment: 2 to 4 hours per month
- Maintain awareness of various healthy lifestyles programs available by Texas PTA
- Seek and communicate opportunities for students and families to participate in easy-to-implement health wellness ideas and activities
- Acknowledge national observances of health awareness by partnering with the *VP Communication* to post a flyer or other content in multiple communication channels (weekly LTHS newsletter, PTSA website, social media, paper flyers inside school) ([Healthy Lifestyles Month](#), [National Nutrition Month](#) are examples)

Hospitality Chair, standing committee chair, appointed executive of the board:

- Time investment: 3 to 5 hours per month
- With support of *Principal*, *Staff Representative*, *Parent Representatives*, *Student Representatives*, and *Volunteer Chair*, lead and deliver 4 staff appreciation events (welcome breakfast, holiday feast, Stock the Snack Stations, Staff Appreciation Week) to include food, beverages, gifts/drawings, decorations, and relevant supplies

2023-24 LTHS PTSA Board Role Responsibilities

- With support of *Principal* and *Staff Representative* and as availability allows, solicit donations from LTHS community using SignUp Genius for Stock the Pantry event and school supply drive
- Partner with the *3rd VP Communication* to promote each staff appreciation event in multiple communication channels to include weekly LTHS newsletter, PTSA website, social media, and flyers inside the school
- Take photos at each event and upload them to the shared file repository for the annual Historian Report
- Acknowledge national appreciation weeks to include [National Principals Month](#), [National School Counseling Week](#), [National Administrative Professionals Day](#), and [National Teacher Appreciation Week](#) by partnering with the *VP Communication* to post a flyer or other content in multiple communication channels (weekly LTHS newsletter, PTSA website, social media, paper flyers inside school)

SAGE (Special And Gifted Education) Chair, standing committee chair, appointed executive of the board:

- Time investment: 2 to 4 hours per month
- Maintain awareness of SAGE programs available through FISD SAGE committee
- Increase awareness of special needs/gifted population among LTHS students, staff, parents, and the community
- Communicate opportunities for LTHS students and families to advocate for SAGE students and participate in SAGE related programs in multiple communication channels to include weekly LTHS newsletter, PTSA website, social media, and flyers inside the school
- Promote "I'm Inclusive" fundraiser by FISD Council of PTAs to LTHS community
- Promote FISD Council of PTAs [Frisco Threads](#) clothes closet by communicating needs to LTHS community
- Lead annual clothing drive at LTHS to benefit Frisco Threads clothes closet

Senior Events Chair, standing committee chair, appointed executive of the board:

- Time investment: 4 to 6 hours per month
- Be a parent of a senior LTHS student (preferred, though not required)
- With support of the LTHS *Principal*, *Volunteer Chair*, and *Senior Events Director*, lead and coordinate the efforts of 2 senior event sub-committees to deliver 2 of 4 senior events (picnic, bonfire, powder puff game, baccalaureate) to include selling tickets and senior shirt and purchasing food, beverages, gifts/drawings, decorations, and relevant supplies
- Contract with various vendors to secure event venues within the available budget and partner with *President* to sign contracts in a timely manner
- Partner with *3rd VP Communication* to promote each senior event in multiple communication channels (weekly LTHS newsletter, PTSA website, social media, paper flyers inside school)
- Take photos at each event and upload them to the shared file repository for the annual Historian Report
- Collect funds from the senior events and coordinate with the *Treasurer* to complete financial transactions
- Partner with *Senior Events Director* to purchase and/or coordinate a senior class gift to LTHS
- Fund [Frisco Education Foundation \(FEF\)](#) scholarships as budget allows

Senior Events Director, standing committee chair, appointed executive of the board:

- Time investment: 4 to 6 hours per month
- Be a parent of a junior LTHS student (preferred, though not required)

2023-24 LTHS PTSA Board Role Responsibilities

- With support of the *LTHS Principal, Volunteer Chair, and Senior Events Chair*, lead and coordinate the efforts of 2 senior event sub-committees to deliver 2 of 4 senior events (picnic, bonfire, powder puff game, baccalaureate) to include selling tickets, and purchasing food, beverages, gifts/drawings, decorations, and relevant supplies
- Contract with various vendors to secure event venues within the available budget and partner with President to sign contracts in a timely manner
- Partner with *3rd VP Communication* to promote each senior event in multiple communication channels (weekly LTHS newsletter, PTSA website, social media, paper flyers inside school)
- Take photos at each event and upload them to the shared file repository for the annual Historian Report
- Collect funds from the senior events and coordinate with the *Treasurer* to complete financial transactions
- Partner with *Senior Events Chair* to purchase and/or coordinate a senior class gift to LTHS

Volunteer Chair, standing committee chair, appointed executive of the board:

- Time investment: 1 to 3 hours per month
- Promote parent involvement on campus and during school events by recruiting, organizing, and scheduling parent volunteers for PTSA programs and activities using the PTSA VOLY account
- Increase student involvement in PTSA programs by promoting the programs and communicating opportunities for FISD volunteer hours credit
- Partner with *3rd VP Communication* to update LTHS PTSA website with volunteer opportunities: [Volunteer | Lebanon Trail PTSA](#) Respond to emails or other volunteer leads to ensure volunteers are acknowledged for their willingness to volunteer and contacted as soon as volunteer opportunities are available
- Maintain list of volunteers
- Ensure all PTSA board members complete [FISD volunteer background form](#) prior to the beginning of the school year
- Ensure all volunteers complete required [FISD volunteer background form](#) at least 3 days prior to first volunteer service of the school year
- Maintain record of volunteer hours and submit hours to the FISD Council of PTAs, FISD, and state of Texas as applicable

Principal, ex-officio executive of the board:

- Partner with key board members as needed to ensure success in role and to enable the purposes of Texas PTA at the local level
- Attend board meetings, membership meetings, and council delegate meetings as available
- Serve as member of mini-grant committee for the purpose of approving or declining grant applications by staff or students
- Endorse/sign letters of recommendation and documentation of accomplishments for student board members to add to resume, LinkedIn, or other professional online presence

Staff Representative, executive of the board, appointed by the Principal:

- Partner with all board members as needed to ensure success in role and to enable the purposes of Texas PTA at the local level

2023-24 LTHS PTSA Board Role Responsibilities

- Provide guidance and feedback to *1st VP Membership*, *2nd VP Programs*, and Hospitality Chair regarding specific activities and programs that benefit school staff
- Attend all board meetings and membership meetings as available