

## PCCPTA ROLES & RESPONSIBILITIES

**We welcome your interest in serving as an elected or appointed volunteer with the Pinellas County Council PTA. If you have any questions about the roles and responsibilities of any officer, committee chair or committee member positions please contact [president@pccpta.org](mailto:president@pccpta.org).**

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### PCCPTA Officer Responsibilities

The president shall:

- a. Preside at all meetings of the PCCPTA, executive committee, and board of directors;
- b. Serve as ex-officio member of all committees except the nominating committee;
- c. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the board of directors, or executive committee;

The five vice presidents shall:

- a. Act as aide to the president and shall perform such duties as may be assigned to him/her by the president;
- b. Perform, in their designated order, the duties of the president in the president's absence or inability to serve;
- c. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive committee.
- d. Be designated as vice president of leadership, vice president of education, vice president of advocacy, vice president of communications, and vice president of organization.

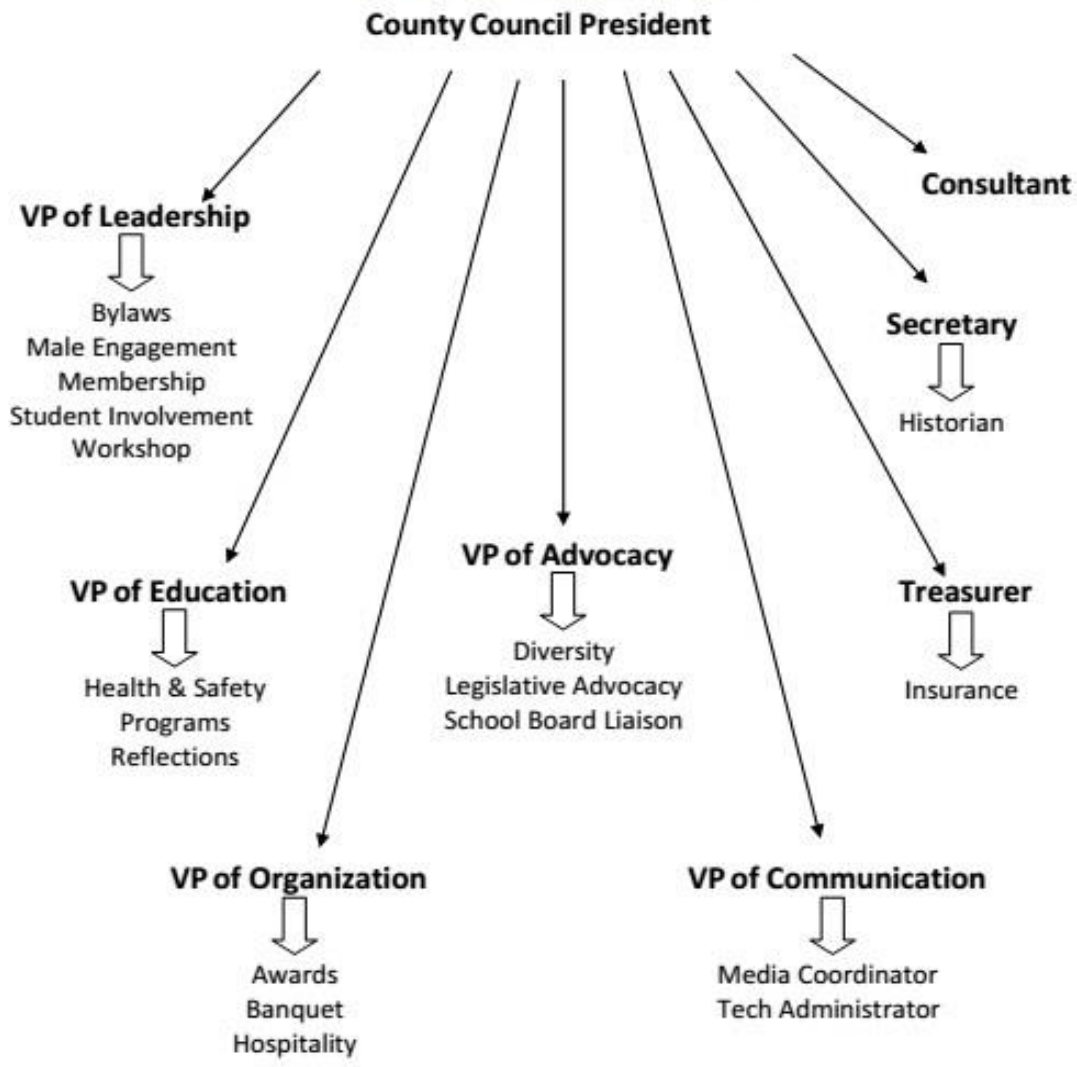
The secretary shall:

- a. Keep an accurate account of all meetings of this organization, of the board of directors and the executive committee;
- b. Perform such other correspondence and duties as may be provided for by the president, the board of directors, or the executive committee.

The treasurer shall:

- a. Render a written statement of accounts at all meetings of the board of directors and of the executive committee and at other times when requested to do so by the president;
- b. Ensure the account is audited annually and approved by general membership.
- c. Perform such other duties as may be provided for by these bylaws, prescribed by parliamentary authority, or directed by the president, the board of directors or the executive committee;
- d. Provide advice on financial matters;
- e. Countersign checks;
- f. Inspect the monthly financial statements.

## Pinellas County Council PTA/PTSA Organizational Chart



**Leadership** (training and operation of local units)  
**Education** (providing programs and services to our membership)  
**Organization** (organizing activities necessary for the function of the council)  
**Advocacy** (speaking on behalf of children and families)  
**Communication** (informing members and the community about the mission, purpose, programs and activities of the PCCPTA)

## Committee Chair/Member Descriptions

**Awards** - Coordinate awards given by PCCPTA.

**Banquet** - Select site, date, menu and ticket cost upon approval of the Executive Board. Coordinate ticket sales, decorations and entertainment. Committee shall consist of at least one (1) Board Member.

**Diversity/Outreach Chair** - Reach out to local units with large ESE/ESOL populations. Work with PTA Boards and school Community Involvement Liaisons to identify parent resources and provide information. Act as a resource point for all schools needing direction on providing information to families.

**Health and Safety** - Attend the SHAC Meetings as the representative or have a designee attend. Recruit healthcare professionals for advice and representatives for committees. Attend the Safe Kids Coalition Meetings and Bicycle/Pedestrian/Wheeled Safety Committee Meetings or have a representative attend. Work closely and collaboratively with Safe Kids Coalition on International Walk to School Day events. Act as chair for the PCCPTA Annual Health & Safety Fair. Prepare articles for the newsletter and function as a resource for local units regarding health and safety programs. Assist in promoting service learning projects aimed at awareness of the health, safety and welfare of children.

**Hospitality** - Coordinate refreshments for Council functions. Promote a welcoming and comfortable environment, meet people and make them feel welcome. Will serve on the PTA Workshop Committee. Coordinate hospitality reception as requested for Pinellas County delegates at the Florida PTA Leadership/Convention.

**Insurance** - Maintain accurate insurance records and provide forms for each local unit. Serve as our contact with the insurance company. Notify local units of premium due dates in a timely manner. Work with administration regarding Council coverage. Provide list of insured PTAs/PTSAs/OSOs to Pinellas County School Auditing, Real Property and Risk Management departments. Coordinate insurance class at the PCCPTA Fall Workshop.

**Legislative** - Provide PCCPTA with information about pending legislation involving education or child and youth welfare, urging action upon such proposed legislation when indicated. Promote and encourage local units to attend the Florida Legislative event in Tallahassee, schedule appointments with Legislators, and lead the Pinellas delegation at the event. Coordinate the annual legislative program in partnership with Pinellas County Schools. Promote local unit development of legislative programs/committees. In an election year, work with the School Board Liaison to coordinate a School Board Candidates Forum. Assist in promoting voter registration and participation in the electoral process.

**Male Engagement** - Make parent involvement and PTA relevant to men by connecting it to their children's success in school and in life. Share with men the many benefits of family engagement.

**Media Coordinator** - Will coordinate with PCCPTA's VP of Communication social media activities such as blogging, web community development, social bookmarking, commenting, etc. to including management of the Council's e-newsletter, Facebook page and other news media.

**Membership** - Provide a current voting delegate roster, voting delegate cards and proof of attendance cards for each meeting. Maintain an accurate record of Council attendance. Assist local unit membership chairs in promoting unit and Council membership.

**Programs** - Responsible for the inspirational message and Pledge of Allegiance at each general meeting. Coordinate programs for PCCPTA meetings as directed by the Board. Provide information regarding program and presenter for the newsletter. Maintain an up-to-date list of program materials and ideas and function as a resource for local unit PTAs. Coordinate outreach of PTA programs to local unit PTAs as requested. Assist in promoting service learning projects. Write articles for PCCPTA newsletter as needed or requested.

**Reflections** - Encourage participation of local units in the National PTA Reflections Program. Coordinate all PCCPTA events regarding the Reflections Program. Write newsletter articles as necessary and provide monthly reminders of important Reflections timeline dates. Coordinate PCCPTA Reflections Program Reception and recognition of winners. Submit PCCPTA county winners list for publication in end of year newsletter. Ensure that all participating units and student participants are appropriately recognized and that all artwork, certificates, medals, etc. are returned to local unit PTAs as soon as possible for distribution back to the students.

**School Board Liaison** - Responsible for representation of PCCPTA at all Pinellas County School Board Meetings and, when feasible, School Board Workshops. Report to the School Board on behalf of the Council as directed. Provide reports of each School Board meeting to the Board and ensure members are kept informed of priority School Board issues.

**Student Involvement** — Provide student perspective on a variety of issues. Work collaboratively with Board Members and Committee Chairs to ensure that student PTSA members are able to understand the issues and voice their opinions. Encourage local unit PTSAs to have Student Board Members, as well as a Student Voting Delegate to County Council. Promote Florida PTA Scholarship Program. Act as Student Ambassador for PCCPTA at Council events.

**Tech Administrator** — Design and maintain PCCPTA website and coordinate data as directed by the Board.