

## Herndon High School PTSA Executive Board and Committee Descriptions

Position	Description
President	Run monthly meetings; oversee committee chairs – DAFA, Class Liaisons, Hispanic PTSA, Baccalaureate, Parent Education, Volunteers, and Pyramid Coordinator; attend meetings as a representative of PTSA; co-write checks; help prepare the Budget
1 <sup>st</sup> Vice President	Oversee the following committees – Reflections, Touching Bases, Membership, Newsletter, Special Education Liaison, and Minority Student Parent Liaison; run meetings as necessary in the absence of President
2 <sup>nd</sup> Vice President	Oversee the following committees – Directory, Hospitality, Cluster Advisory Liaison, County Council Liaison, Superintendent’s Advisory Liaison, Grocery Receipts, and S.L.E.E.P.
Recording Secretary	Record the minutes of meetings; maintain a record of all events;
Corresponding Secretary	Handle all outgoing correspondence and other duties as assigned.
Treasurer	Help prepare the Budget; oversee all committee expenses; oversee the DAFA money matters; prepare taxes; co-write checks
Student Representative	Represents the student body and reports on the activities of the SGA/SCA at the PTSA meetings. The Leadership Class appoints the representative.
DAFA Coordinator	Oversees both the After Prom committee and the All Night Grad committee.
After Prom	Organize the After Prom event; oversee committee chairs; assist w/ fund-raising for event
All Night Grad	Organize the All Night Grad event; oversee committee chairs; assist w/ fund-raising for event
Baccalaureate	Organize the non-denominational, inspirational service for graduating Seniors
Band Liaison	Represent the Band and its activities at PTSA meetings. Typically, the Band Parents Association appoints the Liaison.
Chorus Liaison	Represent the Chorus and its activities at PTSA meetings. Typically, the Choral Parents Association appoints the Liaison.
Cluster Liaison	Represent HHS at the Cluster Director’s quarterly meetings
County Council Liaison	Represent HHS at the County Council meetings
Directory	Organize the Student Directory and oversee the printing & production
Drama Liaison	Represent the Drama department and its activities at PTSA meetings. Typically, the Drama Parents Association appoints the Liaison.
Faculty Representative	Represent the Faculty at PTSA meetings; this person is usually either a teacher or guidance counselor and is appointed by the Principal or the Director of Guidance.
Freshman Class Liaison	Act as the liaison for the Freshman class and its activities to the PTSA; facilitate to parents Freshman information; assist Class Sponsors with activities during the year
Grocery Receipt Programs	Help promote the fund-raising efforts through grocery stores, department stores, etc.
Hispanic PTSA Liaison	Represent the needs of our Hispanic families at PTSA meetings; work with the Hispanic parents to assist in communication
Hospitality	Plan events for the faculty & staff at HHS such as Back-to-School Staff Breakfast, refreshments at Touching Bases, and a luncheon during Teacher Appreciation week
Junior Class Liaison	Act as the liaison for the Junior class and its activities to the PTSA; facilitate to parents Junior information; assist Class Sponsors with activities during the year
Membership	Promote joining the PTSA to parents & faculty members; maintain a database of members
Minority Student Parent Liaison	Act as the liaison to the Fairfax County Minority Student Parent committee.
Newsletter Editor	Coordinate and type the PTSA newsletter; occurs every other month
Newsletter Folding	Coordinate a committee to help fold, seal, and label the newsletters
NJROTC Liaison	Represent NJROTC activities at PTSA meetings. Typically, the NJROTC Parents Association appoints the Liaison.
Orchestra Liaison	Represent the Orchestra department and its activities at PTSA meetings. Typically, the Orchestra Parents Association appoints the Liaison.
Parent Education	Help find individual or groups to give presentations to parents at PTSA meetings or general community meetings
Pyramid Coordinator	Represent HHS at Pyramid-wide PTA meetings or Coalition meetings
Reflections	Coordinate the National PTA program (arts program). The timeframe is late Fall/Winter.

Robotics Club Liaison	Represent the Robotics Club and its activities at PTSA meetings. Typically, the Club appoints the Liaison.
Senior Class Liaison	Act as the liaison for the Senior class and its activities to the PTSA; facilitate to parents Senior information; assist Class Sponsors with activities during the year
SLEEP Liaison	Represent Herndon High on the S.L.E.E.P. proposal for later start times for high schools.
Sophomore Class Liaison	Act as the liaison for the Sophomore class and its activities to the PTSA; facilitate to parents Sophomore information; assist Class Sponsors with activities during the year
Special Education	Represent the needs of the Special Education population at PTSA meetings; assist in disseminating information for Special Education parents/students
Sports Boosters Liaison	Represent the activities of the Sports Boosters Club at PTSA meetings. Represent the Orchestra department and its activities at PTSA meetings. Typically, the Sports Booster Club appoints the Liaison.
Superintendent's Council	Represent the PTSA at the Superintendent's Council meetings
Touching Bases	Organize the twice-yearly mini-teacher conferences
Volunteers	Promote volunteerism in the school to the parents and maintain a database of members and distribute to organizations/committees