



2008 -2009 PTSA(Board /Chair) Member Positions

| Position | Description of Responsibilities |
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| President Marsha Schmidtt | Primary relationship w/ principal. Oversee other committee chairs, Planning. public face to the parents. |
| Vice - President Amy Wood | Same responsibilities as President.(They are a close team) Will split the leadership role on agreed to PTA activities w/ President. |
| Secretary Lesley Cooper | Primary role will be to record all discussions, decisions, attendance, status updates from ALL PTSA mtgs. (Board & General) Post to website. Assist w/ letter writing as appropriate. |
| Treasurer Karen Massey | Primary person responsible for all PTSA financials. Budget updating, reports to SC PTA, Check-writing. Must know bylaws surrounding PTSA finances. (School store revenue, fundraising, disbursements, grants etc) |
| Volunteer Coordinator Open | Establish a network of small teams within the PTSA Membership. Work w/ team leaders to secure volunteer needs throughout the year. Track & report volunteer hours for the SCPTSA. Keep teams updated and balanced. |
| School Store (Ways & Means) Edie Melson | Manage all aspects of running the school store (inventory, sales, staffing etc) |
| Membershi Michelle Filler (admin functions) Open (Creative recruitment) | Develop creative ways to recruit members. Track and update all membership records. Will work closely w/ Vol.Coordinator. Will need to keep membership database current for e-mail communications. |
| Hospitality Open | Primarily focused on the teacher appreciation functions. Teacher luncheon, Christmas gifts. Etc. |
| Communications Bill Sloka | PTSA news via website and e-mail (no newsletters). E-mail blasts. Help w/ publicity on events. Must be a person comfortable with e-mail and website communications. |
| Publicity Open | Banners, posters, media relations (radio, TV etc) Person must be comfortable with building relationships with the local paper, TV,Radio stations to help get the word out to the community on various events/initiatives. |
| Spirit Week Sherry Crofts Linda Bobo | Primary liason between Student Council and PTSA to address all planning, volunteer, coordination needs that get identified. Must attend appropriate Student Council mtgs. |
| After Prom Marsha Schmidtt | Coordinate all planning surrounding an alcohol free event . Ticket sales, volunteers, security, door prize, decorations etc. |
| Legislative Amy Wood | Need a parent that is comfortable in reading & interpreting legal documentation. (By-laws, State guidelines,) |
| Red Ribbon Week Open | Primary Liason between the school administration and PTSA for October programming. PTSA to look to contribute some activity to increase awareness / effects etc of drug & alcohol usage. |
| Reflections Open | Responsible for coordinating all aspects of HHS participation in this creative arts competition. Work with creative arts teachers on rules for submission, roll-out to student body & submission of entries to state of SC. |
| Teacher Liason Georgia Lash | Teacher representative to attend all board meetings. Role is to represent the teachers to the PTSA board. |