**President**: Responsible for agendas, dates and administration of PTSO meetings. Supervise, direct and coordinate the work of the PTSO. Work directly with the principal to maintain a supportive relationship between the school and the PTSO. Deliver to the successor in office, all records in their possession by fiscal year end June 30th.

**Vice President**: Aid the president and perform the duties of the president in their absence or inability to serve. Act as a liaison between fundraising and donations efforts. Deliver to the successor in office, all records in their possession by fiscal year end June 30th.

**Treasurer**: Responsible for receipts of deposits, balance of bank statements, compiling a monthly treasurer's report for the PTSO meeting, and compiling information for the PTO tax return and annual financial review at the end of the fiscal year. Deliver to the successor in office, all records in their possession by fiscal year end June 30th.

**Recording Secretary**: Responsible for taking, obtaining approval and distribution of all minutes of PTSO meetings. Maintain file retention of communications, papers and documents belonging to the PTSO. Deliver to the successor in office, all records in their possession by fiscal year end June 30th.

**Membership**: Organize the annual PTO membership drive and the on-going process to encourage membership. Maintain membership records for retention as specified in the Bylaws. Deliver to the successor in office, all records in their possession by fiscal year end June 30th.

**Hospitality/Appreciation**: Organize and coordinate efforts to show appreciation for our staff, students, parents and community partners. Deliver to the successor in office, all records in their possession by fiscal year end June 30th.

**Fundraising**: Organizes and executes efforts to raise funds to be used by the PTSO in support of PHS. Deliver to the successor in office, all records in their possession by fiscal year end June 30th.

**Arts & Enrichment/ Scholarships & Grants**: Drive communication among the school to provide engagement, awareness and support of the Arts. Responsible for organizing teacher grant requests, and using SignUp Genius to supplement donations, etc. Works closely with the PHS Bookkeeper processing grant requests and money. Responsible for Scholarship committee and organizing the Senior Scholarship award and basket given at Senior Awards Night. Deliver to the successor in office, all records in their possession by fiscal year end June 30th.

**Military Family:** Organizes and executes efforts to support military families and students. This includes student appreciation events, such as an Ice Cream Social. Deliver to the successor in office, all records in their possession by fiscal year end June 30th.

**Marketing & Website**: Develop branded graphics for our organization communication. Maintain website for PTSO with upcoming events and opportunities at PHS. Works closely with Communications. Deliver to the successor in office, all records in their possession by fiscal year end June 30th.

**Communications (Social Media/FB/IG)**: Responsible for the Facebook, Instagram PTSO pages and Wix website editing. Responsible for social media accounts. Helpful to have familiarity with managing or moderating social media groups and websites. Also responsible for creating graphics in Photoshop, Canva, and other digital tools. Works closely with the Marketing & Graphics Design. Ideal committee members will have 1-3 hours per week to assist in the above efforts to support PHS PTSO’s mission and various initiatives.

**Volunteer Coordinator**: Oversee the signup process of volunteers and goods for our organization. Ensures volunteers are thanked following all events. Facilitates SignUp Genius for volunteer opportunities. Deliver to the successor in office, all records in their possession by fiscal year end June 30th.

**SAC Liaison**: Attends SAC meetings at the high school, as PTSO representative. Gives PTSO president a synopsis of meetings and any discussions that may need PTSO attention.

**Freshman, Sophomore, Junior, Senior Parent:** Helps determine topics for newsletter submissions. Support PTSO peer events. Keep PTSO informed on academic events and communications for your grade level.

**Food Pantry Coordinator:** Works closely with VP. (waiting for Erica’s write up)

**Media Center Liaison:** Organizes Book Fair, Schedules Reading Café (with help from Hospitality/Appreciation). Volunteers and recruits for events as needed. Deliver to the successor in office, all records in their possession by fiscal year end June 30th.

**Spirit/T-shirt Chair**: Develop T-Shirt design for school spirit attire (with help/feedback from PTSO board). Works closely with Marketing/Website chair and VP, while managing spiritwear ordering and inventory. Communicate and initiate ways we can enhance morale at school, such as campus beautification. Deliver to the successor in office, all records in their possession by fiscal year end June 30th.