

# NOMINATING COMMITTEE POSITION DESCRIPTIONS

## OFFICER POSITIONS

**OFFICE OF PRESIDENT** - Presides at all meetings of the association, executive board, and executive committee. Coordinates the officers, committees, and all activities for Heritage High School PTSA, in conjunction with the administration and teachers of Heritage High School.

**OFFICE OF TREASURER** Shall have custody of all funds of the association. Keeps an accurate and detailed account, in the treasurer's permanent book, of all monies received and paid out, including online payment systems. Also bears responsibility for the administration of all online payment systems.

**OFFICE OF SECRETARY** Records the minutes of all meetings. Keeps a current copy of the NCPTA Bylaws, Robert's Rules of Order, HHS PTSA Local Standing Rules and budget in binder with meeting minutes and has available for reference purposes as needed at all association meetings.

**FIRST VICE PRESIDENT OF COMMUNICATIONS** Responsible for website design, maintenance and content. Monitors and posts PTSA content on social media including, but not limited to, Twitter, Facebook, Instagram and the PTSA Website.

**SECOND VICE PRESIDENT OF HOSPITALITY** Oversees and supports all activities of the following Committees and related Subcommittees: Hospitality, Faculty/Staff Appreciation and Special Activities.

**THIRD VICE PRESIDENT OF WAYS & MEANS** Coordinates and promotes the "Husky Donations" no-frills fundraising campaign. Oversees and supports all activities of the following PTSA Committees: Rebates, Legacy Bricks and Spirit Nights.

**MEMBER-AT-LARGE** Represents the interests of the membership of the PTSA in all matters before the HHS PTSA.

**SCHOOL PRINCIPAL**  
**STUDENT REPRESENTATIVE**  
**TEACHER REPRESENTATIVE**

## STANDING AND SPECIAL COMMITTEE CHAIRPERSON POSITIONS

**ADVOCACY COMMITTEE** Develop and organize meetings, activities, and programs to further the goals and purposes of the PTA.

**AUDIT COMMITTEE** Responsible for audits and financial reviews as described in Article 11 of the NCPTA Bylaws

**NOMINATING COMMITTEE** Identifies talented, motivated, responsible individuals to serve as Officers and Committee Chairs of the Heritage High School PTSA.

**MEMBERSHIP COMMITTEE** Develop and implement membership drive campaign. Enter member data into the MemberHub, the PTA database.

**HOSPITALITY COMMITTEE** Plan and coordinate staff breakfasts and luncheons, teacher appreciation and various staff appreciation events, student activities, and other events approved by the board.

**BUSINESS ALLIANCE COMMITTEE** Works with the Business Alliance school staff engage with local businesses for student internships.

**SCHOLARSHIP COMMITTEE** Develop, promote and manage fair scholarship program, application timeline and selection process to reward college or technical school bound student applicants.

**CULTURAL ARTS COMMITTEE** Select, schedule and facilitate cultural arts events working with school administration and faculty.

**VOLUNTEER RECRUITMENT COMMITTEE** When requested by committee chairs or the Board, create and manage electronic sign-ups for volunteer recruitment and supply needs.

**SPECIAL EDUCATION INCLUSION COMMITTEE** Work with the Special Education Department as an advocate for their students.

**SPIRIT NIGHTS COMMITTEE** Plans Spirit Restaurant Nights

**RETAIL REBATES COMMITTEE** Manages the Harris Teeter VIC card, Lowes Food Give Back program, Amazon Smiles and related programs.

**LEGACY BRICKS COMMITTEE** Oversees the Legacy Bricks fundraiser. Legacy Bricks are personalized bricks purchased by families or organizations to be installed at the back of the building.



# HERITAGE HIGH SCHOOL PTSA NOMINATING COMMITTEE INTEREST FORM

FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

DO YOU PRESENTLY HOLD A PTSA POSITION:                      YES      NO

IF SO, WHICH ONE: \_\_\_\_\_

DO YOU WISH TO SERVE ANOTHER TERM?                      YES      NO

BELOW IS A LIST OF POSITIONS (DESCRIPTIONS ON BACK). PLEASE RANK POSITIONS YOU ARE MOST INTERESTED IN HOLDING.  
(i.e., WRITE "1" FOR THE MOST INTERESTED.)

\_\_\_\_\_ OFFICE OF PRESIDENT

\_\_\_\_\_ OFFICE OF TREASURER

\_\_\_\_\_ OFFICE OF SECRETARY

\_\_\_\_\_ FIRST VP OF COMMUNICATIONS

\_\_\_\_\_ SECOND VP OF HOSPITALITY

\_\_\_\_\_ THIRD VP WAYS & MEANS

\_\_\_\_\_ MEMBER-AT-LARGE

\_\_\_\_\_ ADVOCACY

\_\_\_\_\_ AUDIT

\_\_\_\_\_ NOMINATING

\_\_\_\_\_ MEMBERSHIP

\_\_\_\_\_ HOSPITALITY

\_\_\_\_\_ BUSINESS ALLIANCE

\_\_\_\_\_ SCHOLARSHIP

\_\_\_\_\_ CULTURAL ARTS

\_\_\_\_\_ VOLUNTEER RECRUITMENT

\_\_\_\_\_ SPECIAL EDUCATION INCLUSION

\_\_\_\_\_ SPIRIT NIGHTS

\_\_\_\_\_ RETAIL REBATES

\_\_\_\_\_ LEGACY BRICKS

PLEASE RETURN THIS FORM TO THE NOMINATING  
COMMITTEE CHAIRPERSON OR EMAIL A COPY TO  
[megshearin@nc.rr.com](mailto:megshearin@nc.rr.com)