

Pine Hollow Middle School PTSA
Board & Committee Roles & Responsibilities



- Please note that all roles start on July 1st and end on the last day of school for all tracks.
- All Board and Committee Members must be a PHMS PTSA paid member.
- Attendance to the monthly PTSA meetings (typically on third Thursdays) are required unless you have a conflict.

Role:	Current Board/ Committee Members:	Description of Responsibilities:	Open Position for '24- '25
*President	Megan Long	<ul style="list-style-type: none"> • Facilitate Board and General Meetings • First contact between the principal and PHMS PTSA • Oversee other committees acting as support and oversee to ensure committee chairs are following up on their respective duties. • Point of contact from the PHMS community to answer questions as it pertains to committee work if/when it is needed. • Communicate to the principal any PTSA news, info. or updates to be included in the PH weekly emailed newsletter. • Sign checks for the PTSA treasurer. • Be present, as needed, at PHMS PTSA functions to support. • Provide communication updates to the PTSA Communications Chair 	Closed
*Vice President	Amy Conklin	<ul style="list-style-type: none"> • Executive Board position that performs duties as requested by the President, and/or other board members • If there is a vacancy in the office of President, the Vice President would assume the duties of the President until a new President is elected. 	Closed
*Treasurer	Niamh Crotty	<ul style="list-style-type: none"> • Executive board position that collects, deposits and maintains all funds of the PHMS PTSA • Disburses funds in accordance with the annual budget adopted by the PHMS PTA and maintain records of purpose and payee • Maintains a current record of income, expenditures, assets and liabilities of the PHMS PTSA and have these records available for audit inspection • Reports on the financials of the current income and 	Closed

		<p>expenses at the monthly PHMS PTSA meetings.</p> <ul style="list-style-type: none"> • Prepares and submits to the incoming PTSA President a year end financial report by July 31st • Files all required tax forms and reports in a timely manner and submits copies to PTSA Secretary • At the end of his/her term, transfers all financial records to the Audit committee by August 1st • Commitment of this board position usually requires around five hours a month. 	
*Secretary	Devin Shulman	<ul style="list-style-type: none"> • Executive board position that records the minutes of all meetings of the general membership and the board of directors • Makes sure Quorum is met for the meetings • Emails agenda for meetings and minutes to members at least three days before meeting • Keeps a copy of the official membership roster, board members and committee members and chairs • Updates calendar in Memberhub with meeting dates • Keeps legal documents: insurance policies, taxes, audits and conflict of interest forms 	Closed
*Communications Chair	Kristen Bohn	<ul style="list-style-type: none"> • Responsible for administering all PHMS PTSA channels of communication • Provide Quarterly Newsletters to PTSA members through Memberhub • Manage PTSA general email. Answer questions the best to our knowledge or seek out answers from the board • Manage all 3 Social Media Platforms; Facebook, Twitter & Instagram • Provide social media posts multiple times a week • Time Commitment: 3-4 hours a week 	Closed
*Hospitality Chair	Amy Shyshnyak Jen Stuyvesant Katie Feltey	<ul style="list-style-type: none"> • This position's responsibilities include keeping the teacher lounge stocked with snacks, coffee, etc with either money from the budget or items that parents purchase. • Monitor and keep the PHMS Teacher's Amazon wish list up to date • Organize and set up lunch for teachers on teacher work days or early release days- usually 2-3 lunches per year • Time requirements are maybe 1-2 hours per month, not including PTA meetings 	Closed
*Spirit Wear Chair	Janelle Obaydi	<ul style="list-style-type: none"> • Responsible for monitoring inventory of spiritwear • Place orders as needed with vendors • Pick up orders locally, fold and organize t-shirts • Attend in person events to sell spiritwear (Usually 	Closed

*Denotes Voting Role

		<p>only beginning of the year 6th grade open house and two meet the teacher nights. Can also sell at sporting events, spring musical, etc)</p> <ul style="list-style-type: none"> • Monitor orders on Memberhub and fulfill online orders (Weekly for the first few months of the school year, less often after that) • Edit inventory on the Memberhub store as needed • Work with Chuck at Instant Imprints to design a new shirt in the Spring • Time commitment is light and very flexible. (About 30-60 minutes weekly for the first few months of the school year) 	
*Fundraising	Deirdre Lusk One more person to co-chair	<ul style="list-style-type: none"> • Promote Invest in your child campaign • Solicit local business to become corporate sponsors • Passive fundraising to include grocery store linking your card to the school • Contact local restaurants for Spirit Nights • Provide dates of events to the communications person to send out reminders • Work with PTSA President and Treasurer to make sure goals are set and money is sent in • Time Commitment - 2-3 hours/month (busier at the beginning of the school year) 	Open
*Audit Chair	Candice Lewis Co-Chair Bri Devine	<ul style="list-style-type: none"> • Consists of a committee of at least three individuals by July 1st • Responsible for the audits and fiscal reviews described in the bylaws • Conducts a monthly review of the PHMS PTSA's bank statements supporting documents. Note that each month should be reviewed, but this can be done quarterly or bi-annually. • Signs an acknowledgement on the bank statements that the expenditures were consistent with the approved budget • Examines the treasurer's year-end financial report as well as PHMS PTSA's financial records by August 31st of each year • States in writing whether the treasurer's year-end report is correct and submits that statement along with a copy of the report to the board • Prepares and files the required year-end report online in the NC database before August 31st and then summarizes at the next general meeting 	Closed
*Concessions	Chrissie Staton Jennifer LeGoullon	<ul style="list-style-type: none"> • This revenue generating position usually consists of two to three PTSA parents. • Responsible for staffing, buying, set-up and selling of refreshments at PHMS concession stands within the budget. Staffing fulfillment is volunteer and done by a SignUp Genius for school events. 	Closed

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		<ul style="list-style-type: none"> • Examples of concession events include home football/basketball/volleyball games, musicals, dances, etc. • Coordinate with the PTSA Treasurer for starting bank monies and follow accounting procedures by having two PTSA members count receivables, return the starting bank to the lock box, secure the locked box and provide all essential documentation to the PTSA treasurer after each event • Work with the communication chair and president to ensure approval of all outbound messages by both the school principal and PTSA president prior to dissemination 	
*Advocacy	Justin Guillory	<ul style="list-style-type: none"> • Help improve communications and relationships between school staff and families • Help educate families and caregivers on important issues related to the mental health and educational success of our children • Identify academic year opportunities for students that align to academic and social-emotional outcomes • Identify in-classroom opportunities or outside instructional time professional development opportunities for school educators • Serve as liaison between community partners and school leadership as needed • Stay abreast of local and state policies and legislation that would directly impact Pine Hollow Middle School 	Open
*Leadership/ Nominating Committee	Sara Brown - Chair Co-Chair- Katie Mayer	<ul style="list-style-type: none"> • This position consists of three members. One Pine Hollow PTSA member needs to act as Committee Chair. In addition, a PTSA Board Member along with a PTSA non-board member need to assist as Co-chairs. • Throughout the year, but mainly at the beginning and towards the end, recruit and inform interested Pine Hollow parents to join the PTSA board or a committee. • The PTSA Board of Directors would like to see the board filled by November 1st of that current school year. • During the last PTSA meeting of the year, the Nominating Committee creates a slate of nominees to vote on in order to establish the board for the next upcoming year. 	Closed Closed
*Cultural Arts Chair	Kelli Knuston	<ul style="list-style-type: none"> • Collaborate with school faculty, administration, and the PTA to identify the school's cultural arts programming needs and the budget available • Utilize United Arts Councils Artists in Schools 	Closed

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		<ul style="list-style-type: none"> online Directory to identify appropriate programs. • Coordinate with the school (teachers and administration) and artist(s) to schedule program(s) • Submit an annual grant application and participation fee to United Arts in September • Establish a contract (using a UAC template) between the school and artist; submit completed contract(s) and matching payment to the United Arts Council by the published deadline • Communicate program information to administration, teachers, and parents • Distribute to teachers educational materials provided by artists • Help facilitate activities as needed on event day(s) • Evaluate program(s) via an online survey and forward the link to teachers • Attend one of three virtual sessions offered in early August • Attend Artists in School's Expo (formerly known as the Cultural Arts Booking Fair) in August 	
*Membership	Jackie Guillory	<ul style="list-style-type: none"> • Work with fundraising chair and board members to decide on annual cost of PHMS PTA dues for that year. • Work closely with the Communications Chair and PHMS PTA board to come up with a marketing plan to gain as much awareness and obtain members for the PHMS PTA for that year as possible. 	Closed
*Spirit Rock	Nicole McNeil	<ul style="list-style-type: none"> • This position is filled by one Pine Hollow volunteer parent. • Creating and monitoring a SignUp Genius to reserve the rock • Ensuring payment is made for the reservation • Answering any questions from reservationists about rules and procedures for painting the rock 	Closed
Dance Committee	Kelly Vincitorio Nicole McNeil	<ul style="list-style-type: none"> • This position's responsibilities include planning three dances during the school year. Typically there's one late in early December, one in early March, and the 8th grade semi-formal in June. • The Principal will give you the dates; coordinate with Student Council sponsor. They will make signs and promote the dances. • Schedule the dates with the DJ; reserve the Spirit Rock for the week of the dance & paint it over the weekend. • Coordinate with PTSA Treasurer to have a lock box and some cash for change. • Organize & send a Sign-Up Genius for parents to set-up, chaperone, quick clean-up, for water bottle and snack donations 	Closed

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		<ul style="list-style-type: none"> • Coordinate with PTSA Concessions Chair if you want to sell candy, soda, and additional snacks. • Plan to greet the DJ when he arrives, direct the set-up, and assist with chaperoning. • Time commitment for the planning part is minimal, about an hour per dance (maybe a little more for 8th grade semi-formal). • You will need to commit to time for painting the spirit rock and for being there the day of the dance (4 - 5 hours each). 	
Staff Appreciation	Megan Pfanmiller Cayce Wagner	<ul style="list-style-type: none"> • This committee usually consists of two Pine Hollow PTSA parents. • Depending on their budget, this committee decides what/when to give a gift(s) to the staff at Pine Hollow. • Typically in the past, these gifts are done once at the beginning, one at the holidays and during Teacher Appreciation week towards the end of the year. • This committee usually gets together 4-5 times a semester to plan and organize. • The committee members bring the gifts to school and give them to Ms. Duckett in the front office for distribution. 	Closed
Passive Fundraising	Deirdre Lusk	See Above Fundraising	Closed
Athletic Banquets	Taylor Wright Julie Maurizzio	<ul style="list-style-type: none"> • This positions responsibilities include meeting with the athletic director to schedule 3 banquets per year • Typically this position will form a committee to help facilitate the banquets. • In years past these are held at the school and a potluck dinner is served • A flier and social media post is created for each banquet, along with a letter to parents giving the event details. • Supplies will need to be ordered. • Time commitment is not big for this position. 	Closed
Beautification Committee	Nick DiColandrea		Closed
Teacher Rep	Mrs Dillingham		Closed

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