



# LHHS PTSA

## Parent Teacher Student Association

# ONE TOWN, ONE TEAM

Helping our school community in many ways including:

- Parent/Student Educational Talks
- Grad Night (a safe and sober celebration for our graduating seniors)
- Soaring Hawk and Honor Roll Student Recognition
- Student Scholarships for PTSA Members
- Reflections Arts Recognition
- "I Can Make a Difference" Annual Student Conference
- Special Education
- Teacher and Staff Appreciation
- And so much more...

*Come join us as we help students and  
get to know other parents and school staff along the way...*

Please see the back of this page with a summary of all the elected and appointed positions on the PTSA volunteer board.

If you would like to get involved in any of these areas, please contact:  
Marian Grace, LHHS PTSA President, at [mariangrace@cox.net](mailto:mariangrace@cox.net)  
for more information.

***Go Hawks!!***

### ***Elected Positions {voted on by the Association}***

**President** – Oversee and guide board members and committees. Run meetings. Communicate with council.

**Executive Vice President** - Assist the president, perform the duties of the president in his/her absence or disability.

**1<sup>st</sup> VP - Ways and Means** - Review budget with the board. Oversee fundraisers. Research fundraising opportunities.

**2nd VP - Membership** - Advertise to encourage membership, collect payments, record data.

**3rd VP - Grad Night** - Build committee to plan event. Coordinate volunteers to build, decorate, set up and take down.

**Recording Secretary** - Keep a complete record of all meetings. Sign approved authorizations for payment by the PTSA.

**Treasurer** - Keep financial records. Co-signer for all checks paid from PTSA account. Present monthly reports.

**Auditor** - Audit the books and financial records of the association semi-annually.

**Financial Secretary** - Make deposits and keep records of all deposit receipts.

**Historian** - Assemble and preserve a record of the activities, achievements and volunteer hours of the association.

### ***Appointed Positions {appointed by the president}***

**Alumni Liaison** - Maintain communication between alumni and current board members.

**Arts Advocacy** - Promote art activities within the PTSA and bring art awareness and programs to the school.

**Awards and Scholarships** - Distribute honor roll awards twice a year and award scholarships to deserving students.

**Career Day** - Plan an event for students with careers ideas, resume writing tips, interview skills, and interest assessments.

**College Day** - Work with Trabuco Hills HS rep on their college fair, handle volunteers and publicity at LHHS for the event.

**Corresponding Secretary** - Send meeting notices. Write thank you notes and letters as needed.

**ELAC Liaison** - Attend the ELAC and PTSA meetings and report information for both meetings, encourage feedback.

**Every 15 Minutes** - Partner with ASB in this drunk driving awareness event held every other year.

**Gifting** - Work with parents, teachers, students and administration to determine purchasing needs PTSA can assist with.

**Grad Night Financial Chair** - Keep track of all income and expenses for event. Make sure they do not go over budget.

**Hospitality Chair** - Responsible for the coordination of food and refreshments at PTSA events.

**Hawk Gala** - Responsible for coordinating the committee planning LHHS PTSA's major annual fundraiser.

**Hawk Walk** - Coordinate volunteers to put together registration packets in August. Assist with stations during Hawk Walk.

**I Can Make a Difference** - Plan a mini conference to enhance leadership skills, community outreach, communication, and social awareness among students. Arrange for a speaker. Select students to participate.

**International Festival** – Coordinate volunteers to sell food at PTSA table.

**Legislative** - Work with PTA at district level to advocate for legislation and policies that improve education

**Parent/Student Education** - Work with the administration to set up parent & student education seminars.

**Parliamentarian** - Ensure PTSA follows bylaws and use Roberts's Rules of Order at meetings. Review/update bylaws.

**Pay It Forward** - Coordinate breakfast/snacks/volunteers at the Senior Picnic and Breakfast. Food is paid for by the seniors.

**Public Relations** – Reach out to parents & community to promote how PTSA is giving parents a voice in the education of their children and contact the media to promote the events and benefits.

**Red Ribbon Week** - Work with the admin/students/volunteers on an educational event to promote anti-drug awareness.

**Reflections** - Promote the National PTA Reflections program. Handle the LHHS applications, submissions & judging.

**Special Education** - Advocate for LHHS special education students. Get details from SVPTSA regarding special education events/news to PTSA and families with children in the program.

**Student Involvement** - Attract and mentor student positions on the PTSA board.

**Teacher Rep** – Communicates news, needs and accolades from the teachers to the PTSA and vice versa.

**Technology** – Asses maintenance of technology provided by PTSA and determine future technology needs.

**Volunteer Coordinator** - Organize the volunteers that signed up during the membership drive.

**Webmaster** - Maintain and update PTSA website.