

EXECUTIVE COMMITTEE

The Executive Committee comprises the PTA's elected officers, and their primary role is to support the President in achieving the PTA's objectives. The specific responsibilities of these officers are outlined in the Bylaws.

1. The President oversees the PTA's operations and works in collaboration with the other members of the Executive Committee, Board of Directors, and General Membership.
2. The Vice-Presidents assist the President and may be tasked with managing specific programs, such as Membership, Legislation, or the Reflections Program. They can act as substitutes for the President only when authorized by the President or by the Board of Directors in cases where the President is unable to preside.
3. The Treasurer serves as the custodian of PTA funds, receiving and disbursing money as specified in the Bylaws or as authorized by the PTA. See the LAPTA Toolkit's Treasurer section for details.
4. The Secretary maintains accurate records of PTA proceedings and serves as the guardian of PTA records. For a comprehensive understanding of the Secretary's responsibilities, consult the LAPTA Toolkit's Secretary section.

COMMITTEES

Committees serve as the operational engine of the PTA, orchestrating and advancing its initiatives. Each committee is led by an appointed or elected "chair." These committees have well-defined roles and operate under the supervision and guidance of the PTA. The PTA's objectives and priorities dictate the quantity and character of the required committees. To find specific details regarding committees and the selection of committee chairs, consult the Bylaws.

It's essential to note that committees possess authority only as explicitly granted to them. They are not independent entities but integral components of the PTA, functioning within the parameters established by the PTA's Bylaws, policies, and procedures. All undertakings and endeavors must receive prior approval from the Executive Committee. Committees work effectively on many tasks. The procedures are informal, allowing individuals freedom to discuss and make greater contributions. Create an open, relaxed, and supportive environment. The size of the committee shall be small enough to allow for greater efficiency and flexibility and large enough to complete the task.

A terrific way to recruit new volunteers is through committees which are critical to the success of the PTA. They provide an opportunity for individuals to do the work best fit for them. Members develop a sense of worth and personal satisfaction as they contribute to the total work of the PTA. Committee chairs are responsible for appointing their committee members with the approval of the Board of Directors.

Standing Committees perform work in specific areas continuously throughout the year. Special Committees perform work for a specific short-term purpose and cease to exist upon completion of the work. The following is a short list of committee suggestions, although a PTA may have other committees not listed.

LOCAL PTA BYLAWS TEMPLATE: ARTICLE IX: COMMITTEES

Section 1. Eligibility and Authority. Any PTA member in good standing may serve on a committee. Committee chairs are appointed by the President or BOD unless otherwise specified in the Bylaws. All committee work must have the consent of the Executive Committee.

Section 2. Committee Types.

1. **Standing Committees.** The President establishes Standing Committees and appoints their chairs, subject to the BOD approval, to conduct the PTA's work and objectives over the course of a full year, such as Membership, Programs, Advocacy, Fundraising, and Arts Education/Reflections. The term for Standing Committee Chairs is year(s) or until the selection of a successor.
2. **Special Committees.** Special Committees are created and appointed as specified in the Bylaws usually for a short-term need. The term for Special Committee ends when its special purpose concludes. The President or committee appoints its chair. Additional Special Committees not listed in the Bylaws may be created as needed.

Section 3. Required Special Committees.

1. **The Nominating Committee** of three or five members shall be appointed by a majority vote at a General Membership Meeting with 20 days' notice and at least one month before elections. The committee or the President shall appoint its chair. The committee nominates eligible individuals to serve for each available office and completes the Nominating Committee Report. Further nominations may be made "from the floor." Such nominees must submit written notice of their intent to run to the President and Secretary at least 15 days before elections. The final and complete list of nominees is published four days before elections. The committee presents its slate of nominees at a General Membership Meeting scheduled in the month(s) designated in Article VI, Section 2.
2. **The Budget Committee** of three is appointed by a two-thirds vote of the BOD and chaired by the Treasurer. It develops the annual budget, solicits revisions from the BOD, and presents the proposed budget at the first General Membership Meeting. The budget is adopted with an affirmative majority vote. Amendments to the budget required a two-thirds vote. The budget and the Budget Approval Form are submitted to LAPTA.
3. **The Audit Committee** of three members is appointed by a majority vote of the General Membership or by a two-thirds vote of the BOD to examine the books at the end of the fiscal year or after the resignation of a check signatory. The report is presented to the General Membership and a copy provided to LAPTA. See LouisianaPTA.org/treasurer.
4. **The Bylaws Committee** of three members is appointed annually by a majority vote of the General Membership or by a two-thirds vote of the BOD. The committee prepares a revised set of Bylaws every three years by using the Local PTA Unit Bylaws Template by LAPTA. The proposed Bylaws are presented at a General Membership Meeting with 20 days' notice and are approved with an affirmative majority vote. Amendments need an affirmative two-thirds vote of the General Membership. The Bylaws are submitted to LAPTA who issues the final approval and activation date.

COMMITTEE EXAMPLES

The Advocacy Committee serves PTA members by providing them with information on current legislative matters, promoting active engagement in local, state, and national government affairs. It also advocates for the PTA's stance on proposed laws that impact the well-being and education of children, collaborating with legislators at all levels, and partnering with like-minded organizations. See LouisianaPTA.org/advocate.

The Budget Committee is responsible for formulating the PTA's budget, with the Treasurer serving as the chair. Additional members, as per the Bylaws, are appointed. This committee conducts a comprehensive review of the previous year's budget and the Treasurer's reports to assess its alignment with the unit's needs. The Treasurer presents the budget to the BOD for suggestions and edits, and then the General Membership for approval. Any future amendments must be approved at a General Membership Meeting with an affirmative two-thirds vote.

The Bylaws Committee is responsible for examining and updating the LAPTA Bylaws Template, making note of the most recent LAPTA approval date stamped on the cover page. It is mandatory to review, revise, and submit the Bylaws to LAPTA for approval every three years. See details at LouisianaPTA.org/Bylaws.

The Communications Committee plays a crucial role in keeping PTA members and school families informed about PTA initiatives and ways they can get involved. It raises public awareness, fosters understanding, and garners recognition and support for PTA's goals and programs. Discover valuable tips and best practices for effectively conveying messages by visiting PTA.org/local-leader-kit/communications.

Reflections/Cultural Arts Committee emphasizes the benefits of arts education in the school and community. Members publicize and administer the Reflections Program and oversee other arts programs introduced by LAPTA. Find more information at LouisianaPTA.org/reflections.

Diversity, Inclusion, and Outreach (DIO) Committee works to build an organization that recognizes diversity and values differences and similarities among people through its actions and accountability. PTAs authentically represent their communities when they respect differences, acknowledge shared commonalities, and develop meaningful priorities based on that knowledge. Visit PTA.org/home/run-your-pta/Diversity-Equity-Inclusion.

Education Committee focuses on the enrichment and policy of education. It provides opportunities for students to enhance their knowledge, develop learning skills, and access other educational needs. It advocates in the community on the issues that affect students' education, achievement, and school success. Visit [PTA.org/home/family-resources](https://pta.org/home/family-resources) and [PTA.org/home/run-your-pta/how-we-pta/access-to-opportunities](https://pta.org/home/run-your-pta/how-we-pta/access-to-opportunities).

Family Engagement Committee helps strengthen, support, and sustain the involvement of families in the lives of children. Families are the essential ingredient to ensure a high-quality education for every student. Decades of research have shown that family engagement matters for student success. Students whose families are engaged are more likely to attend school, avoid discipline problems, achieve more, and graduate. Learn about PTA's guiding principles of the 4 I's (Inclusive, Individualized, Integrated, and Impactful) at [PTA.org](https://pta.org).

Financial Resources Committee secures financial support for PTA programs through fundraising, sponsorship, donations, and grant submissions. The plan of work is based on the PTA's goals while reflecting the PTA's high principals. See [PTA.org/local-leader-kit/fundraising/mission-driven-fundraising](https://pta.org/local-leader-kit/fundraising/mission-driven-fundraising).

Healthy Lifestyles Committee educates parents about the physical, mental, and emotional health needs of children. It is the shared responsibility of families, schools, and communities to develop the "whole child." Visit [PTA.org/home/programs/Healthy-Lifestyles](https://pta.org/home/programs/Healthy-Lifestyles), [PTA.org/home/run-your-pta/how-we-pta/social-and-emotional-wellbeing](https://pta.org/home/run-your-pta/how-we-pta/social-and-emotional-wellbeing), and [PTA.org/home/run-your-pta/how-we-pta/addressing-food-insecurity](https://pta.org/home/run-your-pta/how-we-pta/addressing-food-insecurity) for info on food insecurity.

Student Involvement & Leadership Committee gives the students the opportunity to gain experience and knowledge about leadership, advocacy and the legislative process, philanthropy, and PTA values and goals. Learn more at [PTA.org/home/run-your-pta/ptsa-resources](https://pta.org/home/run-your-pta/ptsa-resources).

Hospitality Committee develops a spirit of friendliness among members and others who may attend meetings. It assists in discovering special talents and interests among members, organizes special events, and fosters a feeling of belonging among members. See [PTA.org/local-leader-kit/leadership/lead-the-pta-way](https://pta.org/local-leader-kit/leadership/lead-the-pta-way).

Male Engagement Committee focuses on the importance of father figures in the success of children. Increased male involvement causes student grades and test scores to improve, attendance to increase, and more student involvement in school activities. See [Supporting-multicultural-membership-growth/Male-Engagement](https://pta.org/supporting-multicultural-membership-growth/male-engagement) and the "[ABCs of Male Involvement Handout](https://pta.org/abc-of-male-involvement-handout)."

Membership Committee builds an active membership and conducts the year-long membership campaign. A growing and engaged membership is the foundation for achieving the PTA's mission. Visit [PTA.org/local-leaderkit/membership](https://pta.org/local-leaderkit/membership), [PTA.org/home/run-your-pta/membership-resources](https://pta.org/home/run-your-pta/membership-resources), and LouisianaPTA.org/membership.

Mental Health Committee supports mental health for the students. National PTA has a new Mental Health Pilot Program and Louisiana was one of only a few to implement it! Jessica Latin was named as the Louisiana Healthy Minds State Champion. She is a licensed professional counselor and serves as Secretary for the Judson Warriors PTA in Shreveport, LA. For the next two years, she will be empowering families with resources and tools to help them make mental health a daily priority. Learn more at [PTA.org/HealthyMinds](https://pta.org/HealthyMinds), search "Louisiana PTA Healthy Minds" on Facebook, or email Jessica at healthyminds@LouisianaPTA.org.

Program Committee plans engaging, educational, and fun opportunities for students and their families. National PTA provides free, in-depth programs for PTAs to implement. See [PTA.org/home/programs](https://pta.org/home/programs) and [PTA.org/home/run-your-pta/how-we-pta#howwepta](https://pta.org/home/run-your-pta/how-we-pta#howwepta).

Room Representatives Committee serves as a liaison for the classroom and provides a personal contact between the PTA, parents, students, and teachers. This promotes the fourth Purpose of PTA which is to have parents and teachers cooperate in the education of children and youth.

Teacher Appreciation Committee recognizes and celebrates teachers for their contribution to children and honors their dedication and passion for teaching during Teacher Appreciation Week. This is the first full week in May. National PTA provides new Toolkits each year at [PTA.org/home/events](https://pta.org/home/events).