

Make Up of a Board

The Board consists of the Executive Committee, Committee Chairs, and other roles such as the Parliamentarian.

- **The Executive Committee** includes the elected officers. Their primary role is to support each other in achieving the PTA's objectives. The specific responsibilities are outlined in the Bylaws. The **President** oversees the PTA's operations and works in collaboration with the Executive Committee, BOD, and General Membership. The **Vice-President(s)** assist the President and may be tasked with managing specific programs. They can act as substitutes for the President when authorized by the President or BOD when the President is unable to preside. The **Treasurer** serves as the custodian of PTA funds, receiving and disbursing money as specified in the Bylaws. The **Secretary** maintains accurate records of PTA proceedings and serves as the guardian of PTA records.
- **BOD Committee Chairs** 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 Executive Committee. The PTA's objectives and priorities dictate the quantity and character of the committees.

Types of Committees

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. Read the Bylaws for required committees and selection of Committee Chairs. 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. Create an open, relaxed, and supportive environment within the committee. The size of the committee needs to be small enough to allow for efficiency and flexibility and large enough to complete the task.

A terrific way to recruit new Board Members is through joining a committee to do work that best fits 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. The following is a short list of committee suggestions, although a PTA may have others.

- **Advocacy Committee** advocates for students and provides information on current legislative matters, promoting active engagement in local, state, and national government affairs. See LouisianaPTA.org/advocate.
- **Budget Committee** creates the PTA's budget chaired by the Treasurer. Additional members are appointed. It reviews the previous year's budget and reports. The Treasurer presents the proposed budget to the BOD for suggestions and edits, and then the General Membership for approval. See the Bylaws for details.
- **Bylaws Committee** is responsible for updating the Bylaws, using the LAPTA Bylaws Template. It is mandatory to renew the Bylaws every three years with LAPTA. See LouisianaPTA.org/Bylaws.
- **Communications Committee** keeps 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. See PTA.org/local-leader-kit/communications.
- **Reflections/Cultural Arts Committee** emphasizes the benefits of arts education and administers the LAPTA Reflections Program and oversees other arts programs. See LouisianaPTA.org/reflections.
- **Diversity, Inclusion, and Outreach (DIO) Committee** recognizes diversity and values differences and similarities among people through its actions and accountability. Visit PTA.org/home/run-your-pta/Diversity-Equity-Inclusion.
- **Education Committee** focuses on the enrichment of education policy and provides opportunities for students to enhance their knowledge, develop learning skills, and access other educational needs. See PTA.org.
- **Family Engagement Committee** helps strengthen and support the involvement of families in school. Students whose families are engaged are more likely to avoid discipline problems, achieve more, and graduate.
- **Fundraising Committee** secures financial support for the PTA through fundraising, sponsorships, donations, and grants. See LouisianaPTA.org/funds and PTA.org/local-leader-kit/fundraising/mission-driven-fundraising.
- **Healthy Minds Committee** supports mental health for the students. Jessica Latin is the Louisiana Healthy Minds State Champion who can assist PTAs with mental health efforts. Learn more at PTA.org/HealthyMinds, search "Louisiana PTA Healthy Minds" on Facebook, or email Jessica at HealthyMinds@LouisianaPTA.org. Visit HealthyLifestyles, [Social and Emotional Well-Being](https://SocialandEmotionalWell-Being), and [Food Insecurity](https://FoodInsecurity).
- **Hospitality Committee** develops a spirit of friendliness 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://www.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 at school. See [Male Engagement](#) and the [ABCs of Male Involvement](#).
- **Membership Committee** builds an active membership and conducts the year-long membership campaign which is the foundation for achieving the PTA's mission. See [LouisianaPTA.org/membership](https://louisianapta.org/membership).
- **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://www.pta.org/home/programs).
- **Room Representatives Committee** serves as a liaison for the classroom and provides personal contact between the PTA, parents, students, and teachers.
- **Student Involvement & Leadership Committee** gives students the opportunity to gain experience and knowledge about leadership, advocacy, philanthropy, and PTA values. See [PTSA Resources](#).
- **Teacher Appreciation Committee** recognizes and celebrates teachers for their contribution to children and honors their dedication and passion for teaching during Teacher Appreciation Week. See [PTA.org/home/events](https://www.pta.org/home/events).