



## EXECUTIVE BOARD

### CORRESPONDING SECRETARY

PURPOSE: TO ORIENT NEW BOARD MEMBERS AND PROVIDE NECESSARY CORRESPONDENCE ON BEHALF OF THE PTSA

- June: Fill out a form for the North Fulton PTA Council with the Board Contact List. This is done sometime in June. Talk to the Co-Presidents about doing this and any other forms for the Georgia and National PTA that they might want need completed and sent during the summer months.
- During the summer: Order name tags for new board members from Creative Awards & Promotions- (770)517-8444 [creativeorders@bellsouth.net](mailto:creativeorders@bellsouth.net)
- During the summer: Create board notebooks for each member with co-presidents. Notebooks should include:
  - President's Welcome Letter
  - List of board members
  - Meeting dates (board and general)
  - School calendar and general school information
  - Bylaws
  - Any information specific to the committee, such as the position description and notes from the previous year's chair.
  - Policies and Procedures
  - Forms
- Make PTSA Information Booklets for the Administrators and all Department Heads at AHS. Include PTSA Board List, Faculty PTSA Membership Forms, PTSA Yearly Calendar, newsletter deadlines, and any other info that you and the Board would like to include. Also include school secretaries, Metro head, the Custodial head, Cafeteria manager, Library clerk, Clinic worker, Family Resource Management, TAG, and IST.
- Send flowers, cards, etc. to PTSA Board members and teachers for deaths, births, illnesses, marriages, honors, etc. This expense is taken out of the Benevolence budget. Ask school secretaries and department heads to notify you of significant events in teacher's/staff's lives.
- Make any other phone calls or send e-mails to the PTSA Board members that may be necessary from time to time.