

<b>President:</b>	To help facilitate the PTA and the School in any way that is needed. To help the committee chairs and the VP's. To make sure that the students of Cibolo Green are always put first and that the PTA is helping all the students
<b>Secretary:</b>	To keep record of all PTA meetings and communication with board.
<b>Treasurer:</b>	To keep track of all monies brought in and sent out of the PTA accounts.
Membership:	To promote PTA membership, send in rosters and dues to National and Texas PTA. Arrange incentives for families and staff to join PTA. Apply for awards by deadlines. Work with treasurer to make sure membership entries/collections line-up monthly.
<b>Parliamentarian:</b>	To make sure President and all meetings are held in accordance with all PTA guidelines.
<b>1st VP - Aide:</b>	To assist the president with PTA needs. To ensure welcome packets are taken care of. To oversee Staff Appreciation, Council Delegate, Founders Day/Life Member and Social Media
Staff Appreciation:	Host a Back to School breakfast in August. Provide lunch for staff during 3 STAARS test dates. Recognize Cibolo Green staff birthdays with treats on the last Friday of the month. Send cards for any Cibolo Green Faculty member or board member who loses a loved one. If we lose a student to find a book that represents that child and dedicate a book in their name in our library. (with help from librarian and parents). Help principal with snack organization for faculty meetings. Coordinate Teacher Appreciation Week, a Custodial Appreciation Lunch, and a Holiday Staff Lunch.
Founder's Day/Life Member:	Solicit nominations for and select life members and coordinate voting committee. Organize invitations, and update plaque for the Founders' Day Banquet.
Council Delegate:	Attend NE Council meetings as voting delegate and give report at CG Executive Board meetings; keep PTA updated on legislative issues affecting education
Council Delegate Alternate:	Attend NE Council meetings as voting delegate and give report at CG Executive Board meetings; keep PTA updated on legislative issues affecting education if the Delegate can not make the meeting.
Website/Social Media:	Help organize and update the Website. Update website with PTA related information, news and events. Update CG PTA FB account with related information, news and events.
<b>2nd VP - Ways and Means:</b>	To help all committees that help the PTA earn money for the school.
Spirit:	To order and keep stock of all our spirit items. Stock and arrange for Spirit Cart sale days, create & distribute flyers for spirit cart. Arrange for printing and ordering of spirit shirts & other spirit items. Deliver items ordered online to classrooms weekly (or coordinate volunteer to help)
Eat for a Cause:	To arrange with local business Eat for a Cause events and then create (or request) digital or paper flyer to distribute, advertise to school community before event takes place
Fall Festival:	Help facilitate committee: solicit sponsorships, donations for silent auction, arranges the food, gets volunteer help, and prepares activities for Cibolo Green's major fundraiser.
<b>3rd VP - Programs:</b>	To help all the program committee chairs that are offered to our school and students. To facilitate Walk to School Day, help coordinate Veteran's Day alongside school, help coordinate Grandparents' Day alongside school, etc.
ADEPT/Red Ribbon Week:	Coordinate tying ribbons around trees/columns at school with the counselors. Coordinate with Counselors the theme and what activities will happen each day of the week. Veterans day assembly/decorations coordinate with school
Arts in Education:	Promote and run the PTA Reflections program. Assist Campus Arts Committee with the District-wide Young Master's Art Program
Family Engagement:	Plan two family engagement activities during the school year, form a committee to help.
Bike Rodeo:	Coordinate with NEISD police officer, school, and volunteers for the bike rodeo and the assembly. Purchase trophies/ribbons & send home flyers to students to label bike/helmet. Print score sheets & help officer calculate winners
Student Enrichment:	Bringing programs and assemblies in to the school for the benefit of all the children of Cibolo Green.

Watch D.O.G.S.:	Coordinate the WatchDOGS program at the school. Create calendars and communicate with volunteers. Organize Watch dog Night at the beginning of the year. Present at Pizza night and promote Watchdogs with all Dads attending.
<b>4th VP – Volunteers:</b>	Help coordinate with all chairs in the PTA volunteer support. Help all committees under position to make sure all events/grade levels are running smooth. Help coordinate sign ups for volunteers for events and daily sign ups (lunchroom, library, Watch DOG, copy room)
Library Help:	Help coordinate with the librarian book for shelving and volunteers for the book fair.
Liaisons K-5	Help coordinate with the teachers of their grade level support and volunteers as needed for special projects. Work closely with 4th VP to make sure grade levels are aligned with parties & gr level events.
Fifth Grade Activities:	To coordinate design (5th gr design & vote) for 5th gr shirt. To help facilitate the 5th grade fundraiser to help pay for 5th gr party at the end of the year. To help organize and coordinate snacks, activities & volunteers for the 5th gr party. & see above for 5th gr liaison description
Lunchroom Liaison	Organize lunch volunteers, work closely with Assistant Principal to coordinate healthy eating plan & recycling unused foods to be distributed to students in need
Field Day:	Help coaches to organize activities and volunteers for field day. Order all natural popsicles/snacks and help to get cups and water for all kids.
School Liaison (ALE, GT, Music, PE) /Workroom:	Maintain a centralized workroom system for copy room and arrange for volunteers to come and fill shifts. Help coordinate with ALE, GT, Music & PE teachers for needs for special projects or copies. Coordinate volunteers to help teachers with needs.