

**Officer and Committee Chair Descriptions** | Executive Board 2010-11

Serving on the Executive Board requires good communication and organizational skills, a willingness to coordinate the business and activities of the association, cooperation with all members, the ability to offer leadership services when called upon, and the desire to make the schools a welcoming place where all students may enjoy the benefits of PTA/PTSA.

In accordance with the bylaws, all committees shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board. Committees shall also submit a detailed report to the President at the conclusion of the Committee's work.

---

The **President (Heather Broos – heather.broos@livoniaptsacouncil.org)** sets meeting dates based on the school district calendar, prepares the agenda and presides at each meeting, maintains a fair and impartial position at all times, encourages all members to participate, receives and circulates all information and resources received from National, Michigan, Region, and local unit PTA/PTSAs. The President must be able to manage people effectively, sign vouchers and checks in accordance with the bylaws, and serve ex officio on all committees except the Nominating committee.

The **1st Vice President (Linda Fry – linda.fry@livoniaptsacouncil.org)** presides at meetings in the absence of the president, or upon the president's inability to serve, acts as an aide to the president and assumes responsibility for duties assigned by the president, performs any other specific duties that may be provided for in the bylaws, and represents the president upon request.

The **2nd Vice President (Liz Jarvis – liz.jarvis@livoniaptsacouncil.org)** presides at meetings in the absence of the 1st Vice President. The 2nd Vice President chairs the annual Founders' Day Celebration event in February.

The **Treasurer (Tammy Bonifield – tammy.bonifield@livoniaptsacouncil.org)** keeps an accurate and detailed account in the treasurer's permanent book of all money received and paid out; submits a written financial statement at regular meetings; receives all money for accounts, e.g., local unit dues, per capita dues, donations, etc. The Treasurer deposits all money in a bank approved by the executive board; has checks and vouchers signed by two persons - the treasurer and one other person; pays all bills as authorized by the executive board according to the budget adopted by the membership; cooperates with the membership chair and the secretary in keeping an accurate list of units; forwards the annual unit dues to the Michigan PTSA office on or before June 1st of each fiscal year; submits the Council's accounting books annually for an audit performed by an auditor or auditing committee selected by the executive board at least two weeks prior to the meeting at which new officers assume duties; submit copies of the annual audit and budget to the Michigan PTSA office by February 28th.

The **Corresponding Secretary (Allison Johnson – allison.johnson@livoniaptsacouncil.org)**, conducts the correspondence of the unit, sends out notices of executive board and other meetings, maintains attendance records for all executive board and general membership meetings, notifies officers and committee members of their election or appointment, acts as the Recording Secretary in the absence of that officer; and performs other delegated duties as assigned by the President.

The **Recording Secretary (John Grzebik – john.grzebik@livoniaptsacouncil.org)** is responsible for keeping accurate records of proceedings of the Council, shall maintain accurate records of the minutes of all meetings of the Council; prepares a meeting agenda upon request of the president, maintains a roster of the names of the Council executive board, furnishes delegates with convention credentials, sends the name and address of the newly elected president and all other officers to the Michigan PTSA immediately following the election, acts as the Corresponding Secretary in the absence of that officer, and perform other delegated duties as assigned by the President.

**Advocacy and Legislative (Tom Bailey – tom.bailey@livoniaptsacouncil.org)** The Advocacy and Legislative chair helps keep our membership informed of State and National PTA issues such as funding for public education and local community issues affecting parents, students, and our district through a partnership between Livonia PTSA Council, the Michigan PTSA, the National PTA, and the Livonia School District. Communication methods may include e-mails, our Website, and our Newsletter – The Council Courier, etc. This committee coordinates the School Board Candidates' Forum.

**Awards (Heidy Nance – heidy.nance@livoniaptsacouncil.org)** This committee coordinates awards presented at Council events, including Founders Day. The committee also handles the submission of award nominations to Michigan PTSA for categories such as Council, Newsletter, and Website of the Year.

**Bylaws and Policies & Procedures (Lynda Scheel – lynda.scheel@livoniaptsacouncil.org)** This committee updates Council's Bylaws and its Policies & Procedures Guide as needed. Revisions are required by the Michigan PTSA once every three years. This chairperson also maintains copies of all local unit bylaws and furnishes Council's bylaws to all local units.

**Clothing Depot (Anne Heikkinen – anne.heikkinen@livoniaptsacouncil.org)** – This committee keeps us informed of what is happening at Livonia PTSA Clothing Depot, located in Marshall School, which provides assistance to families in need whose children attend Livonia Public Schools.

**Community Relations (Karen LaMothe)** Responsible for coordinating Council's activities with LPS and the local community by reserving rooms and locations for Council meetings and events, publicizing events via LPS website, newsletter, cable channels, and throughout the community by contacting municipal and business leaders, local newspapers and cable channels.

**Council Directory (Jerilyn German Petersmark – jerilyn.petersmark@livoniaptsacouncil.org)** This committee requests and compiles local unit officer and chairperson contact information for the annual Livonia PTSA Council Directory. The Directory should be submitted for printing by September 30<sup>th</sup>.

**ELVs (Early Literacy Volunteers) – (Lisa Hausman – lisa.hausman@livoniaptsacouncil.org; Shelly Robinet – shelly.robinet@livoniaptsacouncil.org)** The Early Literacy Volunteers committee coordinates with our school district's Reading Recovery Specialists to match high school students and other volunteers with early elementary-aged children for one-on-one reading and learning opportunities.

**Founders Day (Liz Jarvis – liz.jarvis@livoniaptsacouncil.org)** Organizes and coordinates the Livonia PTSA Council Founders Day celebration, including dinner, awards, prizes, speeches, etc. This event typically takes place in February.

**Historian (Jerilyn German Petersmark – jerilyn.petersmark@livoniaptsacouncil.org)** Keeps records and take photographs of Council events.

**Hospitality (Allison Johnson – allison.johnson@livoniaptsacouncil.org)** This committee is responsible for purchasing refreshments for our General Membership meetings and other designated LPTSAC-sponsored events throughout the year.

**Immediate Past President (Heidy Nance – heidy.nance@livoniaptsacouncil.org)** This past officer is relied upon to offer guidance, wisdom, and support.

**Liaisons** – This is a wonderful opportunity for LPS building administrators and teaching staff to learn how Council serves our local unit PTAs, as well as for Council to learn about the activities in individual elementary and secondary buildings. Offering a short "report" is all that is asked from each liaison at Council's monthly meetings. Liaisons are full voting members of the Executive Board.

- **Liaison/Elementary – Danielle Daniels**
- **Liaison/Secondary – Eric Stromberg**
- **Liaison/LEA Rep – Chris Mitchell**
- **Liaison/Community Relations – Karin LaMothe**

**Liaison/LPS Foundation (Jerilyn German Petersmark – jerilyn.petersmark@livoniaptsacouncil.org)** Communicates information and coordinates plans of action between the LPS Foundation, Council, and the local PTA/PTSA units.

**Masterworks (Liz Jarvis – [liz.jarvis@livoniaptsacouncil.org](mailto:liz.jarvis@livoniaptsacouncil.org); Karen Werden – [karen.werden@livoniaptsacouncil.org](mailto:karen.werden@livoniaptsacouncil.org))** This long-running art appreciation program has established itself as a very valuable mainstay in our district. Duties include coordinating delivery of art print crates to our elementary schools, offering a training session, and planning a year-end appreciation event for the volunteers.

**Membership (Anne Heikkinen – [anne.heikkinen@livoniaptsacouncil.org](mailto:anne.heikkinen@livoniaptsacouncil.org))** This committee helps keep Livonia PTSA the largest membership in the state by offering training and ideas to the local unit chairpersons. Regular contact with unit membership chairs is essential.

**New Member Welcome (John Grzebik – [john.grzebik@livoniaptsacouncil.org](mailto:john.grzebik@livoniaptsacouncil.org))** Prepares “welcome folders” for new Council members. Contents should include rosters, committee descriptions, school district map, Council bylaws, etc.

**Newsletter “Council Courier” (Liz Jarvis – [liz.jarvis@livoniaptsacouncil.org](mailto:liz.jarvis@livoniaptsacouncil.org))** The editor is responsible for publishing the PTSA Council newsletter, usually four times a year. Information is gathered about Council and local PTA/PTSA unit events and news. This editor may also offer support and ideas for local units’ newsletters. The “Council Courier” was awarded Newsletter of the Year by Michigan PTSA for 2009-10.

**Programs and Health & Safety (OPEN)** This committee brings awareness to our membership of Health & Safety issues using materials from local resources, as well as State and National PTA. This committee also organizes Programs and events that focus on child/student/community issues and parent education for our General Membership meetings which are held several times a year.

**Public Relations (Heidy Nance – [heidy.nance@livoniaptsacouncil.org](mailto:heidy.nance@livoniaptsacouncil.org))** Responsible for coordinating projects, purchases, communications, etc. that publicize Council’s mission and activities.

**Reflections (Kathy Bilger – [kathy.bilger@livoniaptsacouncil.org](mailto:kathy.bilger@livoniaptsacouncil.org))** Coordinates this National PTA Youth Arts program which is open to all students throughout our district. Distributes applications and forms to unit committee chairs, collects entries, procures judges, organizes the local Reflections celebration program, and forwards entries to Michigan PTSA for state judging.

**Student Involvement (Becky Wood – [becky.wood@livoniaptsacouncil.org](mailto:becky.wood@livoniaptsacouncil.org))** Chairperson coordinates efforts to enlist two students from each of our high schools who are needed to report on student-community involvement and activities in our district.

**Student Representatives (OPEN)** In accordance with Council’s bylaws, two students (one delegate and one alternate) from Churchill, Franklin, and Stevenson serve to promote PTSA issues in their schools and report on student activities at Council’s monthly meetings. Student Reps are full voting members of the Executive Board.

**Superintendent (Dr. Randy Liepa)** Shares information about LPS instructional matters and activities.

**Team Building (Anne Heikkinen – [anne.heikkinen@livoniaptsacouncil.org](mailto:anne.heikkinen@livoniaptsacouncil.org))** This committee helps units to bring their officers, volunteers, and memberships into a better working relationship. Livonia PTSA Council prides itself on its years of assisting local units and coordinating programs for all members in our district.

**Youth Making A Difference (John Grzebik – [john.grzebik@livoniaptsacouncil.org](mailto:john.grzebik@livoniaptsacouncil.org); Becky Wood – [becky.wood@livoniaptsacouncil.org](mailto:becky.wood@livoniaptsacouncil.org))** This student volunteer community service recognition program has enjoyed many years of success. The chairs distribute materials to the local units’ chairpersons, coordinate the Celebration program in April, and publicize the program in Council’s Newsletter, on Council’s Website, and throughout the community.

**Webmaster (Heather Broos – [heather.broos@livoniaptsacouncil.org](mailto:heather.broos@livoniaptsacouncil.org))** This individual is responsible for keeping Council’s PTSA Website current. The Webmaster will coordinate updates and changes with the President. Additionally, the Webmaster may offer suggestions to increase the usability of local unit websites.