

OPE PTA Board Positions for the 2025-2026 School year
(* Executive Board Position)

***President**

Coordinate the work of the officers and committees of the PTA, promote the purposes of the PTA, preside over all executive and general PTA meetings, sign contracts and checks and serve as an ex-officio member of all committees except nominating and financial reconciliation committees.

***1st Vice President (VP Communications)**

Assist President & Principal with the coordination of all school Communication. Oversee, actively participate, support and coordinate the duties and responsibilities of the PTA positions that fall under VP Communications:

- Room Reps
- Kinder/PreK Liaisons
- Family Events Coordinator
- Inclusion
- Owl Outreach
- Social Media / Website
- School Supplies
- Dads Club
- Corresponding Secretary (eblast)
- Graphic Design / Tshirts
- Pyramid Liaisons
 - McLean 6th
 - McLean 7th-8th
 - Paschal

*1st VP would stand in the President's absence.

***2nd Vice President (VP Programs)**

Assist President & Principal with the coordination of all school programs. Oversee, actively participate, support and coordinate the duties and responsibilities of the PTA positions that fall under VP Programs.

- Book Fair
- Carnival
- Enrichment
- Running Club
- Music Liaison
- 5th Grade Activities
 - 5th Grade Memory Book
- Artapalooza

- Visiting Author

****3rd Vice President (VP Volunteers)***

Assist President & Principal with the coordination of school volunteers. Create, update and distribute an “All About OPE” manual, for website and distribution to all new families, that describes all OPE special events, traditions, special rules, parking, etc). Work directly with Admin to maintain a list of new families joining OPE. Oversee, actively participate, support and coordinate the duties and responsibilities of the PTA positions that fall under VP Volunteers. Assist President and Principal with the coordination of all volunteer opportunities at the school.

- Office Liaison
- PTA Closet Manager
- PTA Board Hospitality
- Teacher Appreciation
- Science Lab / STEM Coordinator
- Library Volunteers
- Directory
- Yearbook
- Copy Volunteers
- Field Day
- Ozzy
- End of Year Celebration

****4th Vice President (VP Fundraising)***

Assist President & Principal with the coordination of school fundraising events and initiatives. Oversee, actively participate, support and coordinate the duties and responsibilities of all fundraising events and PTA positions that fall under VP Fundraising. Report directly to the Treasurer and President.

- Auction
 - Silent Auction
- Fall Fundraiser
- Spirit Shop
- Donor Relations

****Treasurer***

Maintain the accounting books and records for the PTA in Quickbooks. Collaborate with the tax advisor on appropriate accounting practices and the filing and IRS acceptance of the annual Form 990 after the fiscal year end. Prepare the annual budget, plan for the annual reconciliation process, chair the budget and finance committee, track revenues, expenses, and required financial reports and disclosures for PTA meetings, collaborate with the Assistant Treasurer and President to prepare checks for disbursement on a weekly

basis. Coordinate the division of responsibilities between Treasurer, Assistant Treasurer and President to maintain an appropriate level of checks and balances. Maintain an accurate list of all auto draft recurring payments and make a motion for approval of the list at the first membership meeting of the year. Oversee and coordinate the duties and responsibilities of the PTA positions that fall under Treasurer:

- Assistant Treasurer
- Legal Advisor

****Assistant Treasurer***

Assist the Treasurer with reports, check requests and disbursements and accounting software and tracking and serve on the Finance and Audit committees. Create, update and maintain all jotforms as requested.

****This position is a two-year commitment and will likely step up to the Treasurer position the following year.****

****Recording Secretary (Minutes)***

Prepare agenda and take minutes for the general and board PTA meetings, keep attendance records of the board meetings, distribute minutes for approval. Oversee, actively participate, support and coordinate the duties and responsibilities of the PTA positions that fall under Recording Secretary:

- Parliamentarian
- PTA Council Representative
- Membership Chair

****Past President***

Support current President as needed. Oversee, actively participate, support and coordinate the duties and responsibilities of the PTA positions that fall under Past President:

- Special Projects
- Grounds
- UIL

****Special Projects***

Monitor and manage all post-auction (from prior year) commitments (includes grade level programs reserved seating, OPE gym reservations, school street signs, etc). Reports to the Past President

Artapalooza / Fine Arts Day (3-4 people)

Co-Chairs – Plan, coordinate and execute fine arts day and work with committees and Principal on volunteers and logistics. Primary focus and majority of resources should be allocated to student artwork. Help execute Gallery Night after PTA meeting in May. Reports to VP Programs.

*One additional person will hold a step-up role. They will learn the position for the following year.

Book Fair (2-3 people)

Plan and coordinate the annual book fair with the librarian. Report to VP Programs.

Carnival (2-3 People)

Plan and coordinate all carnival activities. Report to VP Programs.

Copy Volunteers (4 People)

Assist in training and scheduling volunteers to help staff in all weekly copying needs. This position requires availability on Thursdays and Fridays as that is when the teacher schedules work best. Report to VP Volunteers.

Corresponding Secretary (2 people)

Send weekly e-blasts with current PTA happenings and report to VP Communications.

Dads Club Chair (1 or 2 people)

Coordinate all Dads Club Events, work with the VP Communications to raise awareness of opportunities for Dads Club support and involvement for campus needs and events. Report to VP Communications.

Directory (1-2 people)

Ensures parent contact information is obtained in the online directory and makes available copies of the directory to parents, teachers and staff. Report to VP Volunteers.

Donor Relations/Fundraising (1-2 people)

Coordinate involvement with corporate donors for the coming school year. Work with VP Fundraising and fundraising chairs (Fall Fundraiser, Carnival, and Auction) to implement donor involvement in each event. Work with donors to make sure their company is represented at the event they choose to sponsor. Coordinate and promote the programs of local and national businesses who donate a percentage of sales to our

school (i.e. Box Tops, Rewards Programs, etc). Prepare for and communicate with OPE families, teachers and staff about local, regional, state, and/or national give-back campaigns to support the school. Ensure follow up thank you correspondence to all donors and sponsors is timely provided. Reports to VP Fundraising.

End of Year Party (4-6 People)

Help coordinate the school-wide end of year celebration. Report to VP Volunteers.

Enrichment (2 people)

Plan the 6-week after school enrichment program for fall and spring, coordinate instructors and conduct class registration and provide program oversight. Report to VP Programs.

Family Events Coordinator

Coordinate and execute Grandfriends Events in the fall with Fall Fundraiser, Daddy/Daughter and Mother/Son events with Auction leads. Reports to VP Communications.

Fall Fundraiser (2 people)

Plan and execute all aspects of the Fall Fundraiser. Work with Family Events Coordinator to plan and execute Grandfriends Event. Reports to VP Fundraising.

Field Day (2 people)

Assist the teachers with coordinating day-of volunteers and possibly with securing a t-shirt sponsor. Report to VP Volunteers.

Fifth Grade Activities and Fifth Grade Memory Book (3-4 people)

Coordinate special events for the fifth grade including promotion and fifth grade T-shirts (collaborate with Graphics Design position and 5th grade teachers) and memory book and work closely with the Principal and fifth grade teachers on special events and community volunteer events. Manage 5th Grade Memory Book completion. Reports to VP Programs.

Fifth Grade Activities (2 people)

Fifth Grade Activities - Memory Book (1-2 Person)

Graphics Design / Events T-shirts (1-2 people)

Coordinate with administration and directory chairpersons to create and maintain an updated list of student, staff and teacher tshirt sizes. Collaborate with PTA position leads and schoolwide and grade level event coordinators to design t-shirt graphics (as requested), flyers for e-blast and send-home folders, and maintain graphics resources on shared Google drive. Reports to VP Communications.

Grounds (1-2 people)

Maintain landscaping of school grounds including pots and gardens and be the liaison between businesses that do grounds work and the school. Work closely with Special Projects Chair to execute major updates to Grounds. Reports to Past President.

Inclusion Chair (1-2 people)

Work with President, Principal and appropriate Staff to initiate, plan and execute school wide service project initiatives (i.e. Kids Heart Challenge, Red Ribbon Week, Live Thankfully, Light the Night, etc) as well as serve a Pyramid Outreach lead with other schools in our pyramid. Collaborate with Counselor to ensure that all OPE students have needed resources to participate in all special events (i.e. Storybook Parade, School Supplies, Valentine Grams, Holidays, etc). Reports to VP Communications.

Kinder/PreK Liaisons (FKA – POPS) (2-3 People)

Lead in planning and executing Kinder/PreK Sneak Peek (August) and Roundup (January) event. Assist in 100th day celebrations for kindergarten. Serve as Liaison and support for new families and PreK and Kinder room reps to help answer questions. Reports to VP Communications.

Legal Advisor (1 person)

Review all legal documents and contracts as it relates to Overton Park PTA. Reports to Treasurer.

Library Volunteers (1 person)

Recruit, train and schedule volunteers for the library and work with the Librarian and Book Fair Chairman. Reports to VP Volunteers.

Membership Chair (1 person)

Conduct the membership enrollment campaign. Coordinate with Treasurer to maintain an accurate alphabetical list of the PTA members enrolled and paid dues and submit to Texas PTA via myPTEZ.com. Manage the process of confirming membership and voting eligibility for all PTA meetings that require a vote from membership; this includes being

present and preparing all necessary voting cards for voting meetings. Reports to Recording Secretary.

Music Programs Liaison (1 person)

Before school begins, coordinate with OPE Music teacher/director, Principal and President to select dates for all grade level programs. Coordinate with kinder/prek liaisons & OPE Music Teacher on Round-Up dates, ensure the PTA and OPE calendars are updated with dates, provide gifts and/or flowers for OPE Music Teacher (and any other support staff who assist) at each of the grade level programs, support the music teacher as needed by ensuring all supplies/materials needed are available for the programs and the music classroom. Work with Special Projects chair to mark preferred seating for Auction Winners for each grade level program. Reports to VP Programs.

Office Liaison (1 person)

Help coordinate with school administration, social media chair, and families to manage the school Lost and Found. Fill in as needed at school front desk when admin requests. Manage OPE digital marquee (includes all OPE calendar events and dates, auction purchased birthday announcements), Reports to VP Volunteers.

Ozzy (1 person)

Dress and act out our school mascot, Ozzy, for all school events. Report to VP Volunteers.

Owl Outreach (2 People)

Work with the Executive Board, Principal and Counselor to coordinate gifts, meals etc. for faculty, staff and families in recognition of significant life events or challenges. Obtain new family list from school administration and reach out to families to welcome and answer questions, provide tours for new and prospective families, distribute the New Owl Guide. Coordinate and execute a New Owl Event at or before the beginning of the school year (at meet the teachers or otherwise) to promote inclusivity, communicate school-wide and grade level event awareness, OPE policy/practices awareness and a welcoming environment for new families. Reports to VP Communications.

Parliamentarian (1 person)

Maintain current OPE PTA bylaws and Standing Rules and collaborate with the President to update as needed. Work with the Website Chair to ensure updated versions are on the OPE website. Collaborate with the Executive Board to update and then submit revised Bylaws and Standing Rules to TX PTA for approval at least every 3 years (process should begin in August 2026, 2029, etc). Keep a copy of Robert's Rules of Order Newly Revised at all meetings and ensure compliance at meetings. Manage the

election process of the Nominating Committee, the subsequent appointment of the Nominating Committee Chair, schedule the Nominating Committee slating meeting(s) and communicate with the Nominating Committee on the slating process and compliance. Oversee the Site Based Decision Making election. Assist and support the President and PTA members and chairs with appropriate scripts for PTA meetings, processes, and compliance with Texas PTA rules and regulations. Manage and oversee the voting process at PTA meetings. Reports to Reporting Secretary.

PTA Board Hospitality (2-4 people)

Plan, coordinate and manage lunches during monthly PTA board meetings. Assist in planning holiday and end of year special board meetings. Manage thank you gifts for OPE neighbors (Beth-El, Congregation Ahavath Sholom, etc). Reports to VP Volunteers.

PTA Closet Manager (1 person)

This position will also keep inventory of and maintain the PTA Workroom and assist with all special events clean-up and post event organization. Reports to VP Volunteers.

PTA Council Representative (1 person)

Connect with local PTA Field Service Representative (FSR) Council President (CP), ensure dues are paid to Fort Worth ISD Council of PTAs, and attend delegate meetings as a representative of OPE PTA. Reports to Recording Secretary.

Pyramid Liaison (3 People)

Serve as a liaison within the Paschal Pyramid, gives monthly updates at meetings of events and fundraising opportunities within our pyramid. Reports to VP Communications.

Pyramid Liaison - McLean 6th
Pyramid Liaison - McLean Middle
Pyramid Liaison – Paschal

Room Reps (1 person)

Secure two room representatives for each homeroom. Collaborate with Science Lab position to ensure all room reps send out volunteer sign-ups for classroom Science Labs. Coordinate the projects of the room reps, report the needs of the rooms to the VP Communicators, and all upcoming events and notices to the room reps. Be lead in all school communication and serve as lead for Deck the Halls, all classroom Holiday Parties, and school-wide Thanksgiving Feast. Report to VP Communications.

Running Club (1 person)

Manage OPE Running Club (training and events), coordinate coaches for weekly training, facilitate communications, volunteers and participation in local races. Collaborate with Graphics Design position to design tshirts. Report to VP Programs.

School Supplies Coordinator (1 person)

Oversee and manage the distribution of school supplies to families and classrooms at the beginning of the school year. Coordinate with teachers to create a list of grade level school supplies required for upcoming school year, select and coordinate with school supplies distribution company, create and facilitate a school supply ordering process for returning and new OPE families. Reports to VP Communications.

Science and STEM Lab Coordinator (2 people)

Work with STEM lab instructor, science lab program director, Principal and grade-level teachers to coordinate Science and STEM lab schedules. Monitor and provide supplies and materials needed for all labs and lessons. Reports to VP Volunteers.

PreK-2nd Science Lab – Contract with science lab program director (FWMSH or other) for upcoming school year. Collaborate with science lab program director and grade level teachers to develop preK-2nd curriculum (can begin in June prior to school year start). Collaborate with Room Reps position to coordinate grade level and classroom volunteers as needed for science labs. Ensure science lab provider invoices are processed by Treasurer.

STEM - Collaborate with Room Reps position to coordinate grade level and classroom volunteers as occasionally requested for STEM labs. Ensure STEM lab instructor timecards are submitted and processed for Treasurer payment biweekly.

Social Media / Website (1 person)

Communicate with OPE Administration and President to manage and regularly update OPE PTA social media to help inform families about current and upcoming events. Ensure compliance with OPE social media policies, which include avoiding conflicts of interest and parent/family business sales on the OPE PTA social media platforms. Work closely with school administration, Principal and President to update and maintain the PTA website. Ensure website calendar is current and website contains all information and details from weekly e-blasts. Reports to VP Communications.

Spirit Shop (3 People)

Design, order, sell, sort & distribute spirit items throughout the year in compliance with OPE spirit shop policies and procedures. Present all proposed spirit shop details (including vendor selection and policies, designs, individual item costs and sales prices) to Principal, VP Fundraising, President and Treasurer for review and approval at least 2 weeks prior to school-wide promotions. Spirit Shop items can be limited to include shirts, sweaters/sweatshirts, shorts and skirts. Coordinate with the President, Treasurer, VP Fundraising and Principal to ensure policy compliance and avoidance of conflicts of interest. Coordinate with Graphics Design Position and President to design a school-wide t-shirt to sell at Fall Sale. Coordinate with Special Projects to ensure that past Auction t-shirt winners have the opportunity to design winning shirts for Fall Sale. Sales of spirit items include online, sales and in person events (Meet the Teacher, Open House, RoundUp, Gallery Night, etc). Collaborate with Owl Outreach and Inclusion positions to ensure spirit items are made available to all OPE families. Reports to VP Fundraising.

Spring Fundraiser/Auction (2-5 People)

Plan and execute all aspects of the spring fundraiser and committees. Chairman plus two Co-Chairs. Reports to VP Fundraising.

Spring Fundraiser Chair (1 Person)
Spring Fundraiser Co-Chair (1-2 People)
Silent Auction Chair (1-2 People)

Teacher/Staff Appreciation (3 People)

Create and implement monthly recognition, lunches and events for all teachers and staff. Coordinate staff and support staff gifts for the holidays. Regularly monitor and supply food and refreshments for Teacher/Staff break room. Reports to VP Volunteers.

UIL (1 person)

Assist UIL teacher lead to coordinate each UIL competition group, create sign-ups, ensure supplies are provided as needed. Collaborate with Graphics Design Position for tshirts as needed. Reports to Past President.

Visiting Author (2 people)

Coordinate authors to visit OPE in the fall and spring by researching new and popular authors and/or collaborating with other local schools to share author visits. Work with the librarian to help plan and execute visiting author events. Reports to VP Programs.

Yearbook (1-2 People)

Coordinate the layout, promotion and sale of the annual yearbook and ensure all school events are photographed, documented and represented in the yearbook. Reports to VP Volunteers.