

OPE PTA Board Positions 2026-2027 **(* Executive Board Position)**

** Executive Board positions require a significant time commitment, including attendance at monthly Executive Board meetings and active participation in the responsibilities of the position throughout the school year.*

***President**

Coordinate the work of the officers and committees of the PTA, promote the purposes of the PTA, preside over all executive, board and general membership PTA meetings, sign contracts and checks and serve as an ex-officio member of all committees except nominating and financial reconciliation committees. Communicates with the school administration to coordinate all PTA activities and support throughout the year.

***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. VP is expected to meet with each committee at least once to review roles, responsibilities, expectations and applicable budget considerations.

- Corresponding Secretary (E-blast)
- Deck the Halls
- Family Events Coordinator
- Graphic Design / Tshirts
- Inclusion
- Kinder/PreK Liaisons
- Owl Outreach
- PTA Closet Manager
- Pyramid Liaisons
 - McLean 6th
 - McLean 7th-8th
 - Paschal
- Room Reps
- School Supplies
- Social Media / Website

*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. VP is expected to meet with each committee at least once to review roles, responsibilities, expectations and applicable budget considerations.

- 5th Grade Activities

- 5th Grade Memory Book
- Artapalooza
- Book Fair
- Enrichment
- Music Liaison
- Running Club
- Visiting Author

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

Assist President & Principal with the coordination of school volunteers. Oversee, actively participate, support and coordinate the duties and responsibilities of the PTA positions that fall under VP Volunteers. Maintain the volunteer catalog on the website with up to date volunteer opportunities. VP is expected to meet with each committee at least once to review roles, responsibilities, expectations and applicable budget considerations.

- Copy Volunteers
- Dad's Club
- Directory
- End of Year Celebration
- Field Day
- Library Volunteers
- Office Liaison
- Ozzy Coordinator
- PTA Board Hospitality
- Science Lab / STEM Coordinator
- Yearbook

****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. VP is expected to meet with each committee at least once to review roles, responsibilities, expectations and applicable budget considerations.

- Auction
 - Silent Auction
- Carnival
- Donor Relations
- Fall Fundraiser
- Spirit Shop
- Teacher Appreciation

****Treasurer***

Maintain PTA financial records in QuickBooks; oversee budgeting, reconciliation, and financial reporting; and chair the Budget and Finance Committee. Coordinate with the tax

advisor to ensure timely filing of the annual Form 990. Work with the President and Assistant Treasurer on disbursements, recurring payments, and internal controls to ensure appropriate checks and balances. 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. Reports to the Treasurer.

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

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

Prepare agendas and take minutes for the executive, board, and general membership PTA meetings, keep attendance records of the board meetings, distribute minutes for approval. Informs and monitors required state PTA training to all board members in compliance with governing procedures. Collects signatures stating adherence to the Conflicts of Interest Agreement provided by the Texas PTA. Maintains all financial and meeting records throughout the year. 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 the current President as needed. Perform all purchasing duties as requested by committees. 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 commitments from the prior year, including grade-level program reserved seating, OPE gym reservations, school street signs, updating the marquee with purchased birthdays, coordinating flag changes in front of the school based on auction purchases, managing turf rentals, and overseeing any additional grounds projects funded through surplus spending. This position reports to the Past President.

****Parliamentarian (1 person)***

Maintain current OPE PTA bylaws and Standing Rules, collaborating with the President on updates and the Website Chair for posting. Lead the process to revise and submit Bylaws/Standing Rules to TX PTA every three years (starting August 2026). Ensure compliance with *Robert's Rules of Order Newly Revised* at all meetings. Manage the Nominating Committee election, appointment of its Chair, and slating process compliance. Oversee the Site Based Decision Making election. Assist the President, members, and chairs with appropriate scripts and Texas PTA compliance. Manage voting at PTA meetings. Prior to the last General Membership Meeting, the Parliamentarian will collect nominations for the PTA Lifetime Membership Award and then present nominations to the Executive Committee for selection. Reports to the Recording Secretary.

Artapalooza / Fine Arts Day (3-4 people)

Co-Chairs – Plan, coordinate and execute fine arts day in the Spring. Form committees and recruit volunteers with the primary focus and the majority of resources directed towards student artwork. Help execute Gallery Night after the General Membership PTA meeting following Artapalooza. 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)

Collaborate with the OPE librarian to plan and coordinate the annual book fair. Reports to VP Programs.

Carnival (2-3 People)

Plan and coordinate all carnival activities. Coordinate with Fall Fundraiser chairs on sponsorships and givebacks from fall fundraiser initiatives. Report to VP Fundraising.

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

Copy Volunteers (4 People)

Coordinate and manage weekly copy room volunteers to ensure teachers' classroom materials are prepared each week. Manage sign ups, secure volunteers, train and guide volunteers on copy room procedures, order and organize supplies as needed, and communicate with teachers about their copy needs. This position requires availability on Thursdays and Fridays (typically in the mornings). Leads will need to be available on a rotating bi-weekly schedule. Reports to VP Volunteers.

Corresponding Secretary (2 people)

Send weekly e-blasts with current PTA and OPE news and events. Reports to VP Communications.

Dad's Club President (1 Person)

Provide leadership and oversee all Dad's Club initiatives and events. Partner with VP Volunteers to raise awareness of volunteer opportunities for Dad's Club support and

involvement in campus needs and events. Reports to VP Volunteers.

Directory (1 Person)

Oversee the collection and management of parent/family contact information for the school directory. Print and make available copies of the directory easily accessible to parents/families, teachers and staff. Partner with Donor Relations to obtain business guide information and logos to be displayed in the directory. Reports to VP Volunteers.

Deck the Halls Chair (2 people)

Coordinate with the Room Rep chair and PTA Closet Chairs to inventory current Holiday decorations, purchase additional as needed and implement and organized and thoughtfully planned Deck the Halls Event. Secure and organize volunteers to display decorations throughout the school on the day of the event as well as on the take down day. Reports to VP Communications.

Donor Relations/Fundraising (2 people)

Coordinate involvement with corporate donors for the coming school year. Work with VP Fundraising, fundraising chairs (Fall Fundraiser, Carnival, and Auction), Teacher Appreciation, and Field Day 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. Coordinate the annual Mom's Night Out Giveback night. Ensure follow up thank you correspondence to all donors and sponsors is timely provided. Reports to VP Fundraising.

End of Year Party (4 People)

Help coordinate an inclusive and community building school-wide end of year celebration for all students, teachers and parents. Reports to VP Volunteers.

Enrichment (2 people)

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

Family Events Coordinator

Coordinate and execute the Grandfriends, Daddy/Daughter and Mother/Son events. Secure and organize volunteers for each event. Reports to VP Communications.

Fall Fundraiser (3-4 people)

Plan and execute all aspects of the Fall Fundraiser. Work with the Donor Relations Team to coordinate business sponsorships during Fall Fundraiser. Reports to VP Fundraising.

Fall Fundraiser (2 people)

Mom's Night Out Give Back Event (1-2 People)

Field Day (2-3 people)

Collaborate with the PE coach to ensure a safe, fun and well-organized field day experience for all students. Manage volunteer sign-ups for volunteers and communicate plans with parents and teachers. Oversee the design, ordering and distribution of the school-wide field day t-shirt. Partner with Donor Relations to secure t-shirt sponsorships as needed. Reports to VP Volunteers.

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

Organize and collaborate with 5th grade parent volunteers for special events for the fifth grade students and families (including but not limited to: creation and distribution of 5th grade yard signs, fall party, service/volunteer projects and opportunities, Valentine's grams and spring promotion party). Collaborate with 5th grade teachers and the graphic design chair for the design and distribution of 5th grade T-shirts at the beginning of the school year. Assist 5th grade teachers with 'I Sing America' performance and promotion as needed. Collect pictures, organize, order and distribute the 5th Grade Memory Book. 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 chairperson to create and maintain an updated list of student, staff and teacher tshirt sizes. Design, order and distribute school wide T-Shirt. Collaborate with PTA position leads and event coordinators to design t-shirt graphics as needed, 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. Coordinate with local businesses as needed for grounds related services/products for the school. Work closely with the 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 as 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. Spirit Shop items, Book Fair, Storybook Parade, School Supplies, Valentine Grams, Holidays, etc). Reports to VP Communications.

Kindergarten/Pre-K Liaisons (2-3 People)

Lead in planning and executing all school Meet the Teacher (August) and Roundup (January) events. Assist in 100th day celebrations for Kindergarten. Serve as Liaison and support for new families and Pre-K and Kindergarten room reps to help answer questions. Reports to VP Communications.

*Preferably one Pre-K parent and one experienced Kindergarten parent. The Pre-K parent will step up to Kindergarten the following year.

Legal Advisor (1 person)

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

Library Volunteers (1 person)

Recruit and manage the scheduling of volunteers to support the school library throughout the year. Ensure volunteers are informed and prepared through hands-on training. Communicate regularly with the Librarian to manage the PTA Library budget, ensure all volunteer operations run smoothly, and library needs are met. Assist the librarian with the Millionaires Club meetings, including purchasing snacks and recruiting chaperone volunteers as needed. Reports to VP Volunteers.

Membership Chair (1 person)

Conduct the PTA general membership enrollment campaign. Coordinate with Treasurer to maintain an accurate alphabetized list of the PTA members that have paid dues then submit to Texas PTA via myPTEZ.com. Work with the Parliamentarian to manage the process of confirming membership and voting eligibility for all PTA meetings that require a vote from the general membership; this includes being present at all general membership meetings which require a vote to sign members in and preparing all necessary voting cards. Reports to the 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 kindergarten/pre-k 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 the Special Projects chair to mark preferred seating for Auction Winners for each grade level program. Reports to VP Programs.

Office Liaison (1 person)

Serve as the primary PTA connection to the front office. Support office staff with organizational and operational needs as requested by administration. Help maintain the teacher/staff supply closet. Provide front desk coverage as needed and communicate regularly with office staff to ensure all needs are being met. Reports to VP Volunteers.

Ozzy Coordinator (1 person)

Ensure Ozzy is present at OPE special events throughout the school year! Secure volunteers and assist Ozzy to the designated area for each event. Remain with Ozzy during special appearances to take pictures and for safety purposes. Reports 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 and provide tours for new and prospective families. 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.

PTA Board Hospitality (2-4 people)

Plan, coordinate and manage individual lunches during monthly PTA board meetings. Assist in planning holiday and end of year special board meetings. Plan the 'BooHoo WooHoo' Breakfast following dropoff on the first day of school. Manage thank you gifts for OPE neighbors (Beth-El, Congregation Ahavath Sholom, etc). Reports to VP Volunteers.

PTA Closet Manager (2 people)

Oversee organization, inventory and maintenance of the PTA workroom and storage closets. Maintain accurate inventory of event supplies, decorations and equipment to ensure materials are accessible and event-ready. Support post-event clean-up to ensure the workroom and closets remain orderly and functional throughout the year. Reports to VP Communications.

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 the 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. Host a mandatory Room Rep Meeting at the beginning of the school year to outline expectations and guidelines. Plan, purchase and coordinate the holiday craft for each grade level to be approved by the President, VP Communications and Principal for the class holiday parties. Provide updates on all OPE events and school/PTA communication to room reps for distribution to each class. Work with Dad's Club to coordinate and execute the school-wide Thanksgiving Feast. Coordinate with the Deck the Halls Chair to assist with securing and

organizing volunteers for the distribution and hanging of the holiday decorations throughout the school. Secure a volunteer to collect and organize the all school donation for a support staff and administration holiday gift. Reports to VP Communications.

Running Club (1 person)

Manage the 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 t-shirts. Reports 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 required grade level school supplies for the 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 (3 people)

Coordinate and actively support the school's Science Lab program in partnership with administration, teachers and the Fort Worth Museum of Science and History to ensure smooth scheduling, material management and alignment with grade level curriculum. Meet with the museum staff (in person or via Zoom before the end of August) to determine the curriculum for each lab. Collaborate with ECSC/Pre-K-2nd grade teachers to coordinate curriculum support and lab schedules. Coordinate and secure volunteers for each lab. Monitor and maintain lab materials and supplies as needed. Ensure vendor contracts, invoices and payments are submitted in a timely manner and confirm annual contracts are updated prior to the upcoming school year. Reports to VP Volunteers.

Social Media (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. 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)

Lead efforts to recognize, celebrate and support all teachers and staff throughout the school year by planning meaningful initiatives and events. (Including but not limited to Chalk the Walk, Fall Pie Collection and Spring Flower/Plant Collection for Teachers and Staff) Coordinate staff and support staff Holiday gifts on behalf of the PTA. Regularly monitor and supply food and refreshments for the Teacher/Staff break room. Partner with Donor Relations, who will help secure sponsorships for teacher lunches. Provide monthly treats, organize seasonal donations, and plan the school-wide teacher appreciation week. Reports to VP Fundraising.

UIL (1 person)

Assist UIL teacher lead to coordinate each UIL competition group, create sign-ups, secure volunteers and ensure supplies are provided as needed. Collaborate with Graphics Design Position for t-shirts 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.

Website (1 person)

Work closely with school administration, Principal and President to update and maintain the PTA website. Ensure the website calendar is current and the website contains all information and details from weekly e-blasts. Reports to VP Communications.

Yearbook (1-2 People)

Oversee the planning, production, promotion and distribution of the annual school yearbook. Coordinate photo collection and event coverage to ensure all grade levels, activities and major school events are accurately documented and represented. Manage yearbook sales, deadlines and vendor communication throughout the year. Reports to VP Volunteers.