



Organizational Structure

This document provides information on the current positions and general descriptions of the duties and expectations for the North Fulton Council PTA Board of Directors.

ORGANIZATIONAL EFFECTIVENESS

NFC PTA board members work as a team to further the mission of PTA (to make every child's potential a reality by engaging and empowering families and communities to advocate for all children) and to effectively support our local units. As a group, our board members should, in general:

- Respond to all local unit officers' questions within two business days.

- At least once per year, survey all local units, compile and share results and implement appropriate changes.

- Support recruitment and development of volunteers.

- Submit, at least monthly, information to NFC PTA communications.

- Partner with Fulton County Schools on projects influencing our students and our community at large, including attending Community School Board Meetings.

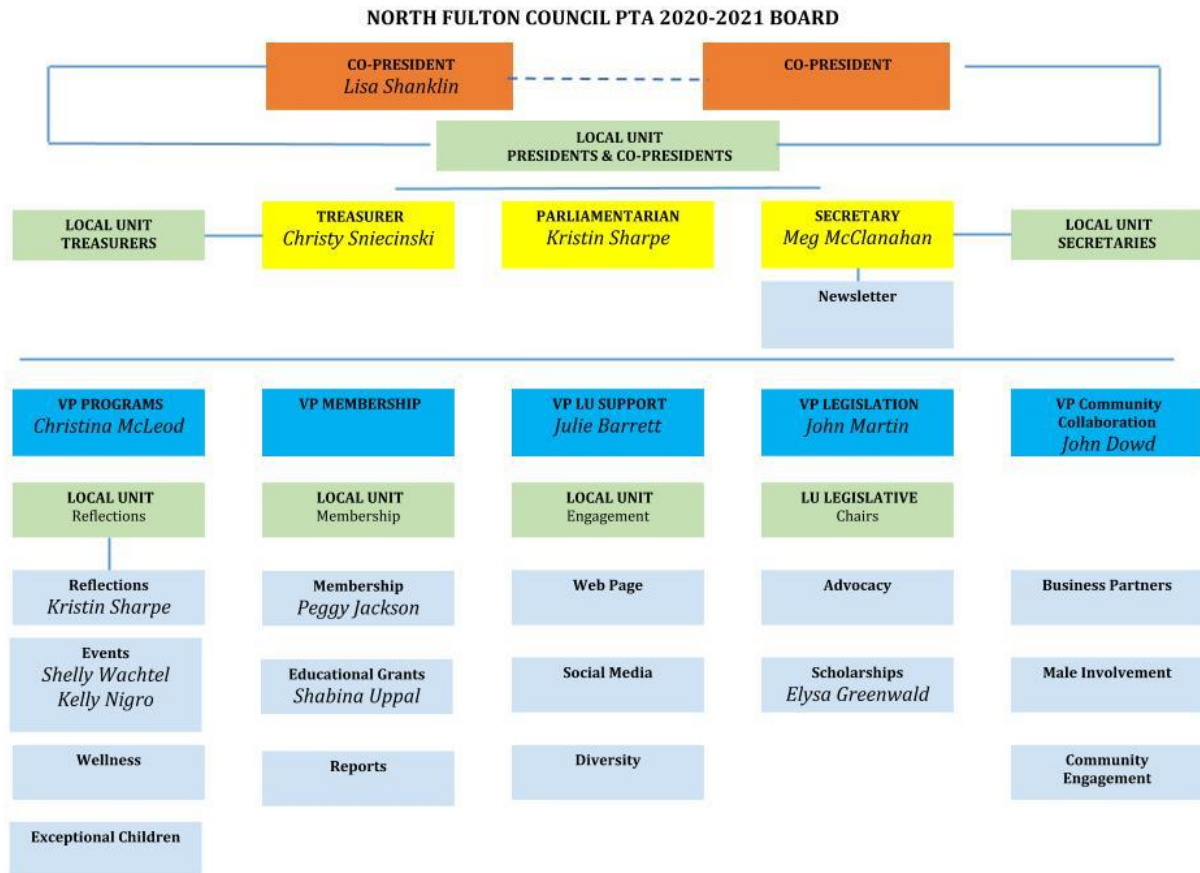
- Work with Fulton County Schools to promote the value of family-school partnerships.

- Attend GA PTA Council and District Leadership Training (CDLT), as required.

- Attend the GA PTA Conference (CLT), at least five NFC PTA board members.

- Attend the National PTA Conference, at least two NFC PTA board members.

2021 NFC PTA Organizational Chart



ELECTED OFFICERS (voting members of Executive Board)

PRESIDENT

Leads NFC PTA toward specific goals chosen by its members.
Creates agendas for and is presiding officer at Board and Association Meetings.
Works with and supports other officers in their roles.
Submits monthly column to newsletter and relevant, timely information to communications
Supports local unit presidents, including
 Sending “presidents to presidents” emails on relevant issues, quarterly and as needed.
 Contacting all local unit presidents personally to introduce NFC and our SOIs.
Works closely with Fulton County Schools to promote the importance of family-school partnerships including direct presentations to school administrators.

TREASURER

Is the authorized custodian of all funds of the PTA.
Keeps financial records and prepares reports to comply with State PTA policies as well as local, state and Federal laws.
Prepares, with committee, and presents NFC PTA budget for approval by general membership at Fall SOI adhering to all PTA financial policies.
Post NFC PTA budget to NFCPTA.com website.
Submits monthly column for NFC PTA newsletter
Supports local unit treasurers
Reviews the GA PTA statistical report and follow up with local units who are not in Good Standing, on a monthly basis, including NFC PTA and GA PTA dues payments.

SECRETARY

Keeps an accurate, concise, permanent record of proceedings at all NFC PTA Meetings.
Supports President(s).

VICE PRESIDENT, PROGRAMS

Works with committee chairs and local units to promote and execute NFC PTA programs including Reflections, Wellness, Exceptional Children, Presidents and Principals Luncheon and other events.
Submits, with their committee chairs, monthly information to NFC PTA communications

VICE PRESIDENT, MEMBERSHIP

Works with committee chairs and local units to build membership and recognize local unit achievement.

Reviews the GA PTA statistical report and follow up with local units who are not in Good Standing, on a monthly basis.

Submits, with their committee chairs, monthly information to NFC PTA communications

VICE PRESIDENT, LOCAL UNIT SUPPORT

Works with committee chairs to support local units in areas including communications (website, social media) and diversity).
connections between NFC PTA officers and chairs and corresponding local unit officers.
sponsoring and supporting member education and advancement.

Submits, with their committee chairs, monthly information to NFC PTA communications

VICE PRESIDENT, LEGISLATION

Works with committee chairs and local units to
share legislative information
advocate for students, including the Sally FitzGerald Scholarship program.

Submits, with their committee chairs, monthly information to NFC PTA communications

VICE PRESIDENT, COMMUNITY COLLABORATION

Works with committee chairs to build Business Partner and Community Partners Programs
Works with committee chairs and local units to sponsor and support member education and advancement.

Partners with Fulton County Schools on projects influencing our students and community.

Submits, with their committee chairs, monthly information to NFC PTA communications

APPOINTED OFFICERS (non-voting members of Executive Board)

PARLIAMENTARIAN

Ensures the bylaws are up to date

Assists President with conducting meetings

Calls the first meeting of the Nominating Committee.

Supports local unit parliamentarians

N.B “A member of an assembly who acts as its parliamentarian has the same duty as the presiding officer to maintain a position of impartiality, and therefore does not make motions, participate in debate, or vote on any question except in the case of a ballot vote.” Robert’s Rules of Order Newly Revised (11th Edition) § 48

COMMITTEE CHAIRS (alphabetical)

ADVOCACY

NFC PTA will participate in and inform local units of Georgia PTA legislative events.
Inform local units of Georgia PTA legislative updates and encourage distribution of this information to their membership
Partner with nonprofits, government entities, and others to advocate for child safety, education, and legislative issues.
Encourage all local units to communicate with and develop common goals with their school's School Governance Councils.

BUSINESS PARTNERS

Enhances our Business Partner and Community Partners Program to increase community collaboration, including through our active membership in the Greater North Fulton Chamber of Commerce.

COMMUNICATIONS, NEWSLETTER

Send monthly e-newsletter with relevant information and links to National PTA, Georgia PTA, District 10, and NFC PTA websites.
Work with other communications platforms chairs to ensure timeliness, accuracy and relevance of information and resources.

COMMUNICATIONS, SOCIAL MEDIA

Utilize social media to share relevant information and resources with our local units.
Work with other communications platforms chairs to ensure timeliness, accuracy and relevance of information and resources.

COMMUNICATIONS, WEBSITE

Maintain the NFC PTA Website to include timely and relevant information and resources.
Provide local units with timely relevant information and resources including Fulton County Schools information through social media, email and newsletter.
Work with other communications platforms chairs to ensure timeliness, accuracy and relevance of information and resources.

COMMUNITY ENGAGEMENT

Provides training sessions with relevant topics to assist our members in collaborating with all entities of the school community.
Provides our members access to educational leaders to assist PTA advocacy for all children.
Encourages networking among local units via PTA events and cluster meetings.

DIVERSITY

Works with local units to promote diversity in membership and leadership.

EDUCATIONAL GRANTS

Manages Educational Grants program, including publicity and evaluating applications.

EVENTS

Plans NFC PTA, primarily the Presidents and Principals Luncheon

EXCEPTIONAL CHILDREN

Works with local units and clusters to present workshops or speakers in the area of interest.
Identifies a speaker to present at one of our NFC PTA SOIs.

MALE INVOLVEMENT

Follow up with local units / principals that have expressed an interest in more male involvement at their school.

Hold on event that promotes networking and support among adult males for all children.

MEMBERSHIP

Provides tools and training for local units to support their membership at the Fall and Spring Schools of Information.

Reviews the statistical report and follows up with local units with assistance and guidance.

Conducts an annual Membership Campaign.

Works with local unit to sponsor and support member education and advancement.

REFLECTIONS

Offers training and support for local unit Reflections chairs.

Encourages all local units to submit Reflections entries to NFC PTA.

Host a Reflections reception, including artists, their families, school and community leaders.

REPORTS

Encourage all local units to submit at least one GA PTA Report (goal of 25% participation)

Encourage all local units to submit the Connect with Council Award Report (goal of 25%)

Create/Promote new NFC awards using National Standards for Family-School Partnerships.

SCHOLARSHIPS

Manages the Sally FitzGerald Scholarship program, including publicity and evaluating applications.

WELLNESS

Creates, promotes and shares wellness events and information with and for local units.