

2025-2026 PSO Leadership Board Role Descriptions

Officers

All Officers report to the Heads of School and PSO Liaison

President:

The President, in conjunction with the PSO Leadership Board, works in partnership with the Headmaster to establish a community atmosphere that supports and protects the academic goals and culture of the academy as established by Great Hearts. They will guide the PSO, its committees, and all family volunteers to strive to fulfill the mission to create a culture of service, grounded in charity, to ensure a truly vibrant and welcoming community of families dedicated to providing the highest quality academic and social environment for our children.

- Maintains regular communication with the Headmaster and the families of the Academy
- Prepares the agenda for all PSO meetings, presiding over meetings and the membership
- Oversees all activities and funds of the PSO

Vice President:

The Vice President shall assist the President and shall perform the duties of the President in their absence. The Vice President will assume the duties of any other PSO Board Leaders who may need to be absent for a monthly board meeting.

- Supports the president in all duties

Secretary:

The Secretary shall attend and keep the minutes of all PSO Leadership Board meetings and maintain necessary records and files of the PSO. Minutes will be typed and emailed to the PSO Board Leaders and the Great Hearts Harveston PSO Liaison in a timely fashion. The minutes of the general monthly meetings will be posted on the PSO website by the Monday following each meeting.

- Oversees the general PSO email
- Keeps the minutes of all PSO meetings
- Schedules meetings and distributes video call links

Treasurer:

The Treasurer under the supervision of the Great Hearts Accounting Department, shall be the custodian of the PSO finances and verifiable records of funds of the PSO. It is highly recommended that the Treasurer has accounting experience.

- Receive and deposit funds via the Manager of Campus Operations
- Tracks revenue and expenses
- Request vendor payments
- Upload credit card receipts to Concur
- Prepare the annual PSO budget

Committee Chairs

All Committee Chairs Report to the PSO President

Teacher Appreciation Chair

- Coordinates monthly “Stock the Teacher’s Lounge” initiatives to fill the faculty break room with snacks and refreshments
- Coordinates monthly teacher birthday gifts
- Plans and executes Teacher Appreciation Week
- Collects and disperses “teacher favorite” forms to each room parent

Men’s Club Chair

- Organizes monthly Dad’s on Duty events
- Organizes community-building events for all male parents/guardians and father-figures of enrolled students
- Organizes parent volunteers to support faculty and staff with labor-intensive tasks

Room Parent Liaison

- Creates PSO Group-Me's for each class section
- Supports Room Parents by communicating with school leadership and the PSO Officers to provide information to be disbursed in class group-me's
- Keeps track of important reminders and events happening at the school
- Ensures PSO guidelines are being followed on parent group-me's

Community Events Chair(s)

- Works in conjunction with the PSO Officers to plan community events such as Giveback Nights, Fall Fest, Spring Social, etc.
- Organizes a committee of parent volunteers for each school-wide community event