

## **Who to Call First at the State Office**

Every PTA staff person is instructed to be as responsive as possible to all members, and can probably refer you to the right person for your question. However, for your convenience, please refer to the following.

### **Executive**

**Kyle, Executive Director, ext. 201, kward@txpta.org:** Feedback and questions about staff and state office, Legislative positions and resolutions, Litigation, Administrative or business questions about PTA operation, General resource for volunteer support, Meetings with school administrators, Networking with other associations or organizations that are similar to or have an interest in PTA

**Ruth, Executive Assistant, ext. 210, rmartin@txpta.org:** Reach the Executive Director, Board meeting agendas and Podium book, Board books, Committee Blue books & minutes, Board roster, Emergency Relief Fund applications and guidelines, State & Local Relations

### **Membership**

**Mary Jo, Director, ext 221, mjburgess@txpta.org:** Database search, conflict calls, National e-mails, Development of new units, marketing, All Area and Council calls and emails, officers, etc., training

**Susan, Processing Coordinator, ext 219, schase@txpta.org:** Bylaws Processing, IRS Roster, monthly membership roster, National dues, regular National updates on Local President information, afternoon general calls

**Marie, Administrative Assistant, ext 208, madams@txpta.org:** Dues processing, review and response to membership e-mail, EIN processing, new unit packets (outgoing), morning general calls, membership card request, local area officer processing

### **Student Programs**

**Lori, Director, ext 213, lhueske@txpta.org:** Program Awards, Scholarships

**Carrie, Administrative Assistant, ext 215, cmays@txpta.org:** Reflections, Camp Just Imagine, Environmental Awareness Contest

### **Events & Parent Education**

**Darren, Director, ext. 223, dgrissom@txpta.org:** Registration and travel information relating to Convention, Summer Leadership Seminar, AP Training, CP Training, Fall Board and PTA Day at the Capitol, Leads and information regarding potential exhibitors for Convention or Summer Leadership Seminar, Program materials to encourage new workshop presentations at Convention or Summer Leadership Seminar, Coordination of Parent Education programs

**Carrie, Administrative Assistant, ext. 215, cmays@txpta.org:** Scheduling parent ed programs and presenters, Fulfilling program materials requests, Program/Presenter evaluations, Workshops at Convention or Summer Leadership Seminar, CPE Credits

### **Marketing & Fund Development**

**Isaac Simon, Director, ext. 205, isimon@txpta.org:** Leads about Grants, Leads about sponsors, Leads about Public Relations, Trade Shows we should exhibit at, Promotion opportunities for PTA, Brochures and Collateral

### **Finance**

**Suzy, Director, ext. 202, sswan@txpta.org:** Monthly Financials for State Office, Monthly AP Financial Reports, Financial Questions

**Teresa, Accounts Receivable, ext. 224, toverby@txpta.org:** LOT Book Order and Return, Online orders, Life Members and Extend Life Members, Misc Publications, Brick orders

**Shawn, Accounts Payable, ext. 225, swhite@txpta.org:** AP/BOD Expense Reports, AP Monthly Financials to State for Reimbursement to Checking Account, Shawn

Not sure? Try **800.TALK.PTA (800.825.5782)** or **txpta@txpta.org** and ask to be directed.