

PTA Committee and Position Descriptions

Committee Chairs must attend board meetings according to PTA by-laws.

Committees

<p><u>Community Rewards Fundraiser</u></p> <p><i>Coordinates with VP of Ways and Means</i></p>	<p>Schedule monthly fundraisers at local restaurants and share the info about upcoming events with the school community (flyers sent home, social media, etc). Monitor other community rewards programs such as Kroger, Coke Gives, Amazon Smile, etc.</p>
<p><u>COSI</u></p> <p><i>Coordinates with VP of Programs</i></p>	<p>Reserves COSI, (Center of Science and Industry), a mobile science exhibit that features interactive, discovery-based exhibit areas that are brought to school. Coordinates with COSI and office staff to plan the event for 3 days in March. Organizes volunteers to work on the days of the event. Volunteers are asked to assist with “lab” stations. No science experience needed.</p>
<p><u>Father-Daughter Social</u></p> <p><i>Coordinates with VP of Ways and Means</i></p>	<p>Schedule with office staff for event date in February (typically done in May before school is out.) Select theme, book DJ, photo booth, photographer, and corsages. Design and distribute flyer, as well as work with Corresponding Secretary for online registration. Record payments and process deposits. Order food and crafts. Organize games and activities. Organize signup for volunteers. Decorate and set up. Clean up and tally final deposits.</p>
<p><u>Fifth Grade Recognition Night</u></p> <p><i>Coordinates with VP of Programs</i></p>	<p>(end of school year) Orders & serves cake and punch after 5th grade recognition ceremony; orders, picks-up, & delivers flowers for 5th graders and 5th grade teachers on day of event. Assists 5th grade teachers with T-shirt and trophy/medal orders as needed.</p>
<p><u>Golf Outing</u></p> <p><i>Coordinates with VP of Ways and Means</i></p>	<p>Secure date and location for annual Tiger Tee-Off. Coordinate donations for door prizes, hole sponsors, and gift bags for participants. Organizes dinner after event. Advertises the event and recruits participants and volunteers to help.</p>
<p><u>Holiday Shop</u></p> <p><i>Coordinates with VP of Ways and Means</i></p>	<p>Reserve dates with vendor and office staff for one week, after Thanksgiving break. Creates volunteer schedule. Sets up shop, sets prices, keeps track of inventory and money, and reorders during the week as needed. Volunteers are needed to assist students in appropriate gift selection and money management.</p>
<p><u>Junior Achievement</u></p> <p><i>Coordinates with VP of Programs</i></p>	<p>Recruits volunteers to teach 5-week program for each classroom. Sets up training session for volunteers in late August/early September.</p>
<p><u>Mother Son Event</u></p> <p><i>Coordinates with VP of Ways and Means</i></p>	<p>Organizes event in March, selects theme and advertises event. Selects decorations, photographer or a photo booth, entertainment/games/activities for kids. Organizes dinner with cafeteria staff or with outside vendors and sells tickets in advance, collects money and maintains list of guests.</p>

<p><u>Newsletter</u></p> <p><i>Coordinates with Corresponding Secretary</i></p>	<p>Works with Corresponding secretary to create a paper newsletter to communicate upcoming PTA events and information to all parents and staff.</p>
<p><u>PTA Hospitality</u></p> <p><i>Coordinates with VP of Programs</i></p>	<p>Organizes End of Year PTA Crossover Luncheon, Designates refreshments for PTA-sponsored events (i.e. Governor's Cup competitions, social events, meetings).</p>
<p><u>Popcorn Friday</u></p> <p><i>Coordinates with VP of Ways and Means</i></p>	<p>(2 days/month for 2 1/2 hours each) coordinates popping, bagging, delivering popcorn to classrooms on 16 pre-approved Popcorn Friday mornings (sends dates to Mrs. Goble for approval) and counting popcorn money/make deposit drop. Maintains master lists for each classroom to help teachers determine which students receive popcorn each day. Distributes money pouches to teachers the Wednesday/Thursday before each Popcorn Friday. Orders popcorn/popcorn bags as needed and checks delivery for correct inventory.</p>
<p><u>Reflections</u></p> <p><i>Coordinates with VP of Programs</i></p>	<p>(Oct.-Nov.) Organizes National PTA art contest at school level held in fall (deadline determined by state PTA). Communicates theme and rules to students, encourages participation. Arranges for judging at school level, organizes awards ceremony and sends winners to district level. Training held in late July by 14th district PTA.</p>
<p><u>Special Person's Day (Kindergarten)</u></p> <p><i>Coordinates with VP of Programs</i></p>	<p>Works with Kindergarten teachers to organize day for grandparents, parents, or other such "special people." Children give a performance for their special guests. Purchases refreshments to be served in Multipurpose Room for both AM and PM shows. Purchases supplies for each Kindergarten student to make 2 picture frames prior to the event. Takes and develops photos of students for frames. Recruits volunteers to help set up, work sign-in table, and serve.</p>
<p><u>Spirit Days</u></p> <p><i>Coordinates with VP of Programs</i></p>	<p>Work with the New Haven Spirit Squad sponsor to plan Spirit Fridays and Extreme Spirit Days. Dress up as Paws on spirit days. Assist in the judging and presentation of awards for Extreme Spirit Days.</p>
<p><u>Spirit Wear</u></p> <p><i>Coordinates with VP of Ways and Means</i></p>	<p>Busiest time is late summer/fall. Orders New Haven spirit wear and sells at orientation night. Handles fall apparel orders, taking money, placing order, sorting and distributing fall orders. Coordinates PTA/Staff polo orders, which can be done several times during the year. Organizes additional apparel drives as needed including Spring Pre-Sale for following school year.</p>
<p><u>Talent Show</u></p> <p><i>Coordinates with VP of Programs</i></p>	<p>(last week of school) Organizes talent show for grades K-5. Advertises event, distributes rules and sign ups, and holds auditions 3-4 weeks prior to event. Duties include delivering registration forms and helping at auditions and the show. Directs show on day of event. Usually holds 2 performances during day, possibly one evening performance.</p>

<p><u>Teacher Appreciation</u></p> <p><i>Coordinates with VP of Programs</i></p>	<p>Organize teacher back to school lunch in August and end of year lunch in May. Organizes sack dinners for staff during Parent Teacher Conferences and Curriculum Nights in the fall. Organizes TA Week in May and other treats throughout the year.</p>
<p><u>Tiger Dads</u></p> <p><i>Coordinates with VP of Programs</i></p>	<p>Coordinates breakfasts/events with Dads and kids several times a year to encourage father involvement</p>
<p><u>Volunteer Coordinator</u></p> <p><i>Coordinates with VP of Ways and Means & Programs based on event</i></p>	<p>Throughout the school year, reaches out to contact those who have expressed interest in helping with specific events that those events are coming up soon. Works with committee chairs when needed to help organize volunteer schedules for events.</p>
<p><u>Yearbook</u></p> <p><i>Coordinates with VP of Ways and Means</i></p>	<p>Create and distribute yearbook forms at the start of the year to promote yearbook sales. Collect pictures throughout the year of various school events. Collect and submit payment for yearbook orders. Produce yearbook content including club pictures, fifth grade messages, and candid shots. Responsible for organizing picture days.</p>
<p><u>Fall Festival</u></p> <p><i>Coordinates with VP of Ways and Means</i></p>	<p>Fall Festival: Normally held in early October. Coordinate with President, VP of Ways and Means and New Haven office staff, typically in April/May to secure date (avoid scheduling at same time as Fall Break and Ryle home football games.) Coordinates with all subcommittees before and during festival. Design order forms and distribute to all students about a month before event. Coordinates pumpkin purchase, delivery from local farmer as well as setup and cleanup and purchasing supplies. Request all cash for event. Gets head custodian table and chair set up Monday of festival week. Hangs signs near various areas. Works with treasurer to distribute cash to each station before festival start. Counts all cash at end of event. Cleans up all stations at the end of festival. Also, takes over any sub-committee not filled.</p> <p>Children’s Raffle: Design flyer (approval from Mrs. Goble and Festival Chair) and distributes to all students after Labor Day. Collect donations daily and wrap in clear bags. Set up and clean up. Distribute any unclaimed prizes to students during school after Festival.</p> <p>Decorations (previous years this has been done by Festival Chairs): Decorate entrance to school as well as paint front windows the week of Festival. Purchase supplies and decorate Haunted Hallway (1st grade wing) the morning of Festival. Finish decorating Haunted Hallway after school (cover lights, floor lighting, music, etc.) Coordinate candy donations from teachers and purchase additional candy if donations are low. Clean up after Festival.</p> <p>Games: Works closely with Festival chair to reserve inflatables, needed games (we have some in storage from previous years), and</p>

	<p>dunk tank. Games, inflatables, and dunk tank usually reserved in late July/early August. Order prizes in August/September as well as consolation prize candy. Sort those prizes into various game buckets (both winner and consolation.) Makes game signs and ticket amounts. Coordinate set up for day of Festival. Assign volunteers night of Festival. Keep prizes stocked. Clean up and help vendors get merchandise packed.</p> <p>Ticket Sales (previous years has been done by Festival Chairs): Design admission form with Festival Chairs, distribute to all students one month before event. Coordinate with Corresponding Secretary to get form online for ordering. Record daily online sales as well as picking up forms sent to school up to day of Festival. Keep track of student, grade, pumpkins, and admission. Record deposits. Print spreadsheets for volunteers at check in.</p> <p>Volunteers: Works with Festival Chairs to determine how many volunteers needed for each area. Designs sign up and works with Festival Chairs to distribute via Eblast, Facebook, local schools, etc. a month before event. Also, coordinates with Ticket Sales to get email addresses of people who have noted on admission form that they are willing to work and sends link. Monitors signups with Festival Chairs to make sure all areas are adequately staffed. Night of Festival, check in and direct volunteers for both shifts to areas. Sign any service hour forms for students.</p> <p>Silent Auction Solicit donations from area businesses for goods and services to be auctioned off during the Fall Festival in October. Work with the teachers to plan and collect a themed basket from each classroom to be auctioned off. Execute the auction by writing up bid sheets for all items, set up the auction, monitor the auction, clean up the auction, and collect money during/after the auction.</p>

Executive Committee

<p>President</p>	<p>Organize and prioritize a year-long plan. Oversee management of budget, programs, fundraising, activities, recordkeeping, and communication. Maintain the PTA calendar. Ensure timelines are met. Communicate effectively with school principal and staff. Create and distribute agendas for PTA meetings, and run effective meetings using parliamentary procedure. Advocate on behalf of all students. Encourage volunteers and help recruit others throughout the year. Communicate with parents and manage the PTA Remind account. Refer to the yearly timeline for a list of detailed responsibilities.</p>
<p>VP of Programs</p>	<p>Throughout the year, coordinates and serves as the oversight officer for all educational and community programs sponsored by PTA. This includes ensuring that committee budgets and timelines are met.</p>

Vice President of Ways and Means	Throughout the year, coordinates and serves as the oversight officer for all fundraising committees, assisting all committee chairs as needed. This includes ensuring that committee budgets and timelines are met.
Vice President of Membership	Coordinates PTA membership drives, including summer signup, Open House night, Kindergarten registration night, and fall schoolwide competition. Maintain and submit membership list to PTA. Works with Treasurer and submits monthly report.
Treasurer	Responsible for managing bank accounts, keeping budget organized, collecting deposits from lock box, submitting dues monthly to state and national PTA. Fulfills check requests of committee chairs and faculty when necessary. Responsible for submitting paperwork for tax preparation.
Corresponding Secretary	Ensures the timely communication of activities, functions, and information to the school and PTA. Updates and maintains email distribution list. Sends out weekly e-messages. Updates website and calendar as necessary and manages facebook page. Sends thank you notes from PTA.
Recording Secretary	Responsible for recording all minutes for every board and general membership meeting. This includes keeping an accurate, concise, permanent record of the proceedings, including attendance. Responsible for all the records and documents of past meetings at every meeting. Responsible for supplying all minutes to corresponding secretary for publishing to the PTA website.

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