

**The majority of these duties can be performed at home within hours that work best for volunteer. Meetings and planned events do have set dates and time, however.**

\_\_\_ **Advocacy Co-Chair**-partners with Advocacy Chair to keep Jefferson families up to date about current local and state advocacy issues, helps to plan an advocacy event (elected officials go to school date) at school, in the spring, serves as a voting board member. **(monthly update and one spring event)**.

\_\_\_ **Communications (TV Lobby Updates)**-coordinates and uploads current events and pictures of celebrations at Jefferson **(weekly upload to tv screen)**.

\_\_\_ **Beautification and Garden Chair**-works with school beautification club to plan campus beautification activities and garden maintenance **(monthly meetings and grounds and garden maintenance)**.

\_\_\_ **School Improvement Committee (SIT) Parent Representatives**- attends School Improvement Team meeting **(once a month)** and gives updates to the PTA Board as needed.

\_\_\_ **At Large Board Members**- preference to have one parent from each group: K-2, 3-5 and EC parent to serve as voting board members, assists with a different PTA committees when available, as necessary **(monthly meeting, occasional committee assistance)**.

\_\_\_ **5th Grade Coordinators**-coordinate with 5<sup>th</sup> grade teachers to coordinate class picnic, graduation ceremony events, PTA sponsored 5<sup>th</sup> grade activities, including the 5<sup>th</sup> grade fundraiser **(monthly planning for fundraiser, activities and meetings)**.

\_\_\_ **Audit Committee Members**-coordinate monthly pass off of PTA books to be audited, audit books and pass of to next committee member or treasurer **(4 hours per month)**.

\_\_\_ **Volunteer Coordinator**-works directly with school and PTA committees to create and send out volunteer sign ups for any requested volunteer activities through out the year, send volunteer requests to communications team weekly, upload all background checked volunteers into Identakid system, keep track of volunteer hours via Identakid system, serve as a voting board member **(daily to weekly duties)**.

#### \_\_\_ **Fundraising Committee members**

a. \_\_\_ **Panther Partners**- assists during the summer to send out community partner contracts and secure community partners (no cold calling), checks in with Partners, prior to Funfest to help them make arrangements for hosting partner tables at Funfest.

b. \_\_\_ **Bonus Programs**- works with local grocery stores to get bonus card link information (Amazon Smile, Lowes & Harris Teeter), send information to communications team so they may post card link information on weekly newsletter and social media **(once a quarter)**.

c. \_\_\_ **Spirit Nights**- coordinate logistics and theme for preplanned spirit nights for the school year **(once a quarter)**.

d. \_\_\_ **Resource Development**- assist with occasional grant writing for PTA committees **(1-2 times per year)**.

e. \_\_\_ **Box Tops**- promote monthly Box Top collection contests to classes, collect, count and send box tops into Box Tops for Education, provide occasional updates to the PTA Board **(once a month)**.

\_\_\_ **Events Committee members**

a. \_\_\_ **Multicultural Night**-coordinate and plan events for event in fall time, organize tables by countries for families who wish to participate, schedule students who would like to perform during MC night **(fall time, one month of planning including the one event)**.

b. \_\_\_ **Movie Night/Read across America**-help decorate school for RAA week, coordinate movie night for families, confirm school selected movie through licensing company, promote movie night, secure chick fila and use prepaid forms, set up chick fila and secure kona ice for movie night **(one event and a few weeks of planning in the spring)**.

c. \_\_\_ **Fun Fest**-coordinate a team to plan for the spring Fun Fest. Duties include securing a stage, MC, vendors and developing team of coordinators for games, fun tables, stage acts, planning and securing raffle and prizes **(weekly team meetings the month of event, planning for 6 weeks during this time period in the spring)**.

d. \_\_\_ **Greenway Day**- organize games, send out communications for a spring Greenway walking and biking family event on a Saturday morning, provide healthy snacks and water for participants **(a few weeks of planning prior to event, one event, late spring)**.