

# MES PTA Board & Committee Chair Job Descriptions



We hope that the following information will help you find a role and answer your basic questions about how to join in Morgan's volunteer effort.

## PRESIDENT

**Busiest Times of Year:** Busiest at the beginning of the year but flattens out quite soon; additional special projects as desired

- Manage overall objectives and strategies of PTA
- Act as liaison between parents and principal / staff, committee chairs
- Create agenda and facilitate about 3-4 PTA board meetings and monthly PTA meetings
- Create school calendar and budget with Principal and Treasurer
- Speak at Back to School Night and other events
- Attend (or designate someone else to attend) monthly PTA Council meetings

## VICE PRESIDENT

**Busiest Times of Year:** Early in school year and in late Spring

- Assists current PTA President when needed
- Act as liaison between parents and principal / staff, as well as committee chairs
- Create agenda and facilitate monthly PTA meetings in absence of the President
- Create agenda and facilitate PTA board meetings in absence of the President

## SECRETARY

**Busiest Times of Year:** Following each PTA meeting

- Take minutes at PTA meetings
- Forward to president for review, and then submit minutes for inclusion on website
- Email committee chairs the minutes for the next PTA meeting so they can be approved by the membership; email agenda after discussion with president

## TREASURER

**Busiest Times of Year:** Beginning of the year due to learning curve; some summer work getting budget ready for Fall

- With the president, generate the PTA budget
- Prepare the annual tax return
- Inform committees of budgeted funds
- Pay bills and reimbursements as required
- Oversee ongoing PTA finances, ensure adherence to approved PTA budget
- Prepare and present budget report for each PTA meeting
- Record deposits that come in to Morgan

\*\* The officers will coordinate the annual fundraising efforts. Examples from the past include direct donation, brick pavers, and Boosterthon Fun Run.

# **COMMITTEES**

## **ADVOCACY**

**Busiest Times of Year:** Periodic reports of relevant topics in education

- Keeps abreast of news in education in legislation, NCPTA and national PTA information and writes up to share with the school body
- Coordinates efforts to have local and/or state officials visit the school

## **ALL PRO DADS**

**Busiest Times of Year:** One day per month

- Coordinates All Pro Dads monthly breakfast events by teaming up with other Morgan dads and kids for a quick, before-school breakfast and a 45-minute program of fatherhood and family topics
- Door Prize Coordination: Assist with collection of door prizes to be distributed at each All Pro Dad breakfast
- Guest Speaker Outreach: Assist efforts to find positive, male role models (fathers) of strong moral character to join as guest speakers
- Maintains All Pro Dads website, sends RSVP reminders to Communications Chair

## **AUDIT**

**Busiest Times of Year:** quarterly meetings; end of year audit

- Separate audits must be done for each PTA bank account (e.g., checking, savings, etc.)
- Indicate which account is being audited with the name of the bank, type of account and the account number on each Audit Report form
- Collect all financial books, records and reports from the treasurer

## **BOOK FAIR**

**Busiest Times of Year:** Very intense for the weeks surrounding the Fair (Fall & Spring)

- Coordinate the marketing, sales, set-up and tear-down, staffing, inventory control, and overall operations of our Fall and Spring Book Fairs
- A team of chairpeople is preferable

## **BOX TOPS**

**Busiest Times of Year:** August, November, February, June

- The chair organizes the box tops that are collected and sends them in to the company for the reimbursement money – 3 submissions yearly
- Also the chair may want to promote box tops with class competitions or monthly challenges

## **COMMUNICATIONS IN SPANISH**

**Busiest Times of Year:** On-going

- Works closely with Communications Chair
- Translates The Morgan Flyer Newsletter and any PTA documents (yearbook form, PTA membership form, etc)
- Attends PTA events to help interpret

## **COMMUNICATIONS – WEBSITE/MORGAN FLYER/FACEBOOK**

### **Busiest Times of Year: On-going**

- Maintain Morgan's web presence by updating web information, creating files and forms for various events
- Work with principal, administrative, teachers and parents to receive up-to-date school information
- Receive weekly e-mails with information to include in the Flyer – compile data and format data
- Once all information is formatted, information is sent to the Spanish Communications Chair for translation
- The Flyer is sent via e-mail to all parents who have signed up
- \*\*This is typically 2-3 people – 1 for website and/or FB, 1 for Flyer

## **CONSUMER PROMOTIONS**

### **Busiest Times of Year: Varies**

- In charge of Harris Teeter VIC cards, Target Redcards, Lowes Foods Fresh Rewards Cards, Amazon smile, Shoparoo
- Labels for Education; coordinating program participation
- Researching and promoting other retailer shopping cards, corporate contests, and free money/product opportunities

## **FAMILY FUN NIGHTS**

### **Busiest Times of the Year: One event/month**

- Organizational skills, a desire to meet new people, party-planning skills are all needed for the Parent Social Chair
- Plan multiple free-of-charge opportunities for the families of Morgan students to interact

## **GRANT WRITING**

### **Busiest Times of the Year: Varies**

- Responsible for researching available grants and writing grants to try to get money for the school to fund enhancements to the school
- Writing skills and communication skills are useful in this position

## **HOSPITALITY**

### **Busiest Times of Year: Ongoing**

- Recruit committee of helpers and focus on making all parents feel welcome at Morgan; coordinate tours for new families
- Works with many other chairs to help secure necessary food, and drinks for multiple events
- This person will also assist with coordinating monthly meetings/programs and hosting events
- Fifth Grade Graduation – planning for this takes close to a month and graduation is the last day of school. The committee decorates the stage and provides a small reception for 5<sup>th</sup> grade students and family members

## **MEMBERSHIP**

**Busiest Times of Year:** September

- For each membership drive, develop letter for the Morgan Flyer, stamping membership envelopes for distribution, collecting envelopes, recording membership names for printing at later date in bulletin
- Collect, count, and deposit money with financial secretary
- Develop notices to list in the Morgan Flyer and thank all paid members
- This person also assists with promotion of PTA to parents, the community, and local businesses
- Good job for parent working daytime hours

## **MERCHANDISE/T-SHIRTS**

**Busiest Times of the Year:** August, December

- Requires the most work during the beginning of the school year
- For this chair position organizational and marketing skills are needed
- Responsible for the school t-shirt sales, and sales of any other Morgan Elementary spirit merchandise and sales at selected events throughout the year

## **PTA THURSDAY**

**Busiest Times of the Year:** Ongoing

- Communicate with teachers regarding getting projects and work they need done turned in to the PTA Thursday bin in the teacher workroom weekly
- Recruits parents to help complete these clerical tasks and projects weekly on Thursdays

## **REFLECTIONS**

**Busiest Time of the Year:** Fall

- This is a PTA National event celebrating the arts that takes place each fall.
- Create a flyer, organizing students' art work, work with the judges and PTA rules for the event.
- This event requires one day of judging and then transporting the winning entries to county.
- Host an event to honor all participants and their families

## **SPIRIT NIGHTS**

**Busiest Times of the Year:** August, then ongoing

- Arranges opportunities with businesses to have a night when percentage of proceeds goes back to Morgan. This can be restaurants or other businesses, such as skating rink, miniature golf.
- Ensure collection of those contributions

## **SPONSORSHIPS**

**Busiest time of year:** June–August

- Recruits year-long sponsorships for the PTA
- Maintains relationship/communications with sponsors to facilitate sponsors' involvement with PTA activities

## **STAFF APPRECIATION**

### **Busiest Times of Year: Ongoing**

- The chair coordinates appreciation events throughout the year
- The committee members plan and execute events throughout the year
- The chair and committee members also donate items for the events
- Organizational skills, event planning skills, creativity, and the ability to work with volunteers and local businesses are all needed
- Staff Appreciation Week takes place the first full week of May each year. Events will be planned throughout the week
- Examples of past events include: Welcome Back to School Breakfast, Candy Shoppe – February, Soup Luncheons, Baked Potato/Salad Bar Lunches, Holiday Gift Wrapping Service, Staff Appreciation Week Luncheon

## **STUDENT FOLDERS**

### **Busiest Time of Year: June–August**

- Recruits local businesses to place ads on Student Folders
- Coordinates with printer to have them ready and delivered by start of school

## **VOLUNTEER / ROOM PARENT COORDINATOR**

### **Busiest Times of Year: August–September**

- Assemble a list of potential room reps for all teachers at the beginning of the school year
- Serve as a year-round clearinghouse to fill PTA volunteer needs through communication with parents through room parents and volunteer lists
- Coordinate volunteer recruitment for a back-to-school process and registration with tables, information people and signup sheets
- Maintains database of volunteers and provides these to board members and chairs as needed
- Help other chairperson coordinators to coordinate the schedules and demands on their volunteers
- For this job communication skills and organization skills are necessary

## **YEARBOOK**

### **Busiest Times of the Year: Spring**

- Take pictures and keep records of programs/ events at Morgan
- Yearbook involves working School Pictures (Fall & Spring)
- Plan, design and create yearbook layout
- Needs experience with graphic software
- Deliver finished product to publisher via a flash drive, and pick up yearbooks from publisher when done. (Publisher is located in Greensboro)
- Schedule a spring Yearbook Sale and coordinate with Treasurer an organized ledger of sales
- Generate Ad Sales to keep cost at a minimum
- Coordinate with Treasurer an organized ledger of sales
- Provide Teachers with envelopes and class list to collect yearbook sales
- Coordinate a committee to label and distribute yearbooks