

PTA Committee Positions

Family Advocate

- Communicate family needs and how PTA can help
- Uniform Closet
- Family reading/game nights
- Liaison between church partners and PTA

Staff Representative

- Encourage staff and teacher participation
- Communicates teacher concerns and needs

Hospitality/Teacher Appreciation

- Recruits and manages committee
- Works with principal and church partners to coordinate timing and collaboration
- Comes up with creative ideas for staff/teacher meals and gifts, usually monthly can be lunches or holiday gifts including:
- Welcome Back breakfast
- Valentine's gift
- Thanksgiving pie
- Restock supplies
- Teacher Appreciation Week
- teacher meals during conferences (including delivery to the school, set up, clean up)
- End of year student gift

Membership

- Keeps membership database and coordinates payment with treasurer
- Communicates with state and national PTA
- Sends emails out to membership (coordinate with communications)
- Coordinate membership campaigns with communications
- Set up membership table at Open House and other events
- Handles membership and volunteer email list

Communications

- Handles all social media postings (re-post school and CMS info)
- Handles website updates and event updates
- Handles general inquiries and distributes to appropriate committee or Board member
- Coordinate with committees to communicate volunteer opportunities

Book Fair

- Work with Scholastic to coordinate 3 book fairs through the year (October, February, May) and check on timing with principal
- Coordinate volunteers for 3 shifts per day (work with communications and church partners)
- Set up and breakdown
- Coordinate snacks for volunteers
- Work with communications to promote
- October work with family advocate for Fireside Reading night
- May coordinate with Carnival week
- Manage Scholastic dollars and make sure teachers and staff are using theirs (media center, literacy advocate, TD, counselors, teachers \$50 each in Feb)

Spirit Wear

- Work with printer to negotiate spirit wear prices
- Keep inventory of orders and overstock
- Create design for annual spirit wear
- Coordinate pick up and distribution of orders
- Work with communications to promote sales

Carnival

Coordinates the following for our Spring Carnival:

- Game Volunteers
- Food Vendors
- Popcorn Machine
- Rides/bounce house
- Dunk tank?
- Balloons/face painting
- DJ
- Ticket sales (staff)
- Spirit wear sales
- Payments to/from treasurer

Fundraising

- Coordinate monthly spirit nights with local restaurants
- Researches and applies for grants and donations
- Works with local businesses to obtain donations for events/activities
- Annual donation campaign