

PTA Job Descriptions

President

- Preside at all meetings of the association and of the Executive Board
- Serve as ex-officio member of all committees, except the nominating committee
- Appoint, with the approval of the elected officers, the parliamentarian, chairmen of standing committees
- Sign all authorized requests for payments/checks
- Sign all contract with one other elected officer and have action ratified by the membership
- Complete a facility use permit and have it approved and filed at the school district
- Attend all council and district meetings including workshops and conferences
- Be a delegate to the annual California state pta convention and give a report at the first association meeting following the event
- Prepare a written report each month of unit activities
- Maintain a procedure book and keep current file of pertinent information
- Know PTA policies, bylaws, standing rules and parliamentary procedure and follow them at all times
- Consult with school principal on all matters relating to the school
- Have all printed materials cleared with the school principal before printing
- Invite teachers to participate as active members and chairmen
- Prioritize tasks and set time schedules for completion of tasks to meet deadlines
- Delegate work to appropriate board members, who will in turn work with the proper chairmen.

Ways and Means Vice President

The PTA funds a variety of programs for the school including field trips, assemblies, hands-on-art, PE, any many more! It is the responsibility of the VPWM to organize or find chair people to organize the fundraisers that fund these things. This year we tried not to overlap fundraisers, so scheduling is your first challenge. This needs to be done in coordination with the board at the calendar meeting. Once the board has set dates for the fundraisers, try to find as many reliable people as you can to chair as many fundraisers as you can. **DO NOT TO ATTEMPT TO CHAIR OR MICRO MANAGE EVERY FUNDRAISER!** Last year we did the following fundraisers:

School Years Eve

Disaster Kits

School Supply Kits

Innisbrook

Ice Skating Party

Restaurant Fundraisers (second Tuesday of the month)

Coin Drive

See's Candy

Goody Sales (monthly)

Breakfast Sales (every Wed. morning **THIS IS A BIG COMMITMENT**)

Walkathon

Cub Wear Sales

Movie Nights (twice a year)

This is definitely a time commitment. It is a year long responsibility that requires some amount of your time every week, 52 weeks a years. Exactly how much depends on how many fundraisers you coordinate yourself and how many you find **RELIABLE, EFFECTIVE** people to chair for you.

Vice President Communications

Inform parents and teachers of all school functions through various mediums (email, flyers, website, exterior bulletin boards in courtyard.) Job duties include:

- Be main point of contact to keep all parents/teachers informed about school functions by way of email, website, flyers, exterior bulletin boards, etc...
- Maintain and update content on PTA website (add forms, pics, content of upcoming events, etc...)
- Maintain email database of parents at Cabrillo and send out a monthly email of any PTA or school events and fundraisers. The goal is that this will replace the paper newsette.
- Maintain exterior bulletin boards with monthly events.
- Work closely with newsletter editor to make sure all school events in the newsette are communicated in all other mediums.
- Upload a pdf of newsletter to website every month.
- Create a questionnaire in Newsletter/email to learn which information is most helpful to readers.
- Responsible for making sure e-mail address and telephone numbers of PTA members are listed on flyers/website to allow parents or teachers to get in touch with appropriate people if they have questions or concerns.

Vice President Volunteers:

- Assist in helping create fliers, letters, and all documentation for volunteers.
- Create excel form that lists volunteer information and who can help with what.
- Email out information about volunteer opportunities on a regular basis, usually twice a month. To try and cover as many people as possible I usually sent the volunteer info to both the volunteer and the room parent list.
- This position is not responsible for tracking volunteers but helping the chairs get the volunteers they need for different events, fundraisers, etc.
- As VP of Volunteers you are responsible to work with the President and help fill any open committee spots.

Secretary:

- Attend board meetings and general meetings, and take notes.
- Distribute notes to board members in a timely fashion so that notes may be reviewed, amended, and approved at the following meeting.

Chair Positions

Room Parent Coordinator:

- Work with all the teachers at the beginning of the year to pick a room parent for their class.
- Send out information for all Hands on Art, fundraisers, movie nights, etc.
- Room Parent responsibility is different in each classroom and with each teacher.
- Send out "upcoming Information" and reminders to Room Parents to disseminate out to classroom parents.

Newsette/Newslettter Editor:

Produce a monthly newsletter to communicate school news. Job duties include:__

- Send out reminders to all PTA chairs and officers each month to provide content. This is usually done a few weeks in advance.
- Using MS word, create document on one page with the Spanish translation on the back.
- Send to Principal for approval before printing.

- Make 500 copies and distribute in teacher mailboxes each month. Class count sheet is provided by the Secretary. Leave extra copies in the office.

Note: The goal is that this job will not be needed once the newsette is sent by email.

Hands on Art:

Hands on Art is an art program sponsored by the PTA that allows parents to bring art enrichment into the classroom. The Coordinator's responsibility is to plan this program for the year. There are 3 projects per year for all 3 grade levels. Job duties include:

- Create 3 projects lessons for the year. Projects can be 2 dimensional (watercolor, acrylic paint, oil pastels, chalk pastels, charcoal pencils), or 3 dimensional (clay sculpture or pot, mobile, etc...) but keep in mind that they need to be appropriate to fit the skill set of Kindergarten thru 2nd grade children. Also, the idea of this art lesson is to expose the children to particular artists and a variety of mediums. In 2009-2010, the teachers LOVED the fact that the lessons were designed around the specific artists that they are required to teach for their curriculum standards – Kindergarten - Picasso, 1st - Mondrian and 2nd - Van gogh. This allowed them to focus on other areas.
- Create a class sign up sheet for Teachers and post in Teacher Lounge.
- Send schedule to all room parents to ask for parent volunteers. You will need to find 1 parent teacher and 2 helpers for each classroom.
- Create a step by step instruction to hand out to parents for the lesson.
- Organize a workshop a week before the lesson to teach it to parent volunteers.
- Purchase supplies for all projects keeping within the PTA HOA budget.
- Take photos of lessons and post on website

Teacher Appreciation Co-Chairs:

Provide food and gifts for teachers and staff throughout the year. Solicit businesses and parents for donations. A PTA budget will also be provided to cover expenses. All dates should be confirmed with Mrs. Lynch prior to event(s). PTA board should be kept abreast of activities. Spend approx. 3 hours/month preparing for the monthly treat.

February-April: spend approx. 5 hours/week gathering donations and prepping for Teacher Appreciation Week.

Monthly goodies

When: in different months throughout the year

What: Provide goodies to the teachers

Secretary's Day

When: Wednesday of the last full week in April

What: Provide lunch and buy gift for office staff

Teacher Appreciation Week

When: First full week in May

What: Provide meals, treats, and gifts to teachers.

Classified Employee Day/Week

When: Third full week in May

What: Provide lunch and gift for classified employees

Wiseburn Ed Foundation Coordinator:

Act as a liaison between WEF and PTA/School. Coordinate volunteers for annual fundraiser, Rock Around The Block. Collect, tally and turn in all Cabrillo pledges for Rock Around The Block. Attend WEF meeting as a Cabrillo Representative. Most of the time spent is between February and April for the planning and execution of Rock Around The Block. Approximately two - five hours a week minimum. Minimal time is spent throughout the year on the Growing Great program.

Box Tops Coordinator:

Coordinators are often the driving force in a Box Tops for Education program. They let all the parents know about the program, how it works and how much their school has earned. They run collection contests, work with school staff and teachers and show everyone how valuable Box Tops are for the school.

Coordinators collect, organize and mail in all the Box Tops submitted by school supporters—and watch everybody smile when a big check comes in return.