

## PTA Job Descriptions (revised Feb, 2015)

### EXECUTIVE BOARD

**All Executive Board positions are 2 year commitments except as otherwise noted and require attendance at monthly Executive Board meetings and General PTA Meetings (3-4 per year)**

**Co-Presidents (2 - 1st year and 2nd year):**Lead, motivate and coordinate the Executive Board and oversee PTA committees. Maintain close working relationship with the Principal and staff. Represent KHS as delegates to PTA Council. Co-Presidents attend one PTA Presidents meeting and one Brown Bag meeting with Superintendent of Schools each month. Attend Board of Education meetings. Attend BOF and RTM meetings as needed/ requested by PTA Council during budget discussions. Facilitate communication between the PTA and parents. Send weekly e-mail to parents. Set agendas for Executive Board and General PTA meetings. Maintain fiscal responsibility and overall financial well being of the organization. Oversee staff appreciation. Keep parents apprised of District legislative and budgetary issues. This is a two to three year position comprised of a first and a second year president working together. The third year is served as Past President on the Executive Board (see below). Work with Principal and main office assistants to determine youngest member of each family and create teacher lists accordingly for distribution of paper flyers throughout the school year.

**VP-Fundraising:** Oversees all existing PTA fundraising activities by assisting the various fundraising committee chairs. Updates Executive Board at monthly meetings on ongoing fundraising efforts/events. Evaluates overall effectiveness of PTA fundraising efforts and makes suggestions to the Executive Board for program improvements and the addition or removal of specific fundraising programs.

**VP - Public Relations and Communications:** Develop and coordinate key messaging around KHS PTA initiatives throughout the year, to be communicated through both internal (i.e. cheetah vision, cheetah chat, flyers, email) and external channels (i.e. local print, online media outlets /and when appropriate TV media) as needed. Establish and maintain key local media contacts to promote various KHS PTA initiatives throughout the year. **VP Technology / Webmaster:** Maintain the PTA website. Work with Co-Presidents to post announcements, important dates, forms etc. Skills required are basic website technology. Training will be provided.

**VP-Volunteers:** Each year develops new online volunteer survey form with key Executive Board input (new events, dates, details). In fall, disseminates survey, compile and organize volunteer committee lists and forwards them to PTA chairs. Attends all key events and helps get additional volunteers when needed. Responsible for outreach to all new PTA members to establish relationship and encourage participation in events/activities. Collects and maintain Event Report Forms.

**Co-Treasurers (2):** Prepare and maintain annual budget and present monthly reports to Executive Board. Pays bills, monitors expenses, collects money from committees for deposit and performs monthly bank reconciliation. Ensures national and state PTA membership and insurance requirements are maintained. Works with accountant to prepare tax returns. Prepares 1099s and tax letters for PTA donations, and provides information to the Audit Committee. This is a two-year position - A first year treasurer manages all the deposits and the second year treasurer issues checks.

**Social Action:** Coordinates the efforts of the committees designated for community outreach and social service efforts, including Cheetahs Care. Meets and works with the Caring Council Advisor (currently Tracey Carbone) in the fall to coordinate community service/outreach efforts for the year.

**Secretary:** Takes the minutes for both the executive and the general meetings. Distributes and reviews them with the executive board and forwards the finalized version to the executive board. Provides the general meeting minutes to the Webmaster. Maintains minutes in binders.

**Past President:** Provide support to the presidents, revise by-laws if needed, recruit and advise the nominating committee.

## **GENERAL BOARD POSITIONS**

**ArtSmart:** A committee of two(2) co-chairs and two (2) committee members work together to spearhead the ArtSmart Program at KHS. The committee recruit ArtSmart volunteers for each classroom and keep the volunteers up-to-date via e-mail throughout the year. They lead two meetings for all KHS ArtSmart volunteers - a kick-off meeting in the fall and a Museum Night planning meeting in early spring. Manage the artsmart supply closet. Organize Museum Night, typically held in early-May. This includes coordinating the layout of the projects and ensuring that each classroom team's display is organized. In addition, the committee may choose to develop a special theme and project / entertainment idea to further enhance the event. The Co-chairs attend district-wide meetings with PTA Council Reps and an artsmart training session in the fall.

**Author Study (2 volunteers):** Work in conjunction with the head of the Library Media Center to plan for Guest Authors to visit school. Duties include: booking the author and date, promoting the event, coordinating book sales and autographs, tracking invoices, hosting the author for the day, and assisting the LMC staff as required to promote the event.

**Book Fair Committee:** Organize and run a book fair in the fall during conference week for students, staff and parents to foster reading among the students and to raise funds for the PTA. Recruit and coordinate volunteers, set-up and take down of event, promote event and manage sales. Coordinate teacher and student wish lists and work with KHS teachers for preview days. Committee secures the vendor and the dates for the following school year. This is an intensive job during the week of Book Fair (Conference Week).

**Books as Gifts:** Work with the LMC Specialist to provide parents with creative ways to buy and/or donate books to the KHS Library, including the monthly Birthday flyer.

**Book Room:** Three to four parents to help reading specialists organize and maintain book room. The bookroom is on the third floor in the 2nd/3rd grade wing. Teachers check out books here for small groups or for students to take home in their book bags. Books need to be checked back in to the bookroom and then reshelfed. Hours for this position are very flexible. Each volunteer would do a one hour shift during the week on a day of their choice

**Bulletin Boards:**Design, arrange and maintain the school's bulletin boards in the front hall. Prior to Meet the Teacher Day, Chairs decorate the front hall Bulletin Board with a Welcome Message. Prior to the end of each month, Chairs obtain a list of the children's birthdays from one of the school secretaries to prepare for the next month's Birthday Board which posts the children's' first names only and their birthdays. Chairs decorate bulletin boards on a continual basis, based on new and creative ideas and keep track of other Chairs needing to announce their event such as Book Fair, Ice Skating Party, Author Visits and Field Day among others.

**Cheetahs Care:** This committee coordinates the holiday fundraiser for the Westport Department of Health & Human services. Work with grade level team leaders to determine the fundraising activity for each grade. Collect money raised and organize shopping for families designated by WHS.

**Chorus/Orchestra Coordinator:** Fourth or fifth grade parent to work with the Music Department to provide support for school concerts and relay announcements from the Music Department to Parents. Responsible for making sure music teachers are properly thanked.

**Community Service:** Coordinates 2-3 community service efforts and drives for needy families within the Fairfield County community during the school year (i.e. canned food, coats, school supplies). Can incorporate students in the efforts.

**Cultural Arts:** Two (2) Representatives from each school serve for two (2) year term. Organize two all school morning assembly programs. In advance of both morning shows coordinate with your school's Principal and Administration and make sure that the stage requirements and logistics are in place. Attend both CA Performances at your school and make sure the show runs smoothly. On performance days please expect to arrive ½ hour before to help set up & greet performers. Either provide the designated school administrator with bio info on the group so that she can introduce them or do the introduction yourself. Thank everyone and help close the auditorium. Participate at monthly PTAC Cultural Arts meetings, held from 9:30 - 11 am on the first Wed of each month during the school year to discuss budget and programs. Generate ideas for future CA shows by research through the Internet or through attending Preview Showcases. Be an ambassador for CA, building parent awareness and contributions. As a member of the CA Committee help, as needed, to draft eblast texts. Work with your school's PTA Co Presidents to keep them informed.

**Faculty Luncheons (fall and spring):** Chairs plan menu, recruit volunteers for food/drink donations, set up/decorate cafeteria, oversee luncheon and clean up. The Fall Luncheon is funded by the PTA and has a budget. The Spring Luncheon involves collecting parent donations (monetary and food/drink) to fund the lunch. Fall Luncheon usually takes place the afternoon of "Meet the Teacher". Spring Luncheon usually takes place the last day of school.

**Family Beach Bash:** Chairs secure a permit with Parks and Rec, hire DJ entertainment, purchase paper goods and other items for the event, order dinner fare (pizza and sandwiches) and recruit volunteers for additional food/dessert/drinks donations, reserve tables at beach the day of the event, setup and clean-up. In January, Chairs choose date with Co-Presidents and the Principal for the following September and secure permit from Parks & Rec. Promote and collect donations for the event. This is a two season commitment - Spring Beach Bash and Fall Beach Bash.

**Family Photos-** Promote the event, collect money & order forms, and distribute instructions to participating families.

**Field Day (2 volunteers)** - This fun-filled day, designed to promote school spirit for both students and teachers, is typically held in early June. The co-chairs plan and execute Field Day working closely with the PE Staff and the Principal. Co-chairs also recruit and coordinate a large number of parent volunteers (over 100) to assist with the days' festivities including set-up/take-down and food (snack, lunch, ice cream and water).

**Fifth Grade Committee: One chair and at least 6 committee members.**

**Moving Up Sub-Committee:** Work with administration and parents to develop and coordinate a fifth grade moving-up program or event, including graduation day ceremony, lunch and year end activities. In addition, is responsible for the Fundraising efforts to help raise money for the year end events which include: Fifth Grade Bake Sale (coordinate and publicize Bake Sale, traditionally held on Election Day), as well as additional activities (selling flowers/water/candy at school play and chorus / Orchestra band events). All volunteers should be parents of 5th grade students with one representative from the 4th grade class if possible.

**Yearbook Sub-Committee:** A sub-committee of the Fifth Grade Committee with representatives from each grade level to produce the Whole School Yearbook. The Chair of the Fifth Grade Committee shall appoint a member of the Fifth Grade Committee to be the chair of the Yearbook Sub-Committee. A co-chair should be chosen from the committee volunteers. Volunteers to help work on the yearbook may be chosen from younger grades and may be actually helpful with ongoing efforts in the following years. In addition, there should be "Photographers" included on the committee that will be responsible for capturing the moments of 5th grade to include in the yearbook. (i.e. spirit days, orchestra and band practices, lunch, recess, field trips and any other school events that may want to be included in the yearbook.

**First Day Folders (on line):** This project needs to be completed for the first day of school and requires some summer work, typically in mid to late August. During the summer, Chairs send reminder emails to committee chairs who will be creating flyers to be included in the FDF which will be posted on the PTA web site. Chairs work with Co-Presidents to decide if any flyers should be distributed in paper format using the youngest sibling list. Chairs work with VP Technology to coordinate posting of the FDF.

**Flags:** Update classroom flags with the current year's teacher names and hang them in the hallway outside of the teachers' rooms. Create and hang laminated signs for the teachers with their names above the tables in the cafeteria. Requires work the week prior to start of school.

**Friendship:** Chair coordinates the volunteers to provide meals, carpool services, grocery shopping, babysitting or play-dates for a fellow KHS family in their time of need. The Department of Human Services offers Friendship Wheels to those who need rides to activities

Chair coordinates those efforts for KHS with the guidance of DHS.

**Health & Wellness Advisory Council Reps:** Two (2) Representatives from KHS attend district-wide Health & Wellness Advisory Council meetings that reviews menus, nutritional information and health and wellness at the schools. There are four committee meetings per year.

**Hospitality:** Responsible for providing coffee and light snack at PTA meetings and Principal Coffees, as scheduled.

**Ice Skating:** Arrange use of the rink with Westport PAL, publicize the event, sell tickets and distribute hot chocolate vouchers at the ice rink the evening of the event.

**Kindergarten Committee:**

**Bus Coordinator:** Solicit volunteers to assist with Kindergarten bus rides on shortened days during the transition period (usually the first 2-3 weeks of school as determined by the District).

**Recess Coordinator:** Solicit and schedules volunteers for playground duty. Sends out monthly schedule to volunteers.

**Summer Coordinator:** Organize 3-4 playgroups at KHS over the summer. Advertise dates in local newspaper and via postcard to incoming kindergarten parents.

**Library Media Center Volunteer Coordinator:** Chairs work closely with Library volunteers and conduct a meeting in the fall for all volunteers. Chairs train the new library volunteers and work closely with the Library Media Specialist (LMS) to schedule the volunteers during specific class times. Chairs may be asked by the LMS to work on special projects. Chairs will be asked to attend district-wide meetings at the Westport Public Library to focus on enhancing the relationship between the schools and the WPL.

**Logo Wear:** Work with vendor to design KHS class t-shirts and other clothing. Sell and distribute items to KHS community in the fall and spring. Chairs promote sale of all Logo Wear items with emails and flyers and a sample of Logo Wear at Back to School Night.

**Lost & Found:** Maintain the KHS Lost and Found, located in the Cafeteria. Two to three times a year, before delivering unclaimed items to charity, Chairs send out email reminders asking parents to check the Lost and Found for their children's belongings.

**Membership/Directory (2 volunteers for 2 year commitment)**

**Membership (1st year position):** Before taking on this position, Chair must sign the User Acceptance Agreement as he/she will have access and editing capabilities to confidential parent information. The Membership Chair maintains the PTA membership list, collects any PTA dues that are paid by check and ensures that if parents do not pay their dues access to the online directory is turned off until funds are received. Chair is

responsible for following up on any payment issues/problems with PTA dues. In mid-October, the Chair will provide the Treasurer, Secretary, and PTA Presidents with a list of all PTA members which is used to pay CT PTA dues and used by the Secretary for any voting purposes.

**Directory** (2nd year position): Before taking on this position, Chair must sign the User Acceptance Agreement as he/she will have access and editing capabilities to confidential parent information. The Directory Chair is the system administrator for the Online PTA Parent Directory. He/she will help parents with registration, logon issues and will also be responsible for editing data of parents who are not PTA members. The Chair will assist in training the Membership Chair on how to navigate and use the MobileArq system. Chair is responsible for providing printed directories to feeder schools in January for use in Nominating. If the Executive Board approves the sale of a printed directory the Chair is responsible for collecting money, printing and distributing the printed directories.

**Movie Night (fall and spring):** Secure dates and approval of films by the Co-Presidents and the Principal. Coordinate student vote as needed. Chairs organize volunteers to check people in and to help sell refreshments and also promote the event with flyers and emails.

**Newcomers:** Organize and host Newcomers' Coffee prior to Meet-the-Teacher for families new to KHS with children in grades 1-5. Continue to contact and welcome new families to KHS by periodically checking with the secretaries to find out if any new families have joined the KHS community mid-year.

**Nominating:** Three to Five reps work with PTA Past-President on the nomination process to create the new Executive and General Board for the following school year. Chairs create and maintain the new slate in an excel spreadsheet and present to the PTA for approval in May. Seeks broad representation from parents throughout the school.

**Parent/Child Dance for 3rd and 4th Grades: One Committee Chair and at least 6 committee members:** Plan and coordinate late spring dance details, such as, date, snacks, decorations, theme and activities for the night. There is no budget for this event, but rather you spend what you earn. The dance alternates from Mother/Son in even years (e.g. 2016) and Father/Daughter in odd years (e.g. 2017).

**Positive Youth Development: Two (2)** Representatives act as liaisons between KHS parents and the PYD initiative in town and attend monthly district-wide PYD meetings (currently held on Thursday mornings) and communicate back to KHS the issues and programs being discussed. Representatives, the school psychologists and the PTA Co-Presidents schedule and take the lead in publicizing school psychologist/parent workshops in the fall and the spring via cheetah chat.

**Pumpkin Palooza Halloween Party:** Manage the Halloween celebration, which includes leading committee to coordinate ticket sales, volunteers, and activities to create a fun event for students and families.

**Rise & Read:** Work with LMC Specialist and PTA Co-Presidents to schedule and organize Rise and Read dates. Chairs recruit volunteers to donate food/drinks, to set up and to clean up.

**Room Parent Coordinator:** Select and oversee Room Parents for each KHS classroom. The Coordinator conducts a meeting for all Room Parents to discuss responsibilities and expectations for the year. Coordinator communicates with K - 2 room parents on policies, responsibilities, and any joint school efforts such as Teacher Appreciation Week.

**Safe School Climate Parent Reps:** Two Parent Reps will work with the School Climate Committee which is responsible for developing and fostering a safe school climate and addressing issues related to bullying in school. This committee will meet approximately four times annually with a team of KHS administrators and faculty on issues affecting school climate. Position will require attendance at a training session and reports to the district level committee. This is a two year commitment.

**School Gardens:** Plant and maintain the planters in the front school entrance.

**School Wide Art Show:** Chairs work with KHS Art teachers to prepare for and oversee the installation of the school-wide student art show. Includes recruiting volunteers, matting, hanging, and takedown of student artwork.

**Special Education Representative (SPED):** Attend monthly district-wide meetings with PTA Council Reps to provide support for children with special needs and their families. Communicate information to the KHS community. **For confidentiality, if interested this position, please contact Catherine Carmona, Assistant Principal at KHS. Open to parents with children receiving Special Education.**

**Student Photos**– Set date by coordinating with photographer and Principal. Distribute order forms school-wide in the first week of school. Chairs oversee the event by assisting the photographers and keeping track of the classes being photographed. Chairs arrange date of Retake Day and announce in an all school email. Chairs oversee Retake Day, typically held in October. Chairs secure the vendor and a September date for the following school year.

**Tools for Schools:** Chairs meet with the Tools for Schools committee which consists of two parents, the principal, the nurse, the custodian and other staff to ensure that Indoor Air Quality (IAQ) standards are being adhered to by attending walk-throughs of the school building and follow-up meetings. The district coordinator will provide training.



**Westport Permanent Art Collection:** Two representatives oversee the Westport collection in the town schools. Reps are responsible for the works of the collection hanging at KHS and are encouraged to educate the KHS families on these works. Involves occasional town-wide meetings.

**Workshop:** Two (2) representatives coordinate support for Workshop Teacher, including volunteers, as needed, as well as other "room parent" activities. Also serves as resource for parents of Workshop students, and occasional coordination with Chairs from other schools and PTA Council. Attends monthly district wide Workshop meetings.