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ASAP ATTENDANCE COORDINATOR

Responsibilities:

- Recruit 10 volunteers to assist with ASAP attendance
- Coordinate scheduling volunteers for ASAP days
- Prepare attendance lists for day of
- Serve as a back-up for attendance volunteers
- Serve on the ASAP team and communicate concerns to VP of ASAP

Timeline:

- Ongoing throughout the year
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ASAP REGISTRAR

Responsibilities:

- Monitor ASAP registration and follow up with parents as needed to ensure payment of classes.
- Create registration lists and share with front office staff
- Create class rosters to share with ASAP teachers
- Produce ASAP financial report based on final enrollments and give to Treasurer

Timeline:

- Ongoing throughout the year
-

ASAP SUMMER CAMP CHAIR

Responsibilities:

- Work with teachers and administrators to plan and execute a summer camp for current Seldens Landing students in grades K-4.
- Hire four teachers for Art, Technology, and STEAM (2 teachers) and one Camp Coordinator.
- Establish date for camp, creates marketing materials, recruits high-school volunteers, and oversees the registration process.
- Handles the necessary paperwork for camp, helps create camp groups, and orders t-shirts.

Timeline:

- Early winter (sporadic planning) - camp date in summer
-

BOX TOPS FOR EDUCATION CHAIR

Position Responsibilities:

- Collect BoxTops from each classroom monthly for 2 submissions (Fall and Spring)
- Organize BoxTops into bags of 50 for submission
- Coordinate several “competitions” for BoxTop submission - winning class gets a prize (TBD)
- Remind parents each month to send in BoxTops
 - Coordinate with PTA Web Admin and Electronic Communications to advertise in emails and on Facebook

Timeline: September- April

CORPORATE FUNDRAISING CHAIR

Position Responsibilities

- Set corporate sponsorship levels and determine associated benefits
- Set budget goal for the year
- Reach out to area businesses and promote sponsorship levels
- Coordinate payment from businesses and ensure promised benefits are received
- Work with Website and Newsletter Chairs to promote sponsors

Timeline: Ongoing throughout the school year

FIFTH GRADE PROMOTION CHAIR

Position Responsibilities:

- Raise money for 5GP end of year party
- Coordinate with outside vendors for events/spirit nights
- Form a committee of volunteers
 - Plan the party throughout the year
 - Submit appropriate paperwork for approvals
- Coordinate with school administration and 5th grade teachers
- Execute party during the last week of school

Timeline: September - June

HOSPITALITY CHAIR

Responsibilities:

- Plan and host yearly back-to-school luncheon
 - Work with front office staff to determine menu
 - Work with Exec Committee to determine budget
- Plan and host yearly cookie flury in December
 - Determine amount of cookies needed
 - Create and post sign up sheet for parents, follow up as needed
 - Host day-of event
- Plan and host yearly end-of-school year staff ice cream party
- Serve as a liaison to the staff Sunshine Committee
- Create budget and coordinate with committee members to divide workload of events
- Create sign up sheets for any volunteer needs or donations and advertise to PTA
- Work with Room Parent Coordinator to communicate any classroom specific plans
- With committee manage events during the week

Timeline:

- January - May
-

MEMBERSHIP ADMIN

Responsibilities:

- Support the VP of Membership by entering paper forms into tracking spreadsheet

Timeline:

- August-November
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NEWSLETTER/SOCIAL MEDIA CHAIR

Responsibilities:

- Bi-weekly communicate with Chairs and Executive Board and determine information needed to include in the newsletter/social media.
- Create and disseminate bi-weekly newsletter.
- Serve as a POC for social media posts as needed.

Timeline:

- Ongoing
-

ODYSSEY OF THE MIND COORDINATOR

Responsibilities:

- Lead the OTM team at Seldens
- Host an information night, recruit coaches, organize parent volunteers
- Assist the teacher rep with team formation, problem selection, and tournaments

Timeline:

- Ongoing
-

ROOM PARENT COORDINATOR

Responsibilities:

- Coordinate meeting with all room parents in fall to communicate school policies
- Create room parent contact list
- Monitor Facebook group and provide support where needed
- Disseminate school-wide or PTA marketing materials to room parents as needed

Timeline:

- Ongoing
-

SCHOOL EVENTS CHAIR

Position Responsibilities:

- Coordinate 3 small school events. (back-to-school picnic (summer), movie night (winter) and end-of-year picnic (spring)). Event tasks likely to include:
 - Coordinate with school administration to submit required paperwork for event approval and logistics
 - Gather volunteers to help with setup, during the event, and clean up
 - Plan activities for outside on blacktop
 - Book vendors - DJ/entertainment, dessert option for children
 - Distribute flyers and advertise as soon as school begins

Timeline: Listed above

SCHOOL EVENTS VOLUNTEER COORDINATOR

Responsibilities:

- Liaison with school staff to identify volunteer needs and create sign up sheets online for events including vision and hearing screenings, picture day, book fairs, field day, etc.
- Coordinate outreach to membership through VP of Emails to fill needed slots.

Timeline:

- August - June
-

SCHOOL GARDEN COORDINATOR

Responsibilities:

- Work with school staff to care for outside gardens at the school.
- Projects may include:
 - pulling weeds
 - planting flowers
 - spreading mulch
 - care for vegetable gardens
- Coordinate volunteers as needed

Timeline:

- Ongoing
-

SCHOOL SIGN COORDINATOR

Responsibilities:

- Update school sign monthly
- Coordinate with front office for content

Timeline:

- Ongoing
-

SCHOOL SUPPLY KITS CHAIR

Responsibilities:

- Establish contract with vendor in the early Fall
- Gather supply lists from Principal and teachers in January
- Send list to vendor, get pricing, set school pricing
- Distribute flyers and advertise sales
 - Coordinate with Web Admin and Electronic Communications to advertise in emails and on Facebook
- Coordinate delivery and distribution of kits in August before first day of school

Timeline:

Early September, small amounts January-May , distro day in August

SEAC, MSAAC AND LEAP REPRESENTATIVES

Responsibilities:

- Attend county-wide meetings of the various committees and report back to the full membership as needed.

Timeline:

- Ongoing
-

SPIRIT NIGHT CHAIR

Responsibilities

- Establish list of potential spirit night restaurants/businesses
- Set schedule with PTA board for spirit nights (goal is 1/month)
- Contact local businesses and set up spirit nights, provide PTA documentation necessary
- Coordinate with school (website and morning news), PTA website, newsletter and Facebook POCs to advertise
- Obtain or create flyer for spirit night, copy and distribute to school a few days before
- Report earnings and ensure PTA treasurer receives the check

Timeline: Ongoing throughout the school year

SPIRIT WEAR CHAIR

Position Responsibilities:

- Design a logo for various spirit wear items
- Select a vendor to produce items
- Choose a variety of items for sale and set pricing
- Create an online store for ordering - keep ordering open for a set time
 - Advertise sale with flyers, include in weekly PTA email and on Facebook page
- Order a selection of items to sell at other events and at the school throughout the year
 - Keep inventory of items

Timeline: Ongoing

SPOOKY BINGO CHAIR

Position Responsibilities:

- Set event date and fill out approval paperwork
- Gather a committee to help with planning and executing
 - Advertising
 - Registration/Food
 - Donations/sponsors/raffle
 - Bingo supplies/Prizes
 - Food donations/charity
- Establish event details with PTA and school administration
 - Coordinate with teachers for “celebrity bingo callers” and prize donations (i.e. lunch with Ms. Smith)
- Work with PTA Web Admin and Electronic Communications to set up online registration, advertise in emails and on Facebook page

Timeline:

Late summer-October

SQUARE 1 ART CHAIR

Position Responsibilities

- Coordinate with Art teacher(s) to gather children's drawings
- Submit drawings to Square1 Art
- Distribute ordering materials, collect orders
- Submit all orders to Square1
- Distribute orders when they arrive to the school

Timeline: Late Fall

TEACHER APPRECIATION WEEK CHAIR

Responsibilities:

- Set up a committee of 3-5
- Determine theme in conjunction with committee and front office staff
- Set a slate of activities for the week and create marketing materials
- Create budget and coordinate with committee members to divide workload of events
- Create sign up sheets for any volunteer needs or donations and advertise to PTA
- Work with Room Parent Coordinator to communicate any classroom specific plans
- With committee manage events during the week

Timeline:

- January - May
-

WEBSITE CHAIR

Responsibilities:

- Serve as POC for website updates, to include content changes, form creation, calendar updates. (*does not include creation of volunteer schedules)

Timeline:

- Ongoing
-

WELCOMING COMMITTEE COORDINATOR

Responsibilities:

- Create flyer welcoming new students to be used at Open House, Back to School Night and other recruitment events (flyer to include family contact information for follow up)
- Determine (and order) “goodies” to distribute to new families (e.g., pencil, water bottle, etc).
- Once students/families have been identified follow up with a welcome letter and a “goodie”.
- Coordinate with front office staff to identify families who move mid-year
- Pass along any interested volunteers to VP of Membership & Volunteers

Timeline:

- Ongoing (heavier in August & September)
-

WONDERFUL WEDNESDAY CHAIR

Responsibilities:

- Set calendar of monthly lunches and confirm with Principal
- Determine menus and which grade level is responsible each month
- Post sign up sheets monthly and communicate via PTA newsletter and to room parents for the sponsoring grade
- Purchase any missing items each month and coordinate with vendors for catered events (e.g., pizza, turkey, sandwiches)
- Attend lunches each month and coordinate volunteers, set up and clean up.

Timeline:

- August - May