

# WESTSIDE ELEMENTARY PTA POSITIONS

## BOARD POSITIONS

The Board positions are required to attend the monthly meetings (currently Wednesday mornings) when possible, help with school events and assist with the Quarterly PTA meetings.

### President

#### Job description-

Conduct board meetings monthly

Attend (or appoint a rep) four LISD PTA council meetings per year

Conduct at least 3 monthly general meetings

Oversee the general actions of the PTA (programs, fundraisers, giveback events, grants)

Help with open houses at the beginning of year

Make calendar for year with Principal's assistant

Approve scholarship donations when appropriate, approve specials enrichment and approve student enrichment

The following chairs report to the President: Hospitality, Hugs & Mugs Display case, lost and found chair, school relations chair, school supplies, 5<sup>th</sup> grade graduation kinder graduation

### 1<sup>st</sup> VP

#### Job description-

Manage all fundraisers

Maintain 1<sup>st</sup> procedure book by updating annually and useful materials for future classes

Order spirit items and help with sales

Assist with the Fall fundraiser ~ Write-a-Check campaign

Box Tops~ oversee chair

Assist with Fall festival

## 2<sup>nd</sup> VP

### Job description-

Schedule the events including: Reflections, Geography Show, Good grade rewards, Author/ Guest visits, Multicultural night and field day

Publicize and attract people to the events, evaluate the results and make recommendations for future events

Plan events to build community between teachers, parents and students

## 3<sup>rd</sup> VP

### Job description-

Recognize teachers and staff throughout the year

Coordinate welcome back treats for staff

Observe National / District staff recognition days and hang banners

Oversee teacher appreciation chair

Oversee at least 4 luncheons throughout the year

Recognize staff birthdays with a treat and card

## Secretary

### Job description-

Maintain PTA records

Record minutes from meetings and update records retention records

Send thank you notes when applicable

Oversee and schedule events for Clothes Closet with the Clothes Closet Chair

Recruit more teachers and staff to become PTA members

## Parliamentarian

### Job description-

Knowledge of parliamentary procedures, bylaws and standing rules

Advise the president on laws and matter of procedures

In charge of nominating committee in Feb. for upcoming year

Oversee sign making to publicize PTA events

## Treasurer

### Job description~

#### Daily/Weekly

Check the PTA box for any bills, correspondence, reimbursement request and vouchers

Deposit school store money and any additional funds received during the week

Update the ledger, sales and use tax records and budget to reflect all financial transactions on an ongoing basis

Respond to financial questions from staff and other Board members and Chairs

#### Monthly

Perform the monthly bank statement reconciliation

Prepare a current copy of the budget for the monthly board meeting

Review all the budget items to assess compliance and propose any changes that need to be made then present a financial summary with recommendations when appropriate to the board

#### As Necessary

Present a financial summary with explanation for any proposed amendments to general membership

Prepare and submit form 990 and any applicable worksheets before Nov. 15<sup>th</sup> and on an annual basis

Prepare the annual sales and use tax return and submit payment no later than Jan. 20<sup>th</sup> on an annual basis

Review our insurance contract, present any changes to the board and submit the premium payment before Oct. 1<sup>st</sup> on an annual basis

Be available to collect and verify the receipt of funds from all PTA events

Be available to provide cash for any events requiring change for purchases or donations

Check the records retention requirements for all financial documentation and shred any out of date materials on an annual basis

Order checks and deposit slips as necessary

This position requires a full year commitment and a moderate time commitment.

## Volunteer Coordinator

Job description- This position oversee activities of school volunteers, volunteer appreciation chair, and Watch Dog chair. Learns school website software, posts events on website and sends emails to all volunteers about upcoming events. Creates volunteer sign ups, sends in volunteer hours monthly, and provide treats for Volunteer Appreciation week. This position requires a full year commitment and a moderate time commitment.

## Room Rep Coordinator

Job description- The Room Rep Coordinator provides a crucial link between the Room Parents, the PTA Board, and teachers. This individual provides training on realm parent responsibility at the beginning of the year, recruits a room parent for classes that don't have one, oversees the room parents and frequently emails and works with the Volunteer Coordinator to ensure each classroom is being represented. Other duties include: manage and coordinate room reps by having volunteer meetings, update teacher "all about me" forms, collect and manage updated emails, addresses and parent information for each child by using a duplicate form. This position requires a full year commitment with a moderate time commitment mainly at the beginning of the year. .

## Communications

Job description- Update Facebook group/Twitter, keep PTA members informed of upcoming PTA events, advertise upcoming PTA events. This position requires a full year commitment and a moderate computer time commitment.

## Healthy Life Styles

Job description- This position is the representative for the CATCH Program (Coordinated Approach to Child Health). The person works with the school to help provided information to the Westside Families regarding healthier food choices and physical activity. Set, manage, support and advise healthy lifestyle choices in school/ family related activities. Works with outside nutrition teams that come in to support our school lunch habits (My Lunch Rocks), applies for grants for the school to earn money for the various health needs of the school (gym equipment, gardening, being healthy awards). This position requires a full year commitment and a moderate time commitment.

## Community Affairs

Job description- You are responsible in overseeing the Fall & Spring Festivals, overseeing the book fair chair, overseeing restaurant nights, and responsible for ordering tables and chairs for the PTA events when needed. You will be required to attend the monthly Board meetings (currently held Wednesday mornings at 8am) when possible and attend PTA events

throughout the year. This position requires a full year commitment and a minimal time commitment.

## Westside Elementary Chair Positions

No experience is necessary to act as a PTA Committee Chair. All chairs receive guidance and support from the PTA Board and Volunteer Coordinator. If you are interested in serving as a Committee Chair, Please contact a member of the PTA Board.

### Reflections

#### Under-2<sup>nd</sup> VP

Job description ~ This person follows the National PTA reflections theme for the year. You will coordinate a contest among the students for entry of an art item that fits the theme. You will communicate applications, judge the applicants and award recognition are required. To kick off the contest you will organize a Family Art Day held after school. You will be in charge of getting volunteers to help set up and clean up the event. the school-level program takes place in the fall with most of the chair's responsibilities occurring then. This position requires a part year commitment and a minimum time commitment.

### Spirit items

#### Under-1<sup>st</sup> VP

Job description ~ Assist in ordering, distributing and selling all spirit items throughout the year. Meetings held during the summer prior to the school year. This position requires a full year commitment and a moderate time commitment.

### Teacher luncheons

#### Under-3VP

Job description ~ This position sets dates for at least 4 luncheons throughout the year, sends the communications board member a volunteer sign-up sheet to post 2 weeks prior to set luncheon, and purchases any items not signed up for as well as fills in if no one signs up to help set up and clean up after luncheons, This position requires a full year commitment and a moderate time commitment.

## Teacher appreciation

### Under-3VP

Job description ~ Provide a theme for teacher appreciation week with decorations and treats for all teachers. This position requires a full year commitment and a minimum time commitment.

## Clothes closet

### Under-Secretary

Job Description ~ To work with the Vol. Coord. and make sure that parents are aware of this service which organizes the donation of gently used clothing from Westside families. Each LISD school is required to staff 3 mornings at the Close Closet throughout the year with the schedule determined by LISD. The school will work with the chair to staff these dates. This position requires a commitment for the school year, but does not have a heavy time commitment.

## Membership

### Under-Secretary

Job Description ~ You are responsible for helping the PTA to recruit members through the school year and to inform parents of the benefits of joining the PTA. The Chair will man a booth at the Meet & Greet, Open House and the first PTA Meeting. He is responsible for accepting dues, turning money over the Treasurer, filling out the membership forms with the state PTA and distributing membership cards in a timely fashion. This position requires a full year commitment and a small time commitment.

## Photography

### Under-Vol. Coord.

Job Description ~ You are in charge of having photographing the school events with all grade levels. These photos will be used in the yearbook and in various slideshows at the school. This position requires a full year commitment and a small time commitment.

## Yearbook

### Under-Vol. Coord.

Job Description ~ This person is responsible for all aspects of the year book as well as working with the publisher. This position requires a full year commitment and a moderate time commitment.

## Watch D.O.G.S.

Under Vol. Coord.

Job Description ~ The “top dog” is responsible coordinating the entire Watch D.O.G. program. You will help along with the assistant principal schedule a date for the annual pizza night. You will need to make sure all volunteers are LISD approved and update the online calendar when new people sign up. You will need to order supplies, (calendars, t-shirts, stickers) from the national organization. Also you will maintain the PTA webpage so it remains current. This position requires a full year commitment and a moderate time commitment.

## Book Fair

Under-Community affairs

Job Description ~ We hold two Scholastic Bookfairs - one in the Fall and one in Spring. The chair is responsible for working the school Librarian and the Scholastic company to coordinate the Bookfairs. Chair will also work with the Volunteer Coordinators to fill the volunteer positions during the sales. This program requires a large time commitment for two set time periods during the school year.

## Fall Festival

Under-Community affairs

Job Description ~ This event is usually held in Oct. You will organize the theme, events, food vendors, craft tables and whatever else needed. You will work with room reps to get parent volunteers to man booths & games, as well as finding sponsors to coordinate the event. This position is a big responsibility, but requires only a short time commitment.

## Spring Festival

Under-1<sup>st</sup> VP

Job Description ~ This event is usually mid Spring. You will organize the theme, events, food vendors, craft tables and whatever else needed. You will work with room reps to get parent volunteers to man booths & games, as well as finding sponsors to coordinate the event. This position is a big responsibility, but requires only a short time commitment.

## Movie night

### Under 1st Vp

Job Description ~ This person is in charge of securing a date with the school and organizing the movie, projectors and snacks for the movie.

## Restaurant nights

### Under- Community Affairs

Job Description ~ You are responsible for coordinating monthly restaurant fundraisers with local restaurants. These are meant for friends and families to dine together to build community. A portion of the proceeds are donated to the PTA. You are also responsible for advertising the nights chosen. The chair is responsible for collecting the checks monthly and turning them into the Treasurer. This position requires a commitment for the full school year, and has a moderate time commitment.

## Publicity

### Under- Parliamentarian

Job Description ~ This person is in charge of having signs inside and outside the school for each event. This will include scheduling sign painting days and communicating to the communications person and front office person to get info on the Westside Insider in a timely manner. This position requires a full year commitment and a minimum time commitment.

## International night

### Under-President

Job description ~ This person is in charge of organizing 1 night to get volunteers to set up tables with décor and include samples of different foods from various countries. This position requires a partial year commitment and a moderate time commitment.

## Bulletin boards

### Under- Communications

Job description ~ To update all bulletin boards throughout the schools. I.e: birthday board, community room and outside the cafeteria boards with updated info. on events coming up. This position requires a full year commitment and a minimum time commitment.

## Labels for education

### Under-1VP

Job Description ~ This person gathers all labels at the end of the month and turns them in to the proper source. This position requires a full year commitment and a minimum time commitment.

## Display case

### Under-President

Job Description You are in charge of keeping the Display case updated monthly or as needed with information. This position requires a full year commitment and a minimum time commitment.

## Fifth Grade Graduation

### Under- President

Job Description ~ This person is in charge of working with the 5<sup>th</sup> grade teachers to plan the Fifth Grade Graduation. This position requires a heavy end of year time commitment.

## Green Recycling

### Under-1<sup>st</sup> VP

Job Description ~ This person is in charge of coordinating the efforts of the ink cartridge recycling program. This position requires a full year commitment and a minimum time commitment.

## Hospitality and Hugs & Mugs

### Under-president and Vol. Coord.

Job Description ~ On the first day of school you are responsible for contacting vendors for coffee and donuts, etc. for the reception held in the cafeteria for parents. You will help set up and clean up the event, and work within budget to help parents who might be a bit emotional in dropping their kids off (or celebrating!). This position requires small time commitment at the beginning of the year.

## Lost and found

## Under- President

Job Description ~ You are responsible for managing the large amount of items that accumulate in the lost and found area. Unclaimed items will be taken to the LISD Clothes Closet. This position requires a full year commitment and a moderate time commitment.

## School supplies

### Under- President

Job Description ~ You are responsible for working with the teachers to get the list of supplies for the following year and sending the order to our sales rep. You will also put a flyer together to put in the teacher boxes for Wed. folders and communicate the info to put out on the web page. When the supplies come in you will help with the unpacking and storing of the supplies in the PTA closet. Last you will need to help with distributing them on the open house nights to the students. This position requires a full year commitment and a heavy beginning of year time commitment.

## Box Tops

### Under-1stVP

Job Description ~ Westside encourages the collection of Box Tops to help raise money. This chair's role is to promote the BoxTop program to parents/staff, manage a school-wide contest to encourage submission of the BoxTops, count and sort them, submit them before the 3 set deadlines and ensure payment is made to the PTA. The chair is responsible for promoting, managing and executing the contest within the budget. This program requires a full school year commitment and requires a moderate time commitment.

## School sprit store

### Under-1<sup>st</sup> VP

Job Description ~ This person is responsible for ordering store supplies and works with the Vol. Coord. to staff the school store during the year. School store is generally open every Friday. This position requires a full year commitment and a moderate time commitment.

## Write a check

### Under- 1<sup>st</sup> VP

Job Description ~\_This person will be present each day during the write-a-check campaign and keeps a notebook with accurate records. You will also hand the parents their

receipts in a timely manner. They will prepare deposits for the treasurer and secure prizes for the winning classes. This position requires a beginning of year commitment and a moderate time commitment.

## Outdoor Garden Classroom

### Under- 1<sup>st</sup> VP

Job Description ~\_This is a new position for the 2015-2016 year. This person will work with teachers and students to establish an outdoor garden environment for students to learn in. There are many resources available and already in place to get this started. LISD has a garden club set up for this person with monthly meetings to answer questions and get things growing. This positions will require a year commitment and a lot of outdoor work.