

# Brookwood Elementary PTA Positions

## **Co-President**

*Meet with the principal to establish a calendar of meetings and PTA events. Create a budget with the PTA executive board. Be a signatory on PTA financial accounts. Create an agenda for board meetings. Preside at all PTA meetings. Coordinate, participate, appoint, and direct committees as needed. Attend or send representatives to council, district, and state PTA functions. Communication with the school administrative and support staff.*

## **Co-Vice President**

*Assist the PTA President on all events. Provide support and encouragement to the committee chairs. Create a budget with the PTA executive board. Preside at all PTA meetings. Coordinate, participate, appoint, and direct committees as needed. Attend or send representatives to council, district, and state PTA functions. Recruit new members to fill PTA positions. Volunteer and step in where help is needed in all PTA positions.*

## **Secretary**

*Responsible for keeping an accurate record of the proceedings of the association, board and executive committee meetings. These records will be the history of the PTA. Promptness, accuracy and knowledge of PTA Purposes and policies are very important to the job. As part of the Executive Board, you help with decision making and help support committees as needed.*

## **Treasurer**

*Maintain a full account of PTA funds. Create a budget with the PTA board. Disburse PTA funds by check in accordance with the budget. Provide a written financial statement at each meeting of the general membership, Board of Directors, and Executive Committee. Have accounts examined annually at the end of the school year by an auditor. Reconcile the bank statements monthly, and have the statements reviewed, signed, and dated by a PTA member.*

## **Membership/Movie Night**

*The Membership Committee builds the PTA by attending the Open House and Curriculum nights, promoting PTA, and selling PTA memberships. At BES, the Membership Committee also hosts the Membership Movie night, an outdoor movie event to promote the PTA. The committee collects membership dues, distributes membership cards, and maintains a current membership list.*

## **Fundraising Co-Chairs**

*Leads a committee to help with the 2 main PTA fundraisers. The current fall fundraiser is Charleston Wrap and the spring fundraiser is Boosterthon. You will be the PTA liaison between the CW and Boosterthon representatives. Charleston Wrap is a catalog and online based fundraiser and Boosterthon involves pledges and a FunRun. Most of the responsibilities of Boosterthon are done by their team.*

## **Spirit Wear**

*Design & select spirit wear for the upcoming year, coordinate volunteers to sell spirit wear online and at Open House (2 nights), Teacher Luncheon, and Curriculum Night (2 nights). Complete reimbursement form to pay the vendor. Distribute Spiritwear to each teacher (in their mailbox or classroom) -- for each selling event. Handle any errors in ordering and communicate with the vendor on resolution.*

## **Head Room Rep**

*Work with Volunteer Coordinator to compile list of interested parents during Meet the Teacher and Curriculum nights. Request contact info from the front office. Request teacher preferences. Identify, contact and confirm 1-3 Room Reps for each reg/spec ed classroom. Work with the front office and media center to schedule one morning and one evening RR training. Coordinate school wide volunteer training with front office, media center & copy room. Communicate through email class lists, details/updates on RR responsibilities, events, reimbursement procedures and school events. Ensure winter/end of year parties and TAW are executed within guidelines. Gather feedback from RR and teachers at the end of the school year. Acknowledge non classroom teachers and paras during TAW. Be available to fill in for RR as needed. Support PTA in other areas as needed.*

## **Cultural Arts**

*The Cultural Arts Director culturally enriches the school by bringing in artists, authors, musicians, STEM, or other learning enhancement programs to the students at Brookwood Elementary. The CA Director coordinates with the school administration to locate quality programs, find open dates on the school calendar, and reserve space at the school. The Cultural Arts Director manages contracts with visiting programs; hosts visiting authors, artists or performers on the days of Cultural Arts events; and pays for each program using a PTA check.*

## **Grounds Beautification**

*Plan, coordinate and oversee BES campus clean-up days 1-2 times per school year to improve the aesthetic appeal of the school grounds. Coordinate with Anita Brooks to obtain pine straw from the county, if desired. Work with local garden supply shops to obtain donations or discounts, if possible. Send information to the Volunteer Coordinator in order to have a Sign-up Genius sent out to recruit volunteers and coordinate inclusion in the Giddy Up in a timely manner.*

## **Reflections**

*The Reflections chairperson promotes the PTA annual art competition in our school. He or she advertises for the event using posters, the Giddy Up, and Facebook promotions. The Reflections chair verifies that students' submissions are properly labeled and comply with competition guidelines. The Reflections chairperson plans a special party for the students who participate in the Reflections competition.*

## **Hospitality**

*The Hospitality Committee hosts four events for the teachers each year: a Back to School Teacher Luncheon in August, a Teacher Appreciation Breakfast in November, a Be Sweet to the Staff event in March during Teacher Appreciation Week, and a Teacher Appreciation Lunch in May. The Hospitality chair verifies dates and locations for each event with the administration, secures catering and/or donations, sets up and takes down events, and pays the caterer using PTA checks.*

## **Volunteer coordinator**

*At the beginning of the school year, recruit volunteers at meet the teacher and curriculum night (both electronically and in paper sign-ups), then enter that data into Signup Genius. Maintain the Signup Genius account through the year and create sign up forms for all PTA events. For example, the Daddy/Daughter dance coordinator would ask you to create and send out a sign up for her event in February or the Membership Coordinator would ask you to send out a sign up for the Movie Night.*

## **Student Directory**

*Create a PDF booklet out of all the teachers and students' names in the school. The information is gathered from the school staff and will need to be sorted and translated to a printable format. Once the directory is printed, distribute to the students who ordered. Should be done in the months of September & October.*

## **Schoolkidz Program**

*Works with Schoolkidz representative, Cindy Wong, to create school kits containing all the supplies that the teachers want the kids to have. Starting in February/March I receive updated lists from all the grade levels regarding what school supplies the upcoming students will need for that Fall. I then upload that list into the Schoolkidz program online and then verify the list is correct with the Schoolkidz rep. Then during the early Summer I schedule a delivery date. Once the boxes for all the grade levels come (end of July) I go to the school and make sure all the boxes for the parents that ordered them are there, as well as sort the boxes by grade level and teacher so the custodians can take them to the appropriate classrooms. I also handle issues regarding missing or broken supplies.*

## **Media Center Volunteers**

*Recruit volunteers to assist in the media center and create a schedule for the year. Email the calendar to volunteers, so they know when their shift is.*

## **PTA Website Coordinator**

*Help maintain the (squarespace) PTA website that would allow us to share information, sell spirit wear and take payments.*

### **Mother/Son Event Coordinator**

*Plan and coordinate an event for Mothers & Sons in early February. Ideas in the past have been bowling, skating night, Gravity trampoline park. Work with the facility to save the date and create a price point. Advertise with flyers & online. Coordinate volunteers for the night of the event.*

### **Father/Daughter Dance Coordinator**

*Plan theme, approve date with Principal/PTA/school calendar, create flyers, distribute flyers, collect registration & payment (via MyPaymentsPlus or hardcopy - both have been done in the past), purchase paper products/decor/party favors, coordinate DJ/photo booths/decor. Get BETA Club Volunteers (reach out to Deanna Morrison & Rebecca Fishback) and parent volunteers via SignUpGenius. Complete reimbursement forms, submit to the Treasurer, and get approval/reimbursement.*

### **5th Grade Celebration Coordinator**

*Lead a team of volunteers to plan and coordinate a Yearbook Signing day, 5th grade celebration, Diploma reception and 5th grade walk.*

### **Homecoming Float Committee Chair**

*Homecoming is usually the end of September at the H.S. and they have a parade to celebrate. Brookwood Elementary likes to be a part of the parade. This would need a committee to help create. Secure a truck and trailer, choose a theme and work on a float that kids can ride on. Recruit kids and parents to be a part of the parade. Collect candy donations from the students at the school to be thrown from the float. Advertise the parade at the school so parents and students can come watch.*

### **Bruster's Night Chair**

*Communicate with the school and Bruster's to set several Bruster's nights for the year. Coordinate with volunteer coordinator to set up volunteers for ticket sales. Communicate with the school to recruit teachers to help scoop ice cream. Advertise the event with stickers, in giddy up and signage. Keep track of money from sales for petty cash and deposit after the event.*

### **All Pro Dads**

*For one hour each month you'll get to join other dads and kids at school for a fun, memory-making event. All Pro Dad chapters provide an opportunity for dads to spend quality time with their children that will strengthen their relationship, as well as benefit the child's school and the entire community.*