



## **The Shady Grove Elementary PTA Board Position Descriptions**

(NOTE: ALL PTA BOARD POSITIONS HAVE A TWO-YEAR TERM)

### **PTA EXECUTIVE COMMITTEE**

**President** – The President is ultimately responsible for the PTA and its functions. This individual works with the school administration and the PTA Board to develop the agenda for the year. Requirements include a desire to see the school work to the highest potential within the guidelines of Henrico County, an ability to delegate duties to other willing individuals and prior experience with the PTA Board.

**Secretary** – The Secretary is responsible for maintaining the minutes of the General Membership and PTA Executive Board Meetings. This position works closely with the PTA President, organizes many of the Board functions and maintains the PTA supplies.

**Treasurer** – The Treasurer is responsible for maintaining the financial reports of the PTA. The Treasurer serves on the budget committee. The treasurer is also responsible for submitting tax forms.

**1<sup>st</sup> Vice President/Financial (3 Positions)** – The 1st Vice Presidents co-share the responsibility of the fundraising efforts for SGES PTA, including the Fall check writing campaign, spirit nights, and any local sponsorships (i.e. Papa John's, Silver Diner, Kroger, Martin's A+, Target and Kroger). Availability at Open House and Back to School night is very important. The VPs also coordinate the Box Tops programs that are on-going throughout the year. The VPs of finance also serve on the budget committee.

**2<sup>nd</sup> Vice President/Programs (2 Positions)** – The 2nd Vice President is responsible for facilitating the monthly PTA general membership meetings. (Past meetings have included the FunRun, STEM Night, International Night, EOY picnic, just to name some examples) The 2nd Vice President coordinates any PTA sponsored service projects. This individual works closely with the Principal and the PTA President.

**3rd Vice President/Volunteers (2 Positions)** – The 3rd Vice President is responsible for coordinating volunteers for various programs and events sponsored by the PTA. These individuals work with the Room Parent Coordinator, Chairs of the Standing Committees, other Board Members and school staff to provide volunteers for many school wide activities. They promote the nList system for volunteer communication. The 3rd Vice President also coordinates the Back-To-School Folder stuffing and periodically enters new volunteer information into the HCPS volunteer database.

**4<sup>th</sup> VP Communication (1 position)** - Responsible for email communication to the SGES Community using an on-line application to create and send the messages. Update the PTA website regularly with pertinent dates and announcements that benefit the SGES Community as a whole. Maintain Facebook page. Forward any questions from website or e-mail to the appropriate board member. The website is a user-friendly drag and drop service which does not require code writing skills.

### **PTA STANDING COMMITTEE**

**County Council** – Our PTA is represented in the Henrico County Council of PTAs with TWO delegates. These individuals are responsible for attending County Council meetings each month and reporting to our PTA.

**Lay Advisory**– Our PTA is represented in the Henrico County Lay Advisory with ONE Advisory delegate and ONE alternate. These individuals attend Lay Advisory meetings each month and meet with members of our School Board and the community, then report to our PTA.

**After School Enrichment** -- consists of 3 different positions: Volunteer Coordinator, Classroom Instructor's Coordinator and Computer Data Coordinator.

1. **Volunteer Coordinator-** The Volunteer Coordinator is in charge of parent volunteers who assist with the student check-in process. The Volunteer Coordinator makes herself/himself available during After School Enrichment hours to ensure the program is running smoothly or makes sure volunteers are available where needed. The Parent Volunteer is also responsible for securing/paying the on-site staff nurse and staff.
2. **Program Coordinator-** The Program Coordinator determines class offerings (with the help of the co-chairs). Recruit, oversee, and pay instructors. Help create brochure by providing class descriptions.
3. **Computer Data Coordinator** - The computer data coordinator facilitates the selection of student and input of data on each ASE participant.

**Cultural Arts /Educational Enhancements** – The purpose is to culturally and/or educationally enhance the lives of children and Shady Grove by bringing cultural arts activities or other programs to our school. This has included in the past: Theater IV, Chinese Story Teller, Living History performances, Question of the Week, 5<sup>th</sup> graders in Battle of the Books.

**Hospitality (2 Positions)** – This Committee coordinates refreshments needed for PTA meetings, school meetings, monthly teacher breakfasts/luncheons.

**Legislative** – The purpose is to keep Shady Grove PTA notified of current state of PTA policy issues. This person also conducts a vote in the fall, most recently using an on-line survey company, for SGES PTA members to vote on State PTA legislative papers and amendments.

**Membership** – This person will coordinate the PTA membership drive as well as keep a numbered list of all members and provide them with membership cards. This person will present and suggest membership incentives and campaign strategies. Membership is also integral in planning and implementing the open house as an opportunity to collect memberships and contact data.

**Outdoor Classroom-** This person will be responsible for maintaining the outdoor classroom. They also coordinate teaching programs in the outdoor classroom with teachers and provide an opportunity for community service for Shady Grove students, present and past. This person also works with the PTA and the administration to provide clean-up and improvement projects around the school grounds to enhance the outdoor space.

**Parliamentarian** – The purpose is to ensure that the PTA meetings are run with parliamentary procedure. This is usually a past PTA President. The position oversees the printing of the directory and the application/award process for the Fernald Scholarship.

**Reflections** - The Reflections chairs are responsible for promoting the Reflections Program to the students/parents; collecting and logging entries; securing judges and overseeing the judging process; coordinating and running the Reflections Program/Reception to recognize those students who have submitted entries and forwarding the winning entries to the next level. Follow up on the district competition and make sure people are invited, also, attend the District recognition event.

**Room Parents** –The Room Parent Chairperson is responsible for working with all SGES teachers in selecting his/her Room Parent during the first week of school; coordinates and holds a meeting with all SGES Room Parents during the second week of school in order to inform Room Parents of their role and duties as Room Parent; coordinates and holds the 5th Grade Graduation Festivities Meeting with 5th grade parents; coordinates teacher appreciation week; and acts as a liaison between the Volunteer Coordinators and Room Parents throughout the school year.

**Scholarship Fundraising Committee** – These chairs are responsible for coordinating the fundraiser that raises money for the Thomas B. Fernald Scholarship Fund. For many year's it was a school-wide Talent Show. Currently the fundraiser is a dance-a-thon, called the SGES Rock-A-Thon.

**School Store** – This person is responsible for staffing and stocking the School Store.

**Spirit Wear** – This person will coordinate the school Spirit Wear sales which includes selling merchandise at Back-to-School orientation and offering 1 or 2 orders in the fall. This position designs the merchandise logos, selects the merchandise line, fulfills orders and works with the vendors. In the spring, this person coordinates the Field Day shirt orders in partnership with the P.E. department.

**STEM Lab Coordinator** - The STEM lab coordinator will have a committee of parent volunteers representing each grade level and he/she will train and lead them in the organization of the lab, including assisting teachers in the preparation of materials for specific projects. He/She will also manage the nList sign up for materials and she and/or her committee members will sort them as they come in.

**Yearbook Coordinator (3 positions)** – These persons are responsible for putting together, selling and distributing the Year Book. In addition, they maintain the display board in the lobby including displaying current pictures of PTA and school events, provide pictures for back to school slide show and take pictures of staff and teachers at the beginning of each school year. One position is dedicated to yearbook sales.