

Pinebrook PTA Elected and Appointed Positions

Executive Board Positions

President

The roles and responsibilities of PTA President include, but are not limited to:

- adhering to the bylaws of the association
- consulting with the school Principal on all matters related to the school
- presiding at all meetings of the General Membership and the Executive Board
- overseeing the PTA organization as a whole
- overseeing the PTA budget along with the PTA Treasurer
- encouraging school staff and parent membership and involvement in the PTA
- gathering updates from and overseeing Chairpersons for the following PTA Programs: Membership & Directory, Reflections, WatchDOGS, Odyssey of the Mind, LEAP, MSAAC and SEAC
- completing all required reports and forms for the State and National PTA offices

Treasurer

The roles and responsibilities of the Treasurer run beyond the actual school year and include but are not limited to:

- ensuring that the PTA's financial records are reviewed according to the bylaws
- collecting all money from persons delegated to collect or to raise funds during a PTA activity and providing written receipt for those funds
- depositing all money in the name of the PTA into its bank account
- maintaining an accurate record of all receipts and disbursements
- remitting by check all authorized bills and statements
- attending and submitting a Budget Report at each PTA General Membership Meeting
- preparing an annual report to be used to review PTA financial records
- preparing and submitting accurate tax records

Secretary

The role and responsibilities of the Secretary include, but are not limited to:

- attending all meetings of the general membership and the Executive Committee and taking minutes of these meetings, with special attention given to motions (recorded exactly as stated) and actions taken
- keeping secure, official, permanent PTA records, including all originals of approved minutes
- maintaining a copy of the current bylaws, standing rules and a membership list
- writing and distributing thank you notes

Vice President of Volunteers

The role and responsibilities of the VP of Volunteers include, but are not limited to:

- updating the Volunteer lists and maintaining email addresses
- communicating with school staff to determine the need for volunteer help and correlating these needs with the interests and abilities of volunteers
- publicize volunteer needs to parents using Sign-Up Genius (online)
- attending all meetings of the General Membership and the Executive Board and providing a brief report of status and needs of volunteers
- this position can be accomplished primarily from home, if needed
- plan and host with the Room Parent Coordinator the Welcome Coffee for Volunteers & Room Parent Training - held during the first month of school to encourage volunteers and provide explanations and opportunities for volunteers

Vice President of Fundraising

The roles and responsibilities of the VP of Fundraising include, but are not limited to:

- working with the Executive Committee to establish annual goals and fundraising objectives
- organizing fundraising events to support the general PTA budgetary needs and programs
- managing Chairpersons and Committees for fundraising opportunities (listed below)
- attending and presenting the Fundraising Report at all meetings of the General Membership and the Executive Board

Vice President of Events

The roles and responsibilities of the VP of Events include, but are not limited to:

- working with the Executive Board to establish annual goals and event objectives
- managing Event Chairpersons, events, and programs to ensure event volunteer coverage, supplies, budgets and general event planning
- providing information and communication to the Board on all programs and events
- managing Chairpersons and Committees for events (listed below)
- attending and presenting the Events Report to all meetings of the General Membership and Executive Committee

PTA Committee/Lead Positions

The following positions are part of the Executive Committee and coordinators are asked to attend all PTA meetings possible (once per month) to report and vote on key issues.

Event Coordinators - (will work closely with VP of Events):

Stone Ridge 5K (September - mid October)

- distribute pre-made flyers about the event within the school
- attend 3-4 planning meetings with the Stone Ridge 5k Planning Team
- help to find volunteers to fill school sponsored positions (via email)
- promote the event within the school
- attend and volunteer during the one-day event

Fall Festival (August - October)

- work with the VP of Events and other volunteers to plan and carry out this event
- work with the VP of Volunteers to arrange for event volunteers
- coordinate aspects of the event to include: food, music, games, prizes, haunted house, petting zoo and inflatable vendors
- advertise the event through school flyers and electronic resources
- report progress and needs to the PTA during September – November PTA General Membership meetings
- modifications and new ideas are welcome

Basket Bingo (September – November)

- work with the VP of Events to plan and carry out the event
- work with the VP of Volunteers to arrange for event volunteers
- advertise the event through school flyers and electronic resources
- shop for and create the gift baskets as prizes for the Bingo games
- coordinate food for the event and purchase any necessary supplies for Bingo games
- report progress and needs to PTA at the October and November General Membership meetings

Fine Arts Experience (January – early March)

- a new event held in March to promote awareness and appreciation of different types of fine arts
- work with the VP of Events to plan and carry out the event
- work with the VP of Volunteers to arrange for event volunteers
- planning includes developing hands on activities for families to experience different areas of fine arts
- advertise the event through school flyers and electronic resources

Triple Play (February – April)

- work with the VP of Events to plan and carry out the event
- work with the VP of Volunteers to arrange for event volunteers
- advertise the event through school flyers and electronic resources
- coordinate aspects of the event to include: food sales, music, team shirts, face painting, community sponsors and raffle prizes
- coordinate with the school administration concerning the games being played and staff involvement

Family Fitness Night (March – May)

- work with the VP of Events to plan and carry out the event
- work with the VP of Volunteers to arrange for event volunteers
- coordinate volunteers, staff and/or community businesses to lead activities in the gym that promote healthy living
- work with the PE Department, as this event is held in conjunction with the PE Department's Bike Rodeo
- provide fresh fruits, healthy snacks and water during the event
- advertise the event through school flyers and electronic resources

Ice Cream Social (End of April – Early June)

- work with the VP of Events to plan and carry out the event
- work with the VP of Volunteers to arrange for event volunteers
- coordinate the Ice Cream Truck, tickets for counting the ice creams, music and any other activities provided during the event
- advertise the event through school flyers and electronic resources

Fundraising Coordinators - (will work closely with VP of Fundraising):

Fall Fundraiser (August - October) – usually Catalog Sales

- work with the VP of Fundraising to plan and carry out the sale
- distribute catalogs and send reminders to students and families about the fundraising effort
- serve as the point of contact with the Account Representative from the fundraising company
- collect all order forms and insure they are audited
- coordinate the distribution of items and student prizes
- handle all order discrepancies

Holiday Shop (November - early December)

- work with the VP of Fundraising to plan and carry out the shop
- work with the VP of Volunteers to arrange for volunteers
- serve as the point of contact with the vendor
- publicize event to students and parents through school flyers and electronic resources

- coordinate the preview and shop schedule with the school staff and volunteers
- plan the Holiday Shop and Vendor Fair (usually a Saturday morning)
- submit orders through the vendor to refill stock

Box Tops (all year)

- update our school's information with the Box Tops program
- advertise the Box Tops program through school flyers and electronic resources
- create and distribute collection sheets for families to use and submit Box Tops
- coordinate the collection of Box Tops from the school
- Count and submit the box tops for school credit
- Coordinate class and student collection competitions and distribute certificates/prizes

Loyalty Programs (all year, but busier in the fall)

- update our schools information with each store (Giant and Harris Teeter)
- advertise the program with staff and parents
- collect names and account information to complete bulk enrollments of participants in the programs

School Store (all year)

- plan and coordinate items to be sold in the school store – mostly school supplies, but also some school spirit items
- work with the VP of Volunteers to arrange for volunteers

Spirit Wear (all year)

- August/September - Fall Spirit Wear Sale
- October/November – Winter Spirit Wear Sale
- March/April – Field Day Sale
- design or work with the vendor to design spirit wear items for sale
- advertise and collect orders for spirit wear (online at pay4schoolstuff.com)
- create and distribute flyers advertising the spirit ware options
- order and then distribute items purchased through the classrooms

After-School Enrichment Programs Coordinator (August – March)

- contact teaches to identify class offerings
- coordinate registration and oversee the programs offered
- provide all communications to instructors, front office staff and parents about afterschool programs, policies, and rules
- sign-ups and payment are online
- work with Treasurer to make sure teachers are paid
- this position requires organization skills and the ability to be reached during the day in the case of class changes or questions

School Supply Kits (February/March & August)

- in the spring, work with school administrators to coordinate the school supply lists for each grade level
- serve as the point of contact with our vendor to proof and print the supply lists
- advertise and distribute information about the program
- coordinate the delivery and distribution of the kits in August at the Open House

Staff & Volunteer Coordinators - (will work closely with the President):

Staff Appreciation Coordinator (all year)

- responsible for coordinating the Staff Welcome Back Breakfast in August, the Staff Luncheon in November and Staff Appreciation Week in May
- the Breakfast and Luncheon mostly include:
 - advertising for volunteers to drop off food items for the meals
 - coordinating and being present for the event to decorate and make sure it runs smoothly
- Staff Appreciation Week is a larger event which requires planning in the spring
 - coordinate a theme and schedule for the week including school decorations on Sunday, donations for gift items, a staff lunch and goodies throughout the week

Room Parent Coordinator (all year)

- serve as the main point of contact for our room parents throughout the year
- help identify room parents and maintain a room parent distribution list for communications
- this position can be done primarily from home and requires a clear command of the English language and use of email as its primary form of communication
- help to plan and implement the Volunteer Welcome Coffee and Room Parent training in September

Program Coordinators - (will work closely with the President):

Membership & Directory (all year, but busiest in September and October)

- encourage parents/teachers to join PTA
- collect dues and submit to the Treasurer
- distribute PTA cards, coupons and magnets to members
- responsible for creating and distributing the Membership Directory in the fall
- duties can be done mostly from home

WatchDOGS (all year)

- advertise and plan a Kick-off Pizza Night in late September or early October
- use the Kick-Off Pizza night to speak to and recruit potential WatchDOGS (Dads, Uncles, and Grandfathers)
- coordinate the schedule of WatchDOGS volunteers throughout the year, using Sign Up Genius
- communicate with the administration at the school about the volunteers that will be coming to the school
- send monthly email reminders to the volunteers about the schedule and their responsibilities

Reflections (September – December)

- this is a program that encourages arts in the school in all forms based on a yearly theme provided by the National PTA
- advertise the program by distributing flyers via Thursday folders and morning announcements
- coordinate judging of submitted projects and distribution of student awards
- this is a one-time event and all planning details are provided by the state Reflections program

Odyssey of the Mind (September – March)

- this is an international educational competition that provides problem solving opportunities for students
- the coordinator helps promote the program and recruits parent volunteers to coach teams
- serve as the point of contact for the parents of children in the program
- once teams are formed early in school year, the coordinator handles updates to the PTA
- this position needs a staff coordinator and parent coordinator to help - especially to handle email responses

LEAP Liaison (Loudoun Education Alliance of Parents) (all year)

- the PTA representative needs to attend the monthly evening LEAP meeting in Leesburg and then provide updates of information shared at the Pinebrook PTA meetings

MSAAC Liaison (Minority Student Achievement Advisory Committee) (all year)

- the PTA representative needs to attend the monthly evening MSAAC meeting in Leesburg and then provide updates of information shared at the Pinebrook PTA meetings

SEAC Liaison (Special Education Advisory Committee) (all year)

- the PTA representative needs to attend the monthly evening SEAC meeting in Leesburg and then provide updates of information shared at the Pinebrook PTA meetings