

**Fundraising Committees: raise funds for instructional and capital needs of the school, and PTA activities. All committees report to VP of Fundraising.**

**Book Fair**

Purpose: Provide funding for PTA programs while allowing parents and students to purchase books.

Job Description: Coordinate with outside vendor for in-store and/or on-site book fairs. On-site book fairs need to be coordinated with administration and may overlap with other school events for better attendance. May provide mechanism for families to buy books in honor of a teacher or student.

Does NOT include: Determination of how funds are disbursed.

Organization: 2 chairs and many volunteers during on-site event.

Timing: August - May

**Annual Campaign- Tip the Scales**

Purpose: Provide funding for school instructional and capital needs.

Job Description: Solicit donations from parents and friends of the school. Track pledges, donations and matching gifts eligibility.

Manages all corporate matching gifts processes (confirmation of gift to employer, tracking of payments received, etc.).

Does NOT include: Determination of how funds are disbursed.

Organization: 2 chairs

Timing: October-April

**Corporate Rebates**

Purpose: Provide funding for PTA programs.

Job Description: Manage all aspects of school participation in corporate rebate programs (may include Harris Teeter VIC, Box Tops, online buying partners, ink cartridge recycling, etc.)

Does NOT include: Determination of how funds are disbursed.

Organization: 2 chairs

Timing: July – June

**Directory Ad Sales**

Purpose: Generate advertising funds to offset the cost of the directory so a free copy can be provided to each family.

Job Description: Set pricing, solicit advertisers, provide copy and layout to printer.

Does NOT include: Determination of how any additional funds are disbursed.

Organization: 1 chair

Timing: June-September

**Summer Reading Program-SPARK**

Purpose: Provide funding for PTA programs and encourage students to read over the summer.

Job Description: Manage enrollment (spring) and collection of funds, celebrations and prizes (fall).

Does NOT include: Determination of how funds are disbursed.

Organization: 2 chairs and several volunteers

Timing: April – December

**Marketing & Communications: coordinate and publish all external and internal publications and communications. All committees report to VP of Marketing & Communications.**

**Bulletin Board and Marquee**

Purpose: Communicate school events and information.

Job Description: Determine appropriate information for bulletin boards outside office and outdoor marquee based on school calendar.

Update as needed.

Does NOT include: Bulletin boards dedicated to specific committees (for example, Character Ed bulletin board outside cafeteria).

Organization: 1-2 chairs

Timing: July – June

**Directory**

Purpose: Provide families and staff with student contact information, PTA calendar and other school data.

Job Description: Collect information, layout directory for printing and distribute completed directory by Oct 15<sup>th</sup>. Allow families to order extra copies for a small charge.

Does NOT include: Advertisement sales

Organization: 2 chairs

Timing: August – November

**Proposed PTA  
General Board Committee Descriptions**

updated: June 2016

**Communications - Website**

Purpose: Manages content on the PTA website.

Job Description: Manage website, website links. Field inquires and prepares communications for any community partners, neighborhood associations, etc.

Does NOT include: Does not include Ad sales for the website.

Organization: 1 chair

Timing: July – June

**Communications - Social Media**

Purpose: Updates and moderates the PTA Facebook page.

Job Description: Manage Facebook page. Field inquires and prepares communications for any community partners, neighborhood associations, etc.

Does NOT include:

Organization: 1 chair

Timing: July – June

**Communications- e-Newsletter**

Purpose: Prepares both external and internal communications.

Job Description: Manages and formats weekly e-Newsletters. Field inquires and prepares communications for any community partners, neighborhood associations, etc. Prepare and send weekly e-newsletter with information from other committees. Build and maintain email distribution list.

Does NOT include: Does not include writing copy for weekly e-newsletter.

Organization: 1 chair

Timing: July – June

**Graphic Design**

Purpose: Maintaining standards for school logo, school color scheme, font, and mascot.

Job Description: Design Summer Newsletter layout, manage all logos, fonts, and other marketing materials. Work with school administration and within CMS policies.

Does NOT include: Purchasing or distribution of merchandise

Organization: 1 chairs

Timing: July –June

**Spirit Wear Sales**

Purpose: Provide some funding for PTA programs and encourage school spirit through sales of branded merchandise

Job Description: Determine what items to carry, order merchandise, and provide sales opportunities (may be paper orders and/or live sales at school events).

Does NOT include: Determination of how funds are disbursed.

Organization: 2 chairs

Timing: July – June

**Photography**

Purpose: Document school events, clubs and functions

Job Description: Organize photography volunteers to ensure all events, functions, and grades are covered. Photos are primarily for use by Yearbook. Take special request pictures for yearbook (like clubs and staff) as requested. Organize and assemble photos for use by other committees.

Organization: 1 chair and several volunteers

Timing: August – June

**Prospective Parents**

Purpose: Market school to prospective families and ease transition for rising students

Job Description: Conduct Open House(s) for families and Beginners Day in May. Work with Marketing & Communications on hand-out materials.

Does NOT include: Refreshments (provided by hospitality)

Organization: 2 chairs and several volunteers

Timing: August - June

**Yearbook**

Purpose: To provide a yearbook for the school

Job Description: Select vendor and manage relationship. May need to collect payments (based on vendor). Assemble yearbooks and distribute completed yearbooks. Explore ways to involve students in yearbook production.

Does NOT include: Photography

Organization: 2-3 chairs

Timing: July – June

**Tours**

Purpose: Provide guided tours to parents

Job Description: Set tour schedule (may provide tours outside schedule as needed), train volunteers as needed. Prepare hand-out materials in conjunction with Marketing & Communications Team and Prospective Parents Team.

Organization: 1 chair and several volunteers

Timing: July – June

**Parent and Student Support: support parents and students with events and enrichment programs. All committees report to VP of Parent and Student Support.**

**5<sup>th</sup> Grade Events**

Purpose: Celebrate graduating 5<sup>th</sup> graders final elementary year.

Job Description: Assist 5<sup>th</sup> grade teachers with planning of 5<sup>th</sup> grade field trips (may include overnight trip). Assist administration with graduation ceremony and organize graduation reception following. Determine and purchase 5<sup>th</sup> grade school gift. **NOTE – incoming 5<sup>th</sup> grade committee will provide support for graduation event so those parents with 5<sup>th</sup> graders graduating can enjoy the event.**

Does NOT include: Fundraising for any other these events. Funding will be combination of existing PTA fundraisers and parent payments for field trips.

Organization: 2 chairs and several volunteers

Timing: June – June

**Arts Showcase**

Purpose: Coordinate a family event to showcase student art – visual and performing – during spring.

Job Description: Work with Art and Music teacher to plan art displays and musical performances in a spring event. Work with Art Support committee on labeling and hanging art.

Does NOT include: Setting specific parameters regarding art projects and musical performances.

Organization: 2 chairs

Timing: March - June

**Chess Club**

Purpose: Provide after school enrichment

Job Description: Select provider, register interested students, collect fees (as needed), provide parent/student contract, schedule parent volunteers for supervision or snacks (as needed)

Does NOT include: Management of external organization clubs like Play Spanish or Girls on the Run

Organization: 1 chair

Timing: August – June

**Odyssey of the Mind**

Purpose: Provide after school enrichment

Job Description: Register interested students, collect fees (as needed), provide parent/student contract, schedule parent volunteers for supervision or snacks (as needed).

Organization: 1 coach, 1 business manager

Timing: August- June

**Cultural Arts**

Purpose: Help bring supplemental cultural arts experiences to students

Job Description: Assist the staff with grant writing to bring additional cultural arts enrichment to students.

Organization: 1 or 2 chairs

Timing: August – June

**Fall Festival (DragonFest)**

Purpose: Build school spirit and family relationships

Job Description: Organize an outdoor fall festival.

Does NOT include: Fundraising. Event will be funded wholly by participants.

Organization: 2 chairs and several volunteers

Timing: July– June

**Family Events (Student/Faculty Basketball)**

Purpose: Build school spirit and family relationships

Job Description: Organize student/teacher basketball game including signups and food truck reservations

Does NOT include: Fundraising. Event will be funded wholly by participants.

Organization: 2 chairs and several volunteers

Timing: August – October

**Family Events (Mother/Son Bowling)**

**Proposed PTA  
General Board Committee Descriptions**

updated: June 2016

Purpose: Build school spirit and family relationships  
Job Description: Organize mother/son bowling event including signup, reservations, collection of money.  
Does NOT include: Fundraising. Event will be funded wholly by participants.  
Organization: 2 chairs and several volunteers  
Timing: December - February

**Family Events (Father/Daughter Dance)**

Purpose: Build school spirit and family relationships  
Job Description: Organize father/daughter dance including ticket sales, decorations, reservations.  
Does NOT include: Fundraising. Event will be funded wholly by participants.  
Organization: 2 chairs and several volunteers  
Timing: January - April

**Green Team**

Purpose: Implement recycling and other green programs at Dilworth  
Job Description: Use CMS program as guideline; market programs and involve students as appropriate  
Organization: 1-2 chairs  
Timing: August – June

**Hospitality**

Purpose: Provide refreshments at PTA and school events.  
Job Description: Provide refreshments at Prospective Parents events, Principal coffees, 5<sup>th</sup> grade graduation, ETC.  
Does NOT include: Staff events.  
Organization: 1-2 chairs and volunteers  
Timing: August – June

**Inreach**

Purpose: Provide support for students and families at Dilworth  
Job Description: Work with school counselor to provide support for students and families at Dilworth; assist with communications to families without email and internet access; manage clothing closet and birthday snacks.  
Organization: 1-2 chairs  
Timing: July – June

**New Families**

Purpose: Support new families and ease transition to Dilworth  
Job Description: Host summer event(s) for rising K (one preferably after teacher assignments are communicated); organize New Parent social in the fall.  
Organization: 1-2 chairs and volunteers  
Timing: July- October

**Parent Event(s)**

Purpose: Build parent spirit and relationships  
Job Description: Organize parent event or party.  
Does NOT include: Fundraising. Event will be funded wholly by participants.  
Organization: 2 chairs and several volunteers  
Timing: August – May

**School Supplies**

Purpose: Provide service for ordering Back to School supplies.  
Job Description: Evaluate vendor options, get list of supplies by grade from staff and provide to vendor, develop family sign-up and payment mechanism.  
Does NOT include: Fundraising (this is provided at cost as a service to families)  
Organization: 1-2 chair and volunteers  
Timing: June – July

**Character Education**

Purpose: Provide support to staff in execution of the Character Education program.  
Job Description: Work with staff to organize volunteers, training and materials for monthly classroom character education. Maintain character education bulletin boards.  
Organization: 1-2 chair and volunteers  
Timing: August – June

**Career Day**

**Proposed PTA  
General Board Committee Descriptions**

updated: June 2016

Purpose: Coordinate a day to share different careers with the Dilworth students.

Job Description: Work with school counselors to solicit and organize volunteers at each grade level to share about their careers in classrooms or in the career fair. Communicate with volunteers about expectations and plans for the day.

Does NOT include: communication with the teachers - school counselors will be the liaison to the teachers.

Organization: Two chairs

Timing: November-February

**Service Learning**

Purpose: Provide service opportunities for students.

Job Description: Work with administration to choose community partner. Work with staff to organize events/projects throughout the school year.

Does NOT include: Evaluating potential service projects (PTA Exec and school administration will review any incremental requests)

Organization: 1-2 chair and volunteers (possibly per grade)

Timing: August – June

**Student Recognition**

Purpose: Recognize student achievement and performance at both individual and group levels

Job Description: Assist staff with Dragon house recognition programs (pictures, tickets, etc). Provide events or privileges for student to recognize achievements or as a reward for testing (e.g., EOG).

Does NOT include:

Organization: 2 chairs

Timing: August – June

**Staff Support Committees: provide support to staff and administration. All committees report to VP of Staff Support.**

**Art Support**

Purpose: Support Art teacher

Job Description: Hang art displays throughout the building

Does NOT include: Scheduling volunteers for individual class assistance

Organization: 1-2 chairs and several volunteers

Timing: August – June

**Spring Arts Showcase**

Purpose: Work with the Art teacher to showcase children's artwork.

Job Description: Coordinate art showcase event including labeling, hanging, and taking down all of the pieces throughout the school

Does NOT include: Decisions about art projects/curriculum

Organization: 2 chairs

Timing: September-May

**Aquarium Support**

Purpose: Support CMS in care of aquarium

Job Description: Provide additional cleaning, feeding, etc as needed

Organization: 1-2 chairs

Timing: July – June

**School Beautification/Grounds**

Purpose: School beautification, gardening and landscape efforts

Job Description: Work with staff, CMS, contractors and volunteers in planting and outdoor beautification projects. Activities may range from simple seasonal plantings to more complex space planning. Also responsible for seasonal display in the main lobby. May schedule periodic clean up days to get families involved.

Organization: 1-2 chairs and many volunteers

Timing: July – June

**Health & Safety**

Purpose: Support school nurse and other health & safety programs.

Job Description: Assist school nurse with any needs and supplies; provide educational health signage on campus; organize a bike safety week & walk to school day; attend to the traffic safety of the school campus. Other activities may include support of Safety Patrol (as needed by administration).

Does NOT include:

Organization: 1-2 chairs and several volunteers

Timing: August – June

**Proposed PTA  
General Board Committee Descriptions**

updated: June 2016

**Music Support**

Purpose: Support Music teacher with special events

Job Description: Assist music teacher with preparation for special programs (props, decorations, printing of programs, etc).

Does NOT include: Scheduling volunteers for individual class assistance

Organization: 1-2 chairs

Timing: August – June

**Media Support**

Purpose: Support Media Specialist

Job Description: Assist media specialist with any needed activities (re-shelving books, check-in and check-out, etc.)

Does NOT include: Scheduling volunteers for individual class assistance

Organization: 1-2 chairs and many volunteers

Timing: August – June

**Office Support/Greeter**

Purpose: Support Front Office Staff

Job Description: Schedule volunteers for shifts in office and/or as atrium greeter. Volunteers will greet visitors, make copies, deliver items to classrooms, and perform other office duties. Provide training and re-usable name badges for office volunteers (working with volunteer coordinators). Provide sign-in book and names tags for visitors if requested by office staff. Assist with volunteer registration process, nametags and sign-in book for volunteers in office. .

Does NOT include:

Organization: 1-2 chairs and many volunteers

Timing: August – June

**Outreach**

Purpose: Support sister school Briarwood Elementary

Job Description: Coordinate efforts to support our sister school Briarwood Elementary, including organizing tutors, volunteers day, and the coat and food drive.

Organization: 1 chair and volunteers

Timing: August - June

**PE Support**

Purpose: Support PE teacher

Job Description: Provide planning support and volunteer support for special PE events including Field Day (help with planning games, ribbons, overall schedule and volunteers) and Life Log events (help organizing tickets and signups, check request/deposit procedures).

Organization: 1-2 chairs and volunteers for events

Timing: August – June

**Staff Appreciation**

Purpose: Show appreciation for entire staff

Job Description: Coordinate and plan activities and events to demonstrate staff appreciation which may include pre and post school luncheons, annual Staff Appreciation Week (which may be different time than national event), staff meeting treats, staff birthdays, ensuring non-classroom staff are not missed (many options here).

Organization: 2 chairs and many volunteers

Timing: August – June

**Learning Buddies**

Purpose: Assist staff with scheduling of long-term learning buddies

Job Description: Solicit and schedule volunteers to serve as long-term learning buddies for children based on needs identified by staff.

Organization: 1 chair and many volunteers

Timing: August – June

**Volunteer Coordinator**

Purpose: Organize and match volunteers with needs

Job Description: Ask committees for volunteer needs, gather interested volunteer names and provide to committee chairs.

Organization: 1 chair

Timing: August – June

**Room Parent Coordinator**

Purpose: Organize interested volunteers and assign room parents for each classroom

Job Description: Solicit volunteers for each classroom, assign and train room parents, provide them with common tools and suggestions.

Organization: 1 chair

Timing: August-June

**Proposed PTA  
General Board Committee Descriptions**

updated: June 2016

**Supply Closet**

Purpose: Keep the supply closet stocked

Job Description: Inventory, purchase, and restock supplies for teachers beyond what is provided by CMS. All purchases are reimbursed through the PTA.

Organization: 1-2 chairs

Timing: August-June

**Positions reporting to the PTA President:**

**Legislative**

Purpose: monitor issues affecting elementary education at the local, state and national level and provide information to the Exec Board and PTA membership.

Job Description: attend local school board meetings, forums or workshops when relevant topics are on the agenda, invite elected officials to attend PTA meetings when appropriate, be aware of National and State PTA advocacy on legislative and regulatory issues, help draft local PTA position to issues affecting our school for approval by General Membership.

Does NOT include: representing PTA position or speaking for the PTA unless a position statement has been approved by the General Membership

Organization: 1-2 people

Timing: August – June

**Legal**

Job Description: provide legal advice as needed to the Exec Board and PTA, which may include by-laws.

Organization: 1 person

Timing: July – June