

## PTA COMMITTEE CHAIRS:

### FUNDRAISING COMMITTEE CHAIRS (REPORT TO VP OF FUNDRAISING):

<b>Book Fair</b>	<ul style="list-style-type: none"> <li>Coordinate with outside vendor for onsite book fairs (one per campus). <u>3-4 chairs needed</u></li> </ul>
<b>Tip the Scales</b>	<ul style="list-style-type: none"> <li>Work with Principal to create school wish list ahead of March/April Tip the Scales campaign. • Solicit financial donations from parents of the school and local corporate sponsors for Tip the Scales campaign. <u>2 chairs needed (one for campaign marketing and one for tracking contributions).</u></li> </ul>
<b>School Supplies</b>	<ul style="list-style-type: none"> <li>Evaluate vendor options. • Provide teacher/grade level supply lists to vendor. • Manage online ordering process. • Assist with distribution in August. <u>2 chairs needed</u></li> </ul>
<b>SPARK (Summer Reading Program)</b>	<ul style="list-style-type: none"> <li>Manage enrollment (Spring) and collection of funds, SPARK assemblies (one per campus), and prizes (Fall). <u>3-4 chairs needed (2-year committment).</u></li> </ul>

### MARKETING & COMMUNICATIONS COMMITTEE CHAIRS (REPORT TO VP OF MARKETING & COMMUNICATIONS):

<b>Social Media</b>	<ul style="list-style-type: none"> <li>Manage PTA Facebook page. <u>1 chair needed</u></li> </ul>
<b>Dragon Dispatch</b>	<ul style="list-style-type: none"> <li>Gather content and distribute weekly e-newsletter, Dragon Dispatch. <u>1 chair needed</u></li> </ul>
<b>Spiritwear</b>	<ul style="list-style-type: none"> <li>Determine items to carry and manage relationship with online vendor. <u>1 chair needed</u></li> </ul>
<b>New Families</b>	<ul style="list-style-type: none"> <li>Organize rising kindergarten popsicle playdates (Summer) and New Parent Party (Fall). <u>2 chairs needed</u></li> </ul>
<b>Photography</b>	<ul style="list-style-type: none"> <li>Take photos and/or organize volunteers to take photos at school events and functions. <u>1 chair needed</u></li> </ul>
<b>Prospective Parents</b>	<ul style="list-style-type: none"> <li>Organize Open House (Fall) and Beginners' Day (Spring). • Assist with monthly school tours. <u>2 chairs needed</u></li> </ul>
<b>Yearbook</b>	<ul style="list-style-type: none"> <li>Manage vendor relationship including assisting during school picture days. • Gather content and photos and coordinate yearbook layout. • Market, track sales, and distribute yearbooks. <u>3 chairs needed (distribution, design/layout, and photography/vendor relations)</u></li> </ul>

### PARENT & STUDENT SUPPORT COMMITTEE CHAIRS (REPORT TO VP OF PARENT & STUDENT SUPPORT):

<b>4th Grade Field Trip</b>	<ul style="list-style-type: none"> <li>Assist lead 4th grade teacher with communication, snack coordination, and fee collection for Spring Raleigh trip. <u>1 chair needed (4th grade parent)</u></li> </ul>
<b>5th Grade Field Trips</b>	<ul style="list-style-type: none"> <li>Assist 5th grade teachers with planning of 5th grade teambuilding trip (Fall) and 5th grade Charleston trip (Spring), including working with travel partners, communicating with parents, coordinating trip items, and managing fee collection. Support end-of-year celebration and 5th grade class gifts. <u>2 chairs needed (5th grade parents)</u></li> </ul>
<b>DragonFest</b>	<ul style="list-style-type: none"> <li>Organize Dragonfest Fall festival including booking entertainment vendors and food trucks, coordinating parent donations and VIC card registrations, working with Tom Sykes, recruiting volunteers, and running event logistics. <u>3 chairs needed</u></li> </ul>
<b>"Son"-Day Bowling</b>	<ul style="list-style-type: none"> <li>Organize annual bowling event for Dilworth Dragon boys. <u>2 chairs needed</u></li> </ul>
<b>Dragon Daughter Dance</b>	<ul style="list-style-type: none"> <li>Organize annual Winter dance for Dilworth Dragon girls. <u>2-3 chairs needed</u></li> </ul>

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<b>Hospitality</b>	• Provide refreshments and light snacks for various school functions. <u>2 chairs needed</u>
<b>InReach</b>	• Work with school counselors to provide support for students and families at Dilworth Elementary. • Coordinate monthly snack bag program. <u>2 chairs needed</u>
<b>Parent &amp; Staff Party</b>	• Organize annual Parent and Staff Party (March). <u>2 chairs needed</u>
<b>Service Learning</b>	• Work with Principal and PTA President to choose community partners. • Organize projects for each grade level. <u>2 chairs needed</u>
<b>Student Recognition</b>	• Assist staff with student recognition programs and achievement awards (Dragon of the Week program, Dragon Dollar distribution and counting, end of year awards, etc). <u>2 chairs needed</u>
<b>STAFF SUPPORT COMMITTEE CHAIRS (REPORT TO VP OF STAFF SUPPORT):</b>	
<b>Art Showcase Support</b>	• Work with art teachers to plan and hang art displays for Spring Art Showcases (one per campus) including recruiting parent volunteers. <u>4 chairs needed (2 per campus)</u>
<b>Music Performances Support</b>	• Assist music teachers with preparation for special programs. <u>2 chairs needed</u>
<b>Office Support</b>	• Train and schedule volunteers for shifts in front offices at each campus. <u>2 chairs needed (1 per campus)</u>
<b>Field Day Support</b>	• Work with PE teachers to provide planning support and volunteer coordination support for Spring Field Days (one per campus). <u>2 chairs needed</u>
<b>Staff Appreciation</b>	• Coordinate and plan Staff Appreciation Week. • Provide support for beginning-of-year and end-of-year teacher luncheons and for monthly staff meetings. <u>3 to 4 chairs needed</u>
<b>Career Day</b>	• Provide planning and volunteer support for Career Days (one per campus) <u>2 chairs needed</u>
<b>Character Education</b>	• Train and organize volunteers for monthly classroom Character Education lessons. • Maintain Character Education bulletin boards. <u>1 chair needed</u>
<b>Learning Buddies</b>	• Solicit and schedule volunteers to serve as long-term learning buddies for students at Latta Campus. <u>2 chairs needed</u>
<b>Room Parent Coordinator</b>	• Solicit, train, and support room parent volunteers. • Coordinate Open House volunteer interest forms. <u>2 chairs needed</u>
<b>REPORT DIRECTLY TO PTA PRESIDENT:</b>	
<b>Legal</b>	• Provide legal advice as needed to the PTA Exec Board and PTA. <u>1 chair needed</u>
<b>Legislative</b>	• Stay informed and share information regarding local, state, and national legislation that affects education. <u>1 chair needed</u>

## PTA EXECUTIVE BOARD:

<b>President</b> (1st Year of 2-Year Commitment)	<ul style="list-style-type: none"> <li>• Leads monthly PTA Exec Board meetings and all general PTA membership meetings.</li> <li>• Serves as PTA representative to School Leadership Team (SLT).</li> <li>• Maintains parliamentary procedures for voting.</li> <li>• Signs checks and contracts; one of three Exec Board members authorized to sign PTA checks.</li> <li>• Sets PTA budget with Principal and incoming and outgoing Treasurers.</li> <li>• Coordinates contents of Back to School folders and manages production.</li> <li>• Meets with Principal regularly throughout school year to determine PTA calendar and manage PTA events.</li> <li>• Ensures PTA follows by-laws.</li> <li>• Writes letters as needed for communications and speaks at assemblies and events as needed (Beginners Day, Back to School night, etc.).</li> <li>• Trains President-Elect.</li> </ul>
<b>Past President</b> (2nd Year of 2-Year Commitment)	<ul style="list-style-type: none"> <li>• Participates in monthly PTA Exec Board meetings and all general PTA membership meetings.</li> <li>• Oversees Advocacy Committee.</li> </ul>
<b>Secretary</b> (1 Year Commitment)	<ul style="list-style-type: none"> <li>• Takes minutes at all monthly PTA Exec Board meetings and all general PTA membership meetings.</li> <li>• Requests approval of all minutes at subsequent meeting. Distribute/post approved minutes as appropriate.</li> <li>• Maintains files of approved minutes as required by NC PTA.</li> <li>• Maintains approved by-laws.</li> <li>• Tracks PTA Membership (requests dues, tracks members, submits dues to local and state PTAs).</li> <li>• Organizes volunteers for special needs not covered by other committees.</li> <li>• Manages gathering of data and printing of the school's annual printed family directory.</li> <li>• Manages lost and found closet.</li> </ul>
<b>VP of Fundraising</b> (1 Year Commitment)	<ul style="list-style-type: none"> <li>• Provides support, assistance and oversight to Fundraising Committees.</li> <li>• Monitors budgets of Fundraising Committees.</li> <li>• Reviews all communications from Fundraising Committees.</li> <li>• Manages corporate matching gift donations.</li> <li>• Understands check request procedures and proper handling of collections and deposits, and helps ensure these procedures are followed by Fundraising Committees.</li> <li>• Participates in monthly PTA Exec Board meetings and all general PTA membership meetings.</li> </ul>
<b>VP of Marketing &amp; Communications</b> (1 Year Commitment)	<ul style="list-style-type: none"> <li>• Provides support and oversight to M&amp;C Committees.</li> <li>• Monitors budgets of M&amp;C Committees.</li> <li>• Understands check request procedures and helps ensure these procedures are followed by M&amp;C Committees.</li> <li>• Provides instruction to all committee chairs on proper procedures for approval and submission of communications.</li> <li>• Reviews and approves PTA communications (newsletters, printed flyers, etc.).</li> <li>• Participates in monthly PTA Exec Board meetings, bi-monthly general board meetings and all general PTA membership meetings.</li> <li>• Manages all PTA branding and logos.</li> <li>• Maintains and updates PTA website.</li> <li>• Creates and distributes PTA summer newsletter.</li> </ul>
<b>VP of Parent &amp; Student Support</b> (1 Year Commitment)	<ul style="list-style-type: none"> <li>• Provides support and oversight to P&amp;SS Committees.</li> <li>• Monitors budgets of P&amp;SS Committees.</li> <li>• Reviews all communications from P&amp;SS Committees.</li> <li>• Understands check request procedures and helps ensure these procedures are followed by P&amp;SS Committees.</li> <li>• Participates in monthly PTA Exec Board meetings and all general PTA membership meetings.</li> </ul>

## PTA EXECUTIVE BOARD:

<p><b>VP of Staff Support</b> (1 Year Commitment)</p>	<ul style="list-style-type: none"> <li>• Provides support and oversight to Staff Support Committees.</li> <li>• Monitors budgets of Staff Support Committees.</li> <li>• Reviews all communications from Staff Support Committees.</li> <li>• Understands check request procedures and helps ensure these procedures are followed by Staff Support Committees.</li> <li>• Participates in monthly PTA Exec Board meetings and all general PTA membership meetings.</li> </ul>
<p><b>Treasurer</b> (2nd Year of 2-Year Commitment)</p>	<ul style="list-style-type: none"> <li>• Participates in monthly PTA Exec Board meetings and all general PTA membership meetings.</li> <li>• Provides Budget/Forecast/Actual Report at monthly and bi-monthly meetings.</li> <li>• Maintains accurate financial records and safe guards PTA finances including general PTA and Tip the Scales budgets.</li> <li>• Pays PTA bills as requested by other members of Exec, committee chairs or school staff.</li> <li>• Ensures accurate tax filings.</li> <li>• Submits request for state sales tax refund (twice per year).</li> <li>• Provides communication and instruction to all committee chairs on proper check request procedures and proper handling of collections and deposits.</li> <li>• Assists President with preparation of the new budget in the spring.</li> <li>• One of three Exec Board members authorized to sign PTA checks.</li> <li>• Supervises and trains Financial Secretary.</li> </ul>
<p><b>Financial Secretary</b> (1st Year of 2-Year Commitment)</p>	<ul style="list-style-type: none"> <li>• Participates in monthly PTA Exec Board meetings and all general PTA membership meetings.</li> <li>• Responsible for making PTA deposits and safeguarding assets.</li> <li>• Handles any NSF checks that are returned to the PTA.</li> <li>• Steps into Treasurer position if Treasurer resigns.</li> <li>• Oversees Audit Committee.</li> </ul>

Updated February 10, 2020