

<b>PTA COMMITTEE DESCRIPTIONS 2023-2024:</b>		<b>Commitment Level</b>	<b>Busiest Time of Year</b>
<b>FUNDRAISING COMMITTEE CHAIRS (REPORT TO VP OF FUNDRAISING):</b>			
Book Fair **	• Coordinate with outside vendor for onsite book fairs (one per campus). 3-4 chairs needed	High	Fall & Spring
Tip the Scales **	• 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. • 2 chairs needed (one for campaign marketing and one for tracking contributions).	High	Spring
School Supplies	• Evaluate vendor options. • Provide teacher/grade level supply lists to vendor. • Manage online ordering process. • Assist with distribution in August. 2 chairs needed	Low	Spring & Summer
SPARK (Summer Reading Program) **	• Manage enrollment (Spring) and collection of funds, SPARK assemblies (one per campus), and prizes (Fall). 3-4 chairs needed.	High	Spring - Fall
Spiritwear	• Determine items to carry and manage relationship with online vendor. Manage in-person sales at school events. 1 chair needed	Low	Year Round
Spirit Night	• Organize Winter & Summer off Campus Sprit Night for Dilworth Families to attend. (suggestion Knights for Summer, Checkers/Hornets for Winter). 1 chair needed	Low	Year Round
<b>MARKETING &amp; COMMUNICATIONS COMMITTEE CHAIRS (REPORT TO VP OF MARKETING &amp; COMMUNICATIONS):</b>			
Blaze Coordinator	• Manage Blaze mascot sign up for School and PTA Events. Coordinate with volunteers all logistically information and important details. Ensure Blaze costume is properly cared for and store in PTA closet. 1 chair needed	Low	Year Round
Social Media	• Responsible for posting all communication through various PTA social media outlets. • Work with Dragon Dispatch and Room Parent coordinators to provide consistent flyers and communication for all PTA Events, meetings, news, etc. 1 chair needed	Low	Year Round
Dragon Dispatch **	• Gather content and distribute weekly e-newsletter, Dragon Dispatch. 1-2 chairs needed	High	Year Round
Campus Beautification	• Coordinate with school staff and vendors for school beautification projects; Maintain flower pots outside the entrance at both campuses, coordinate painting of sprit rock. Organize volunteers to cleanup prior to Open House, Prospective Parents, & Beginners' Day. 1 chair needed (summer and school year)	Med	Year Round
New Families	• Organize rising kindergarten popsicle playdates (Summer) and New Parent Party (Fall). 2 chairs needed	Low	Summer & Fall
Prospective Parents **	• Organize Open House (Fall) and Beginners' Day (Spring). • Assist with monthly school tours. 3 chairs needed	High	Year Round
Yearbook **	• Manage vendor relationship including assisting during school picture days. • Gather content and photos and coordinate yearbook layout. • Market, track sales, and distribute yearbooks. • Run 5th Grade Yearbook Club with teacher advisor. 3 chairs needed (distribution, design/layout, and photography/vendor relations)	High	Year Round
<b>PARENT &amp; STUDENT SUPPORT COMMITTEE CHAIRS (REPORT TO VP OF PARENT &amp; STUDENT SUPPORT):</b>			
4th Grade Field Trip	• Assist lead 4th grade teacher with communication, snack coordination, and fee collection for Spring Raleigh trip. 2 chairs needed (4th grade parent)	Low	Winter & Spring
5th Grade Field Trips	• Assist 5th grade teachers with planning of 5th grade teambuilding trip (Fall) and 5th grade Spring trip, 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. 2 chairs needed (5th grade parents)	Med	Year Round
Peer Coordinator (Past Pres	• Create and Manage signup for Committee Members and Vendor Logs. Marketed prior to & at Open House (Fall) and again after Winter Break. Make sure Chairs and VP are shared names quickly. 1 chair needed	Low	Year Round
DragonFest **	• 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. 3 chairs needed	High	Summer - Fall
Blaze Bowling	• Organize annual bowling event for Dilworth Dragons. 2 chairs needed (Returning chairs is highly recommended)	Med	Winter
Dragon Dance	• Organize annual Winter dance for Dilworth Dragons. 2-3 chairs needed (Returning chairs is highly recommended)	Med	Winter
Hospitality	• Provide refreshments and light snacks for various school functions. 2 chairs needed (Returning chairs is highly recommended)	High	Year Round
InReach	• Work with school counselors to provide support for students and families at Dilworth Elementary. • Coordinate monthly snack bag program. 2 chairs needed	Low	Year Round
Parent & Staff Party	• Organize annual Parent and Staff Party (March). 2 chairs needed	Med	Fall & Spring

Service Learning	• Work with Principal and PTA President to choose community partners. • Organize projects for each grade level. 2 chairs needed	Low	Spring
<b>STAFF SUPPORT COMMITTEE CHAIRS (REPORT TO VP OF STAFF SUPPORT):</b>			
Art Showcase Support	• Work with art teachers to plan and hang art displays for Spring Art Showcases (one per campus) including recruiting parent volunteers. 2 chairs needed (1 per campus)	Med	Spring
Music Performances Support	• Assist music teachers with preparation for special programs. 1 chair needed	Low	Fall & Spring
Field Day Support	• Work with PE teachers to provide planning support and volunteer coordination support for Spring Field Days (one per campus). 2 chairs needed	Low	Last Wk of School
Staff Appreciation **	• Coordinate and plan Staff Appreciation Week. • Provide support for beginning-of-year and end-of-year teacher luncheons and for monthly staff meetings. 3 to 4 chairs needed	High	Year Round
Career Day **	• Provide planning and volunteer support for Career Days (one per campus) 2 chairs needed	Med	Winter
Learning Buddies	• Solicit and schedule volunteers to serve as long-term learning buddies for students at Latta Campus. 2 chairs needed	Low	Year Round
Room Parent Coordinator *	• Solicit, train, and support room parent volunteers. • Coordinate Open House volunteer interest forms. 2 chairs needed [Must have prior Room Parent experience.]	High	Year Round
Character Education	• Train and organize volunteers for monthly classroom Character Education lessons, Maintain Character Education bulletin board (2 chair needed; 1 for each campus)	Low	Year Round
Student Recognition	• Assist staff with student recognition programs and achievement awards (Dragon of the Week program, Dragon Dollar distribution and counting, end of year awards, etc). 2 chairs needed	Med	Year Round
Office Support	• Organized and Manage front office support for each campus. 2 chairs needed	Low	Year Round

**Low** - little time commitment, mainly short easy events and/or volunteer management, great for parents with busy schedules  
**Med** - More time commitment required. Easy to setup and manage, events maybe run longer or multiple times a year.  
**High** - Large time commitment, ongoing commitments, might be a one-time event or several ongoing duties.  
\*\* 2 year commitment required for at least 1 Chair each year, as to ensure a smooth transition year over year.

**PTA EXECUTIVE BOARD:**

President (1st Year of 2-Year Commitment)	• Leads monthly PTA Exec Board meetings and all general PTA membership meetings. • Serves as PTA representative to School Improvement Team (SIT). • Maintains parliamentary procedures for voting. • Signs checks and contracts; one of three Exec Board members authorized to sign PTA checks. • Sets PTA budget with Principal and incoming and outgoing Treasurers. • Coordinates contents of Back to School folders and manages production. • Meets with Principal weekly throughout school year to determine PTA calendar and manage PTA events. • Ensures PTA follows by-laws. • Writes letters as needed for communications and speaks at assemblies and events as needed (Beginners Day, Back to School night, etc.). • Trains President-Elect.
Past President (2nd Year of 2-Year Commitment)	• Participates in monthly PTA Exec Board meetings and all general PTA membership meetings.
Secretary (1 Year Commitment)	• Takes minutes at all monthly PTA Exec Board meetings and all general PTA membership meetings. • Requests approval of all minutes at subsequent meeting. Distribute/post approved minutes as appropriate. • Maintains files of approved minutes as required by NC PTA. • Maintains approved by-laws. • Tracks PTA Membership (requests dues, tracks members, submits dues to local and state PTAs). • Manages gathering of data and printing of the school's annual printed family directory. • Manages lost and found closet.
VP of Fundraising (1 Year Commitment)	• Provides support, assistance and oversight to Fundraising Committees. • Monitors budgets of Fundraising Committees. • Reviews all communications from Fundraising Committees. • Manages corporate matching gift donations. • Understands check request procedures and proper handling of collections and deposits, and helps ensure these procedures are followed by Fundraising Committees. • Participates in monthly PTA Exec Board meetings and all general PTA membership meetings.
VP of Marketing & Communications (1 Year Commitment)	• Provides support and oversight to M&C Committees. • Monitors budgets of M&C Committees. • Understands check request procedures and helps ensure these procedures are followed by M&C Committees. • Provides instruction to all committee chairs on proper procedures for approval and submission of communications. • Reviews and approves PTA communications (newsletters, printed flyers, etc.). • Participates in monthly PTA Exec Board meetings, bi-monthly general board meetings and all general PTA membership meetings. • Manages all PTA branding and logos. • Maintains and updates PTA website and PTA social media accounts. • Creates and distributes PTA summer newsletter.
VP of Parent & Student Support (1 Year Commitment)	• Provides support and oversight to P&SS Committees. • Monitors budgets of P&SS Committees. • Reviews all communications from P&SS Committees. • Understands check request procedures and helps ensure these procedures are followed by P&SS Committees. • Participates in monthly PTA Exec Board meetings and all general PTA membership meetings.

VP of Staff Support (1 Year Commitment)	<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> <li>• Assists with Volunteer recruitment through Room Parents for any Staff Support activities such as Character Education and Office Support.</li> </ul>
Treasurer (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>• 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>
Financial Secretary (1st 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>• 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> <li>• Handles Supply Closet ordering.</li> <li>• Manages CheddarUp</li> </ul>

UPDATES 2/12/24



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