

Heards Ferry PTA 2007-2008 Volunteer Description

Officers

Presidents: Responsible for leading the PTA, sometimes with a Co-President; includes preparing budget, setting dates for programs, interface with school administration and other officers to see that programs work

Treasurer: Maintains all financial records and bank transactions for PTA funds; prepares books for audit and annual report.

Secretary: Records minutes of PTA minutes and provides copies in school news box.

Parliamentarian: Appointed by PTA President. Interprets PTA bylaws as needed and ensures that Roberts Rules of Order are followed in meetings.

Vice-President Communications: Oversees communications standing committees, usually takes one job in this area.

Vice-President Community Affairs: Oversees community affairs standing committee, usually takes one job in this area.

Vice-President Family Programs: Oversees family programs standing committees, usually takes one job in this area.

Vice-President Fundraising: Oversees fundraising standing committees.

Vice-President Membership/Volunteers (2): Oversees parent volunteer recruitment and communicates to standing committees and other officers with volunteer lists so parents can easily find their niche in volunteering at the school. Enrolls PTA members in beginning of school year and coordinates with state and national PTA organizations on memberships and volunteer hour reporting.

Vice-President Student Programs: Oversees student programs standing committees, usually takes one job in this area.

Standing Committees

Hospitality: Provides refreshments and/or set-up for meetings and special school events during the year. Coordinates and oversees Teacher Appreciation Week. Usually 2 to 4 main people for this category.

ESOL Liaison: Coordinates parental support for school ESOL programs and provides information to the community about ESOL issues and resources. Promotes inclusion of ESOL students and parents in all school activities.

Legislative Liaison: Makes contact and seeks to develop relationships with local elected officials to make them aware of issues and concerns of our school. Activities might include writing letters, attending area political or School Board, or GA PTA sponsored legislative events such as PTA Day at the Capitol or inviting local officials to school events.

Special Education Liaison: Fosters awareness and provides information about Special Education issues and resources and coordinates parental support to meet the needs of the Special Education program. Ensures inclusion of students with disabilities, when applicable, in daily school activities.

TAG Liaison: Fosters awareness and provides information about TAG issues and resources and coordinates parental support to meet the needs of the TAG program.

Communications

Publicity: Contacts media and school website about school events, providing photographs and written material as needed.

Website Coordinator: Acts as interface to assure things get to the website

Newsletter: Assists Ms. Hadi with gathering content for the weekly publication of the Heards Ferry Herald.

Directory: Facilitates the production of the school directory as soon as possible in the school year.

Yearbook: Oversees the yearbook's development, manages yearbook sales and distribution, and coordinates photographs. This position could use 2-3 people, with one for creating yearbook, one managing business end, and one person being the main school photographer...

Marquee: Keeps current PTA events on marquee board near school entrance.

Community Affairs

Community Outreach: Promotes awareness of community needs and manages community PTA projects.

Hands On Atlanta: Organizes PTA resources and volunteers for this October event to improve the school grounds; including early coordination with Hands on Atlanta organization to obtain volunteers and supplies

Business Partner Liaison: Acts a liaison between the Assistant Principal and the school's business partners for any PTA needs.

Family Programs

Back to School Night: Organizes this event and recruits volunteers for this informative parental evening early in the school year.

Hoedown: Organizes this western style family night typically held in the fall

Book Fair: Oversees this annual in-school book sale to benefit the Media Center.

Science Olympiad: Works with Heards Ferry staff person in the organization of this day time science activity

Math Night: Works with Heards Ferry staff person in the organization of this math family night.

Talent Show: Organizes the production of a spring student talent show which includes publicity, auditions rehearsals, and scheduling.

Parent to Parent: Coordinates class schedules and facilitators for this video based parenting workshop.

Grade Level Socials: Organizes off site parent get-together with PTA funds to promote camaraderie in parents for students K-1 (early in school year); 2-3 (mid-fall); and 4-5 (early second semester).

Fundraising

Auction: Organizes this bi-annual fundraising event, and supervises committees including solicitation of donations and classroom projects. In off years, begins planning, committee prep, etc.

Boxtops: Collects and redeems manufacturer incentives.

Gift Wrap: Promotes and manages this annual sale of gift wrap and holiday items in the fall.

Original Art Work: Coordinates logistics to sell converted school art projects into art work that can be purchased and used by parents and family friends.

Prepackaged school supplies: Coordinates sale and distribution of pre-packages school supplies at the beginning of the school year.

Special Projects: Leads ad hoc committee of volunteers to plan and fundraise for a special program or project at the school. Co-Presidents, working in tandem with school administrators, will guide the committee formation when needed, and designate the focus of the Special Projects.

Membership/Volunteers

Room Parent Chair: Coordinates and communicates event information and volunteer needs to the grade level parents. Holds room parent orientation at the **beginning** of school year, and informs PTA Presidents of any classes with minimal or no support. Continues providing periodic guidance to room parents during the year.

Grade Level Parent (Pre-K thru Fourth Grade): Coordinates communication and sometimes logistics for their grade level for both school wide and grade specific activities.

Grade Level Parent (Fifth Grade): Coordinates the various special fifth grade activities such as class field trips, class gifts, Presidential Reception, and End of Year party.

Media Center: Organizes volunteers to help with on-going media center support including year-end inventory.

Student Orientation: Organizes this opportunity for students to come in and meet their teachers just prior to school opening. Includes summer mailings, cafeteria set-up and snacks.

Prospective Parent: Identifies prospective parents to Heards Ferry, maintains informational packets for distribution, and organizes events for prospective parents.

New Parents: Works to promote contact and school familiarity for families and students new to the school. Works with Prospective Parent committee chair to coordinate resources and efforts.

School Tours: Assists front office in organizing and giving school tours to prospective parents and coordinates with Prospective Parent Chairs for follow up.

Student Programs

Accelerated Reader School wide: Manages AR program with K-2, and 3-5 AR coordinators to promote and reward student participation. Duties include publication of monthly newsletter/flyer and orientation of volunteers.

Accelerated Reader (K thru Second grade): Manages this motivational reading program for the lower grades which includes volunteer orientation, computer based testing and recognition.

Accelerated Reader (Third thru Fifth Grade): Manages this motivational reading program for third through fifth grade which includes volunteer orientation, computer based testing, and recognition.

Cultural Arts: Helps select and coordinate appropriate programs to promote the cultural arts in the school.

Field Day: Coordinates volunteers for this end-of-the-year, school-wide, two days of outdoor activities.

Sunshine Math: Coordinates the volunteers and recognition for this motivational math program for grades 1 through 3.

Reflections: Promotes, collects and submits student works of art, literature, and music for this national PTA program.

School Store: Manages volunteers and inventory for the school store.

Uniforms: Promotes awareness of the school's uniform guidelines, facilitates the distribution of used uniforms at school events, and encourages participation through "Uniform Fairy"

Apparel: Takes inventory of school apparel twice per year, purchases school-spirit apparel on as-needed basis, and coordinates the sale of it at major school events such as Student Orientation, Back to School, and Hoedown.

Summer Reading Party: Arranges an ice cream recognition party for participants in the Fulton County summer reading program.

After school clubs: Coordinate the implementation and PTA funding for after school clubs of interest to students and teachers. Currently, a Reading Club exists for a small group of 4/5 graders.

Environmental Coordinator: Works with local nonprofits on Arbor Day activities for the school (usually 4th graders) and can help implement or coordinate any other environmental projects approved by school administration. Also, can coordinate a spring Saturday cleanup and planting on the school grounds.

Mini-Grants: Leads PTA initiative to award monetary grants to teachers within the school for special curriculum projects or needs. Duties include soliciting grants applications from teachers and participating in the selection of award recipients.