

PTA Positions 1 - PTA BOARD

2019-20

PTA Board	Position	# of Ppl	Names	Time of Year	Time Commitment	School Hours?	Attend Board Mtgs?	Responsible for
	PRESIDENT *	1	Erica Watson (interim)	All Year	3-5 Hours/Week	Sometimes	Yes	<ul style="list-style-type: none"> - Ensuring PTA collaborates and coordinates with the needs of school - Ensuring execution of PTA mission and vision - Supporting VPs and all PTA Volunteers and maintaining a fair and impartial position
	ASSISTANT PRESIDENT *	1	OPEN	All Year	1-2 Hours/Week	Sometimes	Yes	<ul style="list-style-type: none"> - Shadowing President and Board as the future President-in-training - Supporting President and Board members
	TREASURER *	1	Nick Yates	All Year	1-2 Hours/Week	No	Yes	<ul style="list-style-type: none"> - Finances & Budget
	SECRETARY *	1	OPEN	All Year	1-2 Hours/Week	Sometimes	Yes	<ul style="list-style-type: none"> - Creating meeting agendas and notes - Overseeing the strategic aspects of membership (recruitment, maintaining directory) - Manage/Distrivute mail that comes to PTA Mailbox
	VP COMMUNICATIONS*	1	OPEN	All Year	1-2 Hours/Week	No	Yes	<ul style="list-style-type: none"> - Managing all outgoing PTA communications with families via social media, website, newsletter, room parent emails, etc
	VP WAYS AND MEANS *	1	OPEN	All Year	Varies, Busy during active fundraising times	Sometimes	Yes	<ul style="list-style-type: none"> - Securing funding and support for required and desired PTA activities
	VP PROGRAMMING *	1	Schanel Mize	All Year	1-2 Hours/Week	No	Yes	<ul style="list-style-type: none"> - Ensuring student activities are arranged and executed on time, staff are supported and appreciated

* Voting Board Members

Thanks for your interest! For questions or more information, feel free to email us at president.arpta@gmail.com or communications.arpta@gmail.com. You can also find information at www.alstonridgepta.com

PTA Positions 2 - Required Non-Board Roles

2019-20

Reports to VP Communications	Position	# of Ppl	Names	Time of Year	Time Commitment	School Hours?	Attend Board Meetings?	Notes
	Social Media Coordinator	1	OPEN	All Year	1 Hour/Week	No	Yes	
	Webmaster (website and MemberHub)	1	OPEN	- Setup May-June - Busy July-Aug - Maintain/Update year round	1-4 Hours/Month	No	Not Required	<i>Special Skills: HTML and web page management</i>
	Newsletter	1-2	OPEN	All Year (monthly)	2-4 Hours/Month	No	Yes	
	Room Parent Coordinator	1	OPEN	- Recruit/train July-Sep - Send out monthly updates during year	1-4 Hours/Month	No	Yes	
	Yearbook Coordinator	1	OPEN	- Spring (check with Nicole)	?	Yes	No	

Reports to VP Ways and Means	Position	# of Ppl	Names	Time of Year	Time Commitment	School Hours?	Attend Board Meetings?	Notes
	1st Day School Supplies Coordinator	1	Jen Eggiman	- Coordinate with teachers in April/May - Oversee delivery in June/July	1-2 Hours/Month April-July	Some daytime availability	Not Required	
	Attractions Coupon Books Coordinator	1-2	OPEN	July/August	- Pick-up/Fill orders Fridays - 1-2 hours/week during fundraiser	Yes	Yes, while event is running	
	Fall Investment Coordinator	1-5	OPEN	- Planning April-June - Kickoff Fundraising July-Sep - Event in October	Busy in the Fall	No, except during event	Yes, while event is running	<i>Main liasion for event vendor</i>
	Spirit Wear Coordinator	1	Jen Eggiman	- All Year - Busier during fall	1-3 Hours/Month	Yes	Yes	

Reports to VP Programming	Position	# of Ppl	Names	Time of Year	Time Commitment	School Hours?	Attend Board Meetings?	Notes
	Staff Appreciation Coordinator	1-2	OPEN	- All Year - Monthly lunch for staff on early release dates - 2 Weeks Staff Appreciation in May	1-3 Hours/Month	Yes	During planning	
	Book Fair Committee	3-12	OPEN	- Planing Sep/Oct - Book Fair is 2 weeks in Nov	1-2 Hours/Month	Yes, during book fair	While event is running	
	Cultural Arts Representative	1	OPEN	- Attend Cultural Arts training and booking fair in August - Book performers by October - Attend 4 performances on early release dates	- 1-3 hours/week Aug-Oct - 1-2 Hours/Month Nov-Feb	Yes	During fall planning stages	
	Science Fair Coordinator	1-2	Laura Hudak	- Planning Oct-Dec - Science Fair 2 nights in Jan	- 1-5 Hours/Month Oct-Dec - 1-3 hours/week Jan	No	While the event is running	
	5th Grade End of Year Coordinator	2-5	OPEN	March-June	1-3 hours/week	Sometimes	Not Required	

Reports to President	Position	# of Ppl	Names	Time of Year	Time Commitment	Available School Hours?	Attend Board Meetings?	Notes
	Advocacy Coordinator	1	OPEN	All Year	1x/month meetings	No	Yes	
Auditer	3-5	OPEN	- All Year - Monthly Bank Reconciliation Review and Annual Financial Review	1-2 Hours/Month	No	No		

PTA Positions 3 - Optional Roles

2019-20

OPTIONAL PTA ROLES (If supported by designated volunteer)

Reports to VP Ways and Means	Position	# of Ppl	Names	Time of Year	Time Commitment	School Hours?	Attend Board Meetings?	Notes
	Spirit Night Coordinator	1-2	Lyndsay Gregory	All Year	1 Hour/Month	No	Not Required	
	Boxtop Coordinator	1	OPEN	All Year	?	Yes	No	
	Spring Festival Coordinator	1-5	OPEN	Spring	Spring; Exact timing TBD	No	Yes, while the event is running	<i>Possibly coordinate with Parkside to co-host and include International theme</i>

Reports to VP Programming	Position	# of Ppl	Names	Time of Year	Time Commitment	School Hours?	Attend Board Meetings?	Notes
	Red Ribbon Week Coordinator	1-3	OPEN	- Planning with Guidance Counselors Aug/Sep - RRW in Oct	1 -2 Hours/Month Aug-Oct	Some	Not Required	
	Gallant Gators Coordinator	1	Lyndsay Gregory	- Planning with Guidance Counselors July/Aug - Training/equipping room parents July/Aug - Work done by Aug, available for questions after that	1-3 Hours/Month July-Sep	Some	Not Required	
	Reflections Coordinator	1	OPEN	September-December	1-3 hours/week Sep-Dec	Yes	While the event is running	
	Career Fair Coordinator	1-2	OPEN	- Planning with Guidance Counselors in Oct - Recruit Speakers Oct-Jan - 2 Career Days in Feb	2-4 Hours/Month Oct-Feb	Yes	While the event is running	
	School Beautification Coordinator	1-3	OPEN	Fall Date and Spring Date	3-8 hours of planning before each date	No	While the event is running	
	Wellness Coordinator	1	OPEN	?	?	No	Yes	<i>Wellness Fair, Camp Fair, Gardens, Field Days (May), Yoga</i>