

SHS PTA Job Descriptions for Executive and General Boards

updated 1/2017

O = One-time event

Y = Yearlong event

S = Summer work necessary

Executive Board

Co-Presidents

Past President

1st VP of Ways and Means

2nd VP Communications

3rd VPs Volunteers

4th VPs Graduation

General Board Chairs and their Committees

End-of-Year PTA Lunch **O**
Special Ed Reps **Y**
Sunshine **Y**
Tools for Schools **Y**
Cookie Appreciation Day **O**

Nominating **Y**
Parliamentarian **Y**

Directory **O/S**
Membership **O/S**
Non-event fundraiser **O**
Wrecker Wear Sales **Y**

Planner Layout/Design & Distribution **Y**
Summer Forms **O** and **S**
Webmaster **Y**
Back-up to Secretary **Y**

Back-to-School Nights **O**
Book Fair **O**
Library Learning Commons (LLC) Volunteer Coordinator **Y**
Picture Day **O**
Staff Appreciation Holiday Brunch **O**
Staff Appreciation June Luncheon **O**
Newcomers **O**
Class Reps **Y**
Custodial Breakfast **O**

Awards Night **O**
Baccalaureate Reception **O**
Graduation Day Ceremony **O**
Graduation Day Reception **O**
Graduation Event Mailings (GEMS) **O**
Graduation Celebration **O**
Senior Graduation Rehearsal Lunch **O**

**5th VP Arts/Community
Outreach**

Food Drive **O**
Positive Youth Development (PYD) Reps **Y** /Health and Wellness Committee
Reps **Y**
Reflections Program **Y**
SHS PTA Scholarship Fund (*formerly Staples Tuition Grants Homecoming
Sponsorship*) **O**

Recording Secretary

Treasurer

Assistant Treasurer

SHS PTA General Board Chairs, alphabetically

O = One-time event

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Awards Night **O *Early June***

- Coordinate volunteers (as needed) to help set up auditorium lobby and provide reception (light refreshments mostly donated by volunteers with remainder subsidized by the SHS PTA budget) for approximately 100 students receiving awards and their guests.
- Work with Guidance secretary, to organize event

Baccalaureate Reception **O *Evening before Graduation Day***

- Provide light refreshments for reception following Baccalaureate Ceremony. Refreshments include water bottles, cookies and fruit.
- Chartwells provides the refreshments
- Baccalaureate Chairs buy simple decorations for the tables.

FYI this job not appropriate for Senior parents

Back-to-School Night **O *Mid-September***

- Coordinate volunteers (list provided by 3rd VP: Volunteers) to provide refreshments for the evening.
- Shop to supplement food/supplies as necessary. Water provided by Chartwells
- Contact SHS Facilities for ice/tables/chairs requirements, via Karen Romano
- Set up and clean up on the night. Coordinate volunteers to man the tables during the evening to re-stock refreshments for parents attending that BTS night
- Help monitor the SHS PTA Membership forms if Membership Chair is unable to attend.

Nominating-9th & 10th Grade BTS Night filled by 11th or 12th grade parents. 11th & 12th Grade BTS Night filled by 9th or 10th grade parents

Book Fair ○ December

Holiday Book Fair at Barnes & Noble

- Plan event(s) to be held at B&N to draw in shoppers.
- Schedule volunteers to wrap purchases
- Schedule events to draw parents to B&N (performance, author, etc)
- Publicize event in SHS PTA weekly emails and other media of choice (get approval from PTA President for all publicity first)
- Coordinate a date for next year with B&N rep

Class Reps Y

- Work closely with class advisor (SHS staff member), assistant principal, and grade level assistant.
- Attend class meetings, as invited.
- Provide publicity for class activities & meetings to keep students and parents informed.
- Fundraising support for projects chosen by students.
- Occasional meetings with reps of other classes.
- Junior and Senior Reps Assist with Prom ticket sales or class event ticket sales, organize volunteers, help during set up and collect donations from parents (as requested by class advisor)

Cookie Appreciation Day

- Coordinate cookie day for teachers during Staff Appreciation Week which usually takes place the first or second week of May. Contact volunteers who have signed up to bake cookies for the event. A small budget is provided.
- Send out invitations to all SHS Teachers and SHS Administration via e-mail after confirming the date with the Co-Presidents.
- Set-up and cleanup. Event goes from around 10:00am until 1:30pm in Staff Lunchroom

Community Outreach Y

- Collect information as to what community outreach programs Staples students and SHS PTA are sponsoring, and discuss these initiatives at the district-wide Community Outreach Representative meetings.
- Coordinate and run annual Back-To-School Night food drives for Westport Women's Club Food Pantry with 5th VP Arts/Community Outreach, if needed.

Custodian & Maintenance Worker Appreciation Breakfast ○ June

- An all-day food service provided for Custodial and Maintenance staff on Graduation Day which is set-up in the Faculty Dining Room.

- Volunteers are given a budget to provide an on-going food service to allow for flexibility in the shift schedule for these staff members at work on Graduation Day.
- Chairs must check in and re-stock food service throughout the day of Graduation

FYI this job not appropriate for Senior parents

Directory O, S *Late Summer through September*

The Directory Chair is the system administrator for the Online PTA Parent Directory. He/she will

- Help parents with registration, log-on issues and will also be responsible for editing data of parents who are not PTA members.
- Assist in training the Membership Chair on how to navigate and use the online system (currently MobileArq).
- provide printed directories to feeder schools in January for use in Nominating.
- Before taking on this position, Chair must sign the User Acceptance Agreement as he/she will have access and editing capabilities to confidential parent information.

FYI PTA Council workshop/technology assistance available

End-of-Year PTA Lunch O *May/June*

- Coordinate end of the year SHS PTA luncheon for the old and new SHS PTA board by arranging for various types of food and desserts to be catered at the event. A budget is provided. Event held at either chair's home or another board member's home.
- Send out invitations to all SHS PTA members and SHS Administration via e-mail
- Set-up and cleanup.

Graduation Day Ceremony O *Graduation Day*

- Coordinate Graduation ceremony with SHS contact, Karen Romano and through 4th VPs: Graduation
- Email Karen Romano, secretary to Principal, after the New Year. Make sure that she includes you in any meetings regarding Graduation. The first meeting is usually in mid March.
- Work closely with Karen Romano and VPs regarding the ordering of any necessary items (i.e., flowers, decorations, etc.)
- Chairs collaborate with the chairs for other Graduation Day committees so that savings can be realized.

FYI this job not appropriate for Senior parents

Graduation Day Reception O *Graduation Day*

- Coordinate reception following Graduation ceremony

- Coordinate food purchases for refreshment tables in the Courtyard.
- Decorate, set-up and clean-up.

FYI this job not appropriate for Senior parents

Graduation Event Mailings GEMS Y

- Solicit Westport community for monetary donations to assist Town of Westport and the SHS PTA in providing Senior class with a drug and alcohol-free celebration at the times when teens are most vulnerable to risky behavior.
- 2 groups are identified as donors: local businesses and parents of senior class.
- Keep spreadsheet/database organized for next year's chairs of businesses and contacts who have donated and write thank you notes to businesses.
- This committee is responsible for raising around \$10,000 for the Graduation party.

Graduation Celebration O *Baccalaureate Night*

This event takes place on the night of Baccalaureate at Longshore.

- Joint event with Town of Westport Parks & Rec. The goal of this party is to provide a well-attended and fun-filled event on the night of Baccalaureate that is alcohol and drug free.
- Contact and arrange vendors for music, entertainment and tent rental.
- Obtain permit from the Town of Westport and contact Joey's By The Sea who provides the food unless committee decides to use a different food vendor.
- Assists in Stuffing/Stamping and Mailing of Graduation events information and invitations.
- Within the event PTA budget purchase decorations, door prizes and party favors.
- Secure & arrange payment for police for the evening.
- Design and print an invitation that will go out in the spring mailing to senior parents.
- Work with the VP's Graduation to collect waivers for the event
- ***FYI this job not appropriate for Senior parents***

Senior Graduation Rehearsal Lunch O *Day before Graduation Day*

Lunch follows Graduation rehearsal: canned sodas, chips, and hero sandwiches.

- Order paper goods and food.
- Set-up and clean-up
- This job is particularly good for parents who will have seniors.

SHS PTA Scholarship Fund O *Fundraise during November and December*

- Liaise with STG, co-Pres and VP on timing
- Liaise with SHS PTA treasurer/STG treasurer on paypal link and procedure for any mailed checks
- Prepare and execute marketing strategy (write/edit letter to be emailed to parents, write/edit blurbs to be included in weekly planner)

- Send thank you notes

Library Learning Commons LLC Volunteer Coordinator Y

- Collect volunteer names and contact info from 3rd VP: Volunteers and then meet with librarians to schedule training sessions.
- Contact all volunteers to request preferred volunteer times to develop LMC volunteer schedule.
- Advise volunteers of training sessions and get RSVPs.
- Attend and assist both sessions and draft and finalize a volunteer schedule based on parent's requested time slots.
- Confirm with librarians to determine that volunteers are fulfilling commitments; schedule more volunteers as needed for special projects or events as laid out by librarians.
- Receive feedback from library volunteers on ways to improve volunteer function.
- Coordinate with librarians on possible speakers for the LMC and help arrange speaker appearances.
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Membership Y, S *May, August, September*

FYI PTA Council workshop/technology assistance available

Before taking on this position, Chair must sign the User Acceptance Agreement as he/she will have access and editing capabilities to confidential parent information. The Membership Chair

- maintains the PTA membership list, collects any PTA dues that are paid by check and ensures that if parents do not pay their dues access to the online directory is turned off until funds are received.
- Attends to Back-to-School nights (as available) to solicit parent memberships at the BTSN reception in cafeteria or lobby. In addition, membership chairs are responsible for following up on any payment issues/problems with PTA dues.
- Updates the co-presidents and VP with membership numbers weekly through mid-October
- Provides the Treasurer, Secretary, and PTA Presidents with a list of all PTA members which is used to pay CT PTSA dues and used by the Secretary for any voting purposes.

Newcomers O *August- September*

This committee welcomes new families to Staples High School.

- Liaise with Bill Plunkett for Newcomers introduction event before school year starts.
- Host a "Newcomer's Coffee" early September-at the very beginning of the school year at a chair-person's house or a preferred location in Westport.
- Organize bi-monthly coffees
- Organize a book and/or gourmet club if members are interested.
- Assists with membership, guidance, general introduction of new families to the SHS community.

Nominating Y

Responsible for forming committee, running meetings and overseeing committee members reaching out to possible candidates via e-mail and phone.

- Responsible for following by-laws and PTA Council guidelines regarding board eligibility and composition
- Present nominating committee at January SHS PTA Coffee with Principal.
- Work with Past President and committee to finalize nominations.
- Forward Executive Board slate to Weekly Planner for publication in May.
- Present slate for upcoming year (Executive and General Board) at May SHS PTA Coffee with Principal
- Members of the Nominating Committee may only serve for two years. The ideal situation is to have at least one of the chairs be a member of the Committee from the previous year.

Non-Event Fundraiser ○ *Fall*

- SHS PTA Co-Presidents obtain information on school needs from Principal.
- Decide on a fundraising focus with SHS PTA Executive Board for non-event fundraising letter to solicit funds from parent body.
- Work closely with 1st VP Ways and Means for creating letter to be sent out via email and included in Weekly Planner as well as collection of funds and thank-you notes. (Review final letters with SHS PTA Co-Presidents.)

Parliamentarian Y

Interpret bylaws and rule on questions of parliamentary procedure. Shall be appointed by the SHS PTA Co-Presidents.

- Review bylaws and suggest any amendments that are deemed necessary.
- Preside as chair over any committee appointed to prepare a new set of by-laws.

Nominating- fill only at instruction of the SHS PTA Co-Presidents

Picture Day ○ *September*

- Contact Joanna Seiter in AP's office to find out when and where Picture Day will take place
- Obtain volunteer lists from 3rd VP Volunteers before school starts to arrange for volunteers.
- Chair commitment is three full school days; volunteer shifts are 2 ½ hours each. This is a simple job for the beginning week of school. Volunteers check that the kids have filled their order forms out correctly and that the photographers have the electronic form generated by the school with the correct contact information. Chairs to assist photographer on picture retake day. Usually in October

Health, Wellness & Positive Youth Development PYD School Reps

The Health, Wellness and Positive Youth Development Advisory Council is a partnership between Westport Public Schools, Westport PTA and the Westport Department of Human Services. The mission is to promote the positive development of children and youth in families, in schools, among peers and in the community. The group also serves as an advisory group by providing guidance and recommendations as it relates to health, wellness, parent education and student achievement. A coordinated approach to school health will be utilized to address the physical, social and emotional health of the school and broader community, which includes students, families, staff and community. ***The theme of “Whole School, Whole Community, Whole Child” is used as an*** approach to address educational attainment and healthy development for the entire community.

Meeting will be held 4 times yearly.

Responsibilities of the PTA representative are as follows:

- Act as a liaison to the PTA council from their school executive
- Give a voice to parental concerns and suggestions
- Report back via PTA to their school community
- Work with school psychologists to schedule fall and spring Positive Youth

Reflections Program Y

Act as liaison between CT PTA and SHS regarding all aspects of this CT PTA contest.

- Work closely with relevant departments to solicit entries in timely and complete manner for both theme contest as well as named contest.
- Submit weekly reminder e-mails to publicize program
- Recruit judges and set up forum for displaying and judging entries.
- Follow correct processes and submit winners for all levels of competition.
- Work with Publicity person, properly publicize entrants/winners in town publications
- Coordinate an awards evening to be held in the LLC

FYI for more info please contact current Chairs

Special Ed Reps SPED Y

- Act as a liaison for Special Ed issues or programs
- Represent SHS on a district-wide special education committee
- Monthly articles in the newsletter to keep SHS community updated

FYI This job is filled via the current reps to SPED Chairs. Contact current chairs as listed in the Directory for more info.

Staff Appreciation Holiday Brunch O *Early December*

- Determine date with SHS PTA Co-Presidents and Karen Romano. Usually the first Thursday in December.
- Coordinate a Holiday brunch/lunch for the entire staff. A list of volunteers for the event is provided by the 3rd VP Volunteers. These volunteers are contacted and it is arranged for them to donate food, drinks or time to staff for the event.
- Write weekly e-mail reminders to announce event and solicit additional volunteers for food or monetary donations.
- Collect and monitor monetary donations.
- Update 3rd VP Volunteers and Co-Presidents on status of donations
- Includes set up and clean up and providing servers for day of event.

Staff Appreciation June Luncheon ○ *Day of Graduation*

A luncheon provided to SHS staff and teachers on the Graduation Day.

- SHS PTA coordinates with SHS contact, Karen Romano and SHS PTA Co-Presidents to set up location.
- A list of volunteers for the event is provided by the 3rd VP Volunteers. These volunteers are contacted and it is arranged for them to donate food, drinks or time to staff for the event.
- SHS PTA also provides some purchased food.

FYI this job not appropriate for Senior parents

Sunshine Y

- Extend a helping hand, offer condolences, and send cards or flowers deemed appropriate to the situation for SHS families and staff members.
- Coordinate food donations from volunteer lists to SHS families and SHS staff in need because of illness, death or special circumstances.

Tools for Schools Y

The job consists of working on a team of parents, faculty, and school maintenance & facilities professionals, to ensure that Indoor Air Quality (IAQ) standards are being adhered to.

- This is achieved through visual inspections conducted during team walk-throughs of the entire school building. The team also follows up on staff-generated TFS requests to address problems they have experienced which could be related to IAQ.
- Inspections can include checking HVAC supplies and returns, heating (as in are the radiators working, are they covered by boxes, etc), checking room environments (cleanliness, rubbish, signs of vermin or smells), looking for outward signs of water damage or mildew, checking that drains are being maintained properly.

- The complaints, the inspections, and the follow up are documented in one notebook that the TFS committee keeps. It provides a framework for schools to keep track of and be proactive about IAQ.
- Commitment is for training in fall and walk-through in fall and spring.

Wrecker Wear Sales Y

To coordinate the Wrecker Wear items to be sold on-line via ASF.

- Work with Chris at ASF to select items, produce sheet to be available on-line via summer mailing directing parent and student population to ASF website to complete orders.
- 2 solicitations for sales will be held, one in the summer mailing, the next pre-holidays.
- Display logowear for order and sale at Staples Back to School Nights

SHS PTA EXECUTIVE BOARD RESPONSIBILITIES

- All Executive Board members assist Co-Presidents by attending monthly Executive Board meetings to discuss issues and offer support and work cohesively for the SHS PTA.
- All Executive Board members that have Chair(s) reporting to them are responsible for assuring timely planning, promotion, execution and follow-up of all activities under their supervision. In addition, VPs should give monthly progress reports on past, present and future activities to Executive Board at monthly meeting.
- All Executive Board members that have Chairs reporting to them must make sure that their Chairs write a report within one month of the end of their responsibility and e-mail the report to the VP Volunteers.
- Executive Board members attend Board of Education, Board of Finance, RTM or other town meetings when necessary and/or requested by the Co-Presidents.
- Attend all general SHS PTA Coffees with Principal (daytime and evening)
- All Executive Board members assist Co-Presidents by attending monthly Executive Board meetings to discuss issues and offer support and work cohesively for the SHS PTA.
- May be asked to serve on Nominating Committee
- Executive Board members may be called upon to help in other ways when required.

CO-PRESIDENTS

Responsible for overseeing the following Chairs and their committees:

- Executive Board
- Board positions as listed above
- SHS PTA Co-Presidents are responsible for:
 - All SHS PTA activities; meet with Administrators and Superintendent as necessary
 - Overseeing all SHS PTA Executive Board positions
 - Represent SHS PTA on town-wide educational issues at town meetings

- Provide assistance to Executive Board members and their respective committees when necessary
- Regular communications including Weekly Planner with SHS PTA community via email. Co-Presidents exercise full discretion with regards to content.
- Set SHS PTA Executive Board meeting agendas and oversee SHS PTA Coffees with Principal.
- Update SHS PTA job descriptions yearly
- Meet with committees as needed
- Keep a bird's eye view on ways to improve SHS PTA functions.
- attend monthly:
 - SHS PTA Executive Board (typically first Mondays, 12:00)
 - SHS PTA Coffee with Principal (typically last Fridays, 9 am with 1Evening)
 - PTA Council President's Meeting (typically first Wednesdays, 9:15 am)
 - PTA Council Brown Bag (typically second Wednesdays, 11:30 am)
- attend weekly or bi-weekly:
 - SHS Collaborative Team (Wednesdays 1:30-3:00)
 - Principal meetings
 - Various Boards (BOE, BOF, RTM, etc) meetings as needed
- SHS PTA Co-Presidents must also:
 - Prepare SHS PTA Yearly Calendar for comparison at Town level and inclusion
 - Serve on school board appointed search committees if requested
 - Act as liaisons between school staff and SHS PTA community to discuss needs and possible

PAST PRESIDENT

- Responsible for overseeing the following Chairs and their committees:
 - Nominating
 - SHS PTA Past President:
 - Acts as an advisor to the Executive Board and general membership
 - Sits on Nominating Committee as liaison (non-voting) to the Executive Board

1ST VP – WAYS & MEANS (1)

Responsible for overseeing the following Chairs and their committees:

- Directory
- Membership
- Non-event Fundraiser
- Wrecker Wear Sales
- This VP manages:
 - All aspects of SHS PTA fundraising

2ND VP – COMMUNICATIONS (1)

Responsible for overseeing the following Chairs and their committees:

- Summer Online Mailing
- This VP manages:

- Formatting and sending weekly planner
- and uploading it to website weekly
- Content on SHS PTA website

3RD VPS – VOLUNTEERS (2)

Responsible for overseeing the following Chairs and their committees:

- Back-To-School Nights
- Book Fair
- Library Learning Commons (LLC) Volunteer Coordinator
- Newcomers
- Picture Day
- Staff Appreciation Holiday Brunch and Staff June Luncheon
- Class Reps
- Produce and distribute the volunteer questionnaire in the fall and the spring.
- Coordinate volunteer lists for each Chair/event and send via e-mail. Use of Excel is very helpful.
- Distribute via email to each event Co-Chair in late August: Event Report and related Event files and the SHS PTA Event Committee Guidelines.
- Collect and maintain all committee reports and keep database for historical perspective.

4TH VPS – GRADUATION (2)

FYI this job not appropriate for Senior parents

Responsible for overseeing the following Chairs and their committees:

- Awards Night
- Baccalaureate Reception
- Custodian and Maintenance Worker Appreciation Lunch
- Graduation Day Ceremony
- Graduation Day Reception
- Graduation Events Mailing (GEMS)
- Graduation Celebration
- Senior Grad Rehearsal Lunch
- These VPs manage:
- All aspects of the graduation experience as provided by the SHS PTA. SHS, the school, coordinates the Graduation itself and the Baccalaureate.

5TH VP – ARTS/COMMUNITY OUTREACH (1)

Responsible for overseeing the following Chairs and their committees:

- Community Outreach
- SHS PTA Scholarship Fund (*formerly Staples Tuition Grants Homecoming Sponsorship*)
- Positive Youth Development (PYD) Reps
- Reflections Program

This VP manages:

- The SHS PTA Wrecker Mini-Grant Program (WMGP)
- And provides SHS PTA and SHS PTA Executive Board with information and community program of interest to its community

RECORDING SECRETARY

This VP is responsible for:

- Recording, maintaining and e-mailing minutes to the Executive Board and keeping binder updated in Principals office.
- Taking attendance at the SHS PTA Coffees with principal if any SHS PTA business is being conducted (including voting)
- Maintaining a current copy of the by-laws and a membership list
- Retaining a copy of the computer disc-both alterable (for future revisions) and inalterable (for dissemination via the Internet)-containing the SHS PTA by-laws

TREASURER

Senior position is responsible for training the Assistant Treasurer in all responsibilities.

Annually:

- Establish Budget
 - Based on previous year spending, previous budgets, and/or specific input
 - Meet with Co-Presidents and Past Presidents to solicit input
 - Review proposed budget for vote at first SHS PTA Executive Board meeting of the year (September)
 - Present proposed budget for vote by membership at first SHS PTA Coffee with Principal (September)
- Set up expense reimbursement form and check request form and have posted to the SHS PTA website for Chairs to access
- Set up new check signatures at bank – Treasurer and one Co-President
- Coordinate information for income tax preparation with accountant
- Attendance at Westport PTA Council Treasurer’s Workshop (June)

Monthly:

- Prepare Income and Expense Summary vs. Budget
- Prepare QuickBooks Itemized Categories report
- Attend SHS PTA Executive Board meetings and present reports

As Needed:

- Coordinate deposits with Assistant Treasurer
- Record all deposits in the applicable QuickBooks accounts
- -Pay bills after approved by SHS PTA Co-Presidents
- -Reimburse members for budgeted expenses with proper documentation and receipts
- -Record all checks in applicable QuickBooks accounts
- Support ad hoc requests for information

ASSISTANT TREASURER

- Learn all aspects of the job so can take over following year as Treasurer
- Deposit all cash and checks, in each category, including all fundraising activities
- Attendance at Westport PTA Council Treasurer's Workshop (June)
- Reconcile Bank Statement Monthly at Treasurer's Request