

# SES PTA General Board Job Descriptions

*Updated January 21, 2015*

All PTA Board positions are for two consecutive years, unless otherwise noted. Symbols Y, O, S indicate duration during each school year.

**Y = Commitment throughout the school year**

**O = One time event/commitment (months indicate when the prep work takes place with the actual event taking place in the underlined month)**

**S = Summer Work required**

When committing to take on one of the following Chair positions, it is expected that a Committee Chair Report Form (CCRF) will be submitted to the overseeing PTA Executive Board member at the completion of the event/program. All chairs are expected to submit expenses in a timely manner.

## CO-PRESIDENTS' COMMITTEES

### ***PTA Council Reps***

#### **Cultural Arts Representative: Y**

Two representatives per school attend monthly district-wide meetings and work with other town-wide committee members to screen potential performers. Reps help publicize performances through schools weekly blast and website. During school performances, representatives help set up and act as liaison with performers. Following performances, representatives follow up with parents via school blasts to raise awareness and support of this town-wide program.

#### **Health and Wellness Representative: Y**

One to two representatives per school attend district-wide Food Service meetings and act as the liaison(s) between the council group and parents. Chairs should update parents through PTA meetings on Council Food and Wellness topics and relay any parent feedback to the town-wide committee.

#### **Westport Permanent Art Collection Representative (WSPAC): Y**

Two representatives sit on the town-wide committee that oversees the WSPAC collection in the Westport Public Schools. Representatives are responsible for hanging the works of the collection at SES and are encouraged to educate the SES families on these works. Representatives attend town-wide meetings and help support and publicize the program, as needed.

#### **Positive Youth Development (PYD) Representative: Y**

Two representatives attend monthly district-wide Parent Resource Committee (PRC) meetings along with PYD reps from each school. PYD Reps collaborate with school psychologists to schedule PYD meetings at the school as well as generate topics for these meetings. Chairs are to liaison between school principal, psychologists and community to understand emerging issues within the school and communicate these issues at the district-wide PRC meetings as well as report announcements/issues at their general PTA meetings. Chairs also responsible for publicizing PYD programming via email blasts, class

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parents emails, general PTA meetings, etc. Chairs also responsible for ensuring meeting handouts are given to district PYD Co-Chairs to post to PYD district website for broad distribution.

## **Special Needs Representative: Y**

Two representatives attend monthly town-wide SPED Council meetings and act as a resource for SPED parents within the SES community. Representatives assist the school administration with scheduling and organizing Diversity Day event in April. This role is filled by the SES administrator and the previous representative, due to privacy issues.

## **Workshop (Gifted) Representative: Y**

Two representatives assist workshop teacher as needed and serves as a resource for parents of Workshop students. Chair meets quarterly with representatives from other schools, PTA Council chair and with WPS administrator. Chair organizes refreshments during annual presentations by Workshop students and for two to three parent coffees throughout the year. This role is filled by the SES administrator and previous representative, due to privacy issues.

## ***Westport School District Initiatives***

### **Open Choice School Representative: Y**

One representative assists the Westport's Open Choice program administrator by supporting the Open Choice program, its students and families at SES. This includes contacting open choice families, assisting them with free PTA membership, organizing buddy families, if necessary, and acting as a contact for families.

### **School Safety Committee Representative: Y**

One representative sits on the SES Committee with school administrators, a teacher representative, a Westport police officer and other community members. This state mandated committee meets 3-4 times per year to discuss school safety issues. Representatives are required to take a state mandated test as part of this role.

### **Safe School Climate Parent Representative: Y**

One representative sits on the School Climate Committee that is responsible for developing and fostering a safe school climate and addressing issues related to bullying in school. This committee, made up of school administrators, a school psychologist, a parent and teachers, will meet approximately four times per year.

### ***Tools for Schools Representative: Y***

One representative sits on the SES Tools for Schools committee consisting of two parents, the principal, the nurse, the custodian and other staff focused on ensuring Indoor Air Quality standards. Committee members are responsible for attending walkthroughs of the school building and follow-up meetings. It is recommended that this position be held for more than the normal two-year commitment.

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## **School-based Committees**

### **PTA Membership/School Directory: Y**

Two chairs (one membership, one directory) monitor and manage SES PTA membership and online directory records. Chairs are responsible for tracking membership dues (both online and offline), report numbers to PTA Presidents and Treasurers, and trouble-shooting system issues for parents. Chairs responsible for ensuring the numbers reported to Treasurer equal the amounts collected and deposited in the bank. Chairs market membership drive to parents early in the school year at events (PTA meetings/Back to School night, etc) and through PTA weekly blast and website. Chairs monitor and collect offline payments and deposit checks in a timely manner. Chairs may attend some town-wide meetings early in the school year.

### **Fall Family Beach Event: O (August – September/October)**

Two chairs plan, organize and host a family beach event at Compo Beach in September/October. Chairs file paperwork with Parks and Recreation Department, hire entertainment, and organize food for event. Chairs publicize event through weekly blast and school website. Chairs solicit volunteers as needed. On the day of the event, chairs reserve tables at beach, run set-up, check-in, and then clean-up after the event. Chairs should use school PayPal for Chairs submit expenses and deposits in a timely fashion.

### **Newcomers: Y and S**

Two chairs act as an ongoing resource for families new to the SES community. Chairs obtain a list of the new families from school secretaries or Principal and invite families new to SES to the Newcomers' Breakfast, held prior to Meet the Teacher. Chairs supply food for this breakfast. Chairs coordinate a buddy program with the assistance of the Co-Presidents between existing SES families and the new families. Chairs are encouraged to organize get-togethers early in the school year to help new families in the transition to SES. Periodically, chairs will be asked to contact families entering the SES during the school year, at the request of the Co-Presidents. Chairs submit expenses in a timely fashion.

### **Parent Social: O (October/November)**

Two chairs organize a social event for the parent community as a community builder, not a fundraiser. This event is usually held at a local restaurant. Chairs are responsible for reserving the restaurant space and negotiating pricing for food/drinks with guidance from the SES Executive Board. Chairs publicize the event through the weekly blast/PTA website and a flyer invitation. Chairs submit expenses and deposits in a timely fashion.

### **Art Show Coordinator: O (October to March)**

Approximately six chairs meet weekly to organize, mat and mount student artwork for display at school and in preparation for the school art show in March. Chairs recruit additional volunteers as needed and prepare and oversee the installation of the art show including matting, hanging and take down. Chairs meet more

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frequently closer to the art show held in mid-late March.

## **Author Visits: Y**

Three chairs work closely with Librarian and other Westport elementary school author visits committees to arrange for two authors/illustrators to visit the SES. Chairs plan for the author's/illustrator's books to be sold to the SES community and pre-buy books. Chairs promote these visits and book orders through weekly email blasts, the school website and with flyers/order forms. Chairs submit the expenses and deposits in a timely fashion.

## **Field Day: O (January to June)**

Four chairs (ideally 2 first year/two second year) work closely with the PE department to organize the annual field day. Chairs facilitate ordering field day t-shirts, student and teacher lunches and solicit and organized volunteers. Chairs communicate with parents frequently through school blasts, PTA website and flyers. Chairs arrive early at school the day of the event and help set up, stay through the day to assist in all aspect of this event, including breakdown. In addition, Chairs submit expenses and deposits in a timely fashion.

## **Halloween Storyteller: S and O (August to October)**

One chair arranges for the storyteller to perform for the students on Halloween Day. Chairs solicit volunteers to donate festive supplies and to help decorate the auditorium. Chair attends event and coordinates with performer. In addition, Chair submits expenses in a timely fashion.

## **Math Night: O (October/November and March)**

Two chairs work with school math teacher to plan and organize two events throughout the year, one event for Grades 3-5 and for Grades K-2. Chairs solicit volunteers. Chairs publicize event and set-up signup genius to track registrations. Chairs maintain games and submit any expenses in timely manner.

## **Rise and Read: Y**

Three to four chairs work closely with Librarian and PTA Co-Presidents to schedule and organize two before school events for each grade during the year. Each grade has a Fall and Spring Rise and Read (approx. one per month). Chairs advertise events through weekly blast/PTA website, recruit volunteers to donate food/drinks, and set up and clean up. Chairs take photos during the event and create a display in the library, and design and printing bookmarks to distribute to students. In addition, Chairs submit expenses in a timely fashion.

## **Other Committees**

### **Going Green: Y**

*One to two chairs look to initiate environmental awareness within the school community. Going Green bulletin board is used to help with awareness. Chairs may organize an Earth Day event in May. This committee is under review.*

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## **VP-COMMUNICATIONS' COMMITTEES**

### **Art Department Webmaster: Y**

One chair updates and maintains SES Art Room website monthly by taking digital photographs of examples of student artwork. Chair raises awareness of the website through school weekly blasts/PTA website.

### **Bulletin Boards: Y and S**

Two chairs manage and decorate the four bulletin boards in the halls on the first floor of the school. Prior to Meet the Teacher Day, chairs decorate the front hall Bulletin Board with a Welcome Message. Each month, Chairs obtain a list of the children's birthdays from school secretaries to prepare for the next month's Birthday Board. Chairs manage the decorating of other bulletin boards on a continual basis, by communicating with other PTA chairs based on the schedule of PTA school events.

### **Publicity: Y**

Two chairs submit articles and photos about happenings at SES to the local Westport newspapers and websites, in coordination the Co-Presidents and the Principal.

## **VP- FUNDRAISING'S COMMITTEES**

### **Big Event Fundraiser: O (August to April/May)**

Three to four chairs plan, organize and run a large event fundraiser, typically an auction, when the need arises to replenish PTA general funds or for a specific project. These events will be done on an as needed basis. Chairs are responsible for planning a theme and securing venue, food, entertainment and auction items. Chairs promote the event and solicit volunteers. Chairs work within a given budget from the Executive Board and submit the expenses and deposits in a timely fashion.

### **Bingo Night: O (January to March)**

Three chairs set a date with VP-Fundraising on when Bingo Night will be held, typically in mid-March. Chairs fill out building and ground applications with school secretary and contact State of Connecticut to obtain bingo permits. Chairs solicit volunteers. Chairs, along with PTA Executive Board may decide to add auction items to the event. Chairs promote the event through flyers, PTA blasts/website, and a bulletin board. In addition, Chairs submit the expenses and deposits in a timely fashion.

### **Bluefish Game: O (October/November and March to June)**

Two chairs secure a late Spring date with VP-Fundraising and the Bluefish Sales Office as soon as the Bluefish calendar is set (late October to early November) to ensure that SES has section of baseline seats, the opportunity to sing the National Anthem and throw out the first pitch. Chairs promote the event with flyers, blasts/school web site and bulletin boards. Chairs manage ticket sales. In addition,

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Chairs submit the expenses and any deposits in a timely fashion.

## **Book Fair:** O (August to December)

Five to six chairs organize and run the Book Fair, which takes place in early December during first conference week. Chairs work with supplier to organize the event and supply of books. Chairs review contract with vendor and ensure terms are agreeable to both parties. Chairs oversee the set-up and teacher preview. Chairs promote the event via school blasts/website and flyers. Chairs facilitate pre-pay, teacher gift options and collect teacher wishlists. Chairs secure the vendor and the dates for the following school year. In addition, Chairs submit the expenses and deposits in a timely fashion.

## **Books as Gifts:** Y

Three chairs work closely with the Librarian to provide parents with creative ways to buy and donate books to the SES Library. Most of the BAG donations and gifts come early in the year at Back to School nights where chairs organize and man a table to solicit donations and purchases of books to the library. In addition, Chairs submit the expenses and deposits in a timely fashion.

## **Election Day Bake Sale:** O (September to November)

Four chairs organize an Election Day bake sale to be held all day at SES on the first Tuesday of November. Chairs create sign up genius and solicit the SES community for donations for food and beverages via school blasts/website. Additionally, chairs solicit donations from outside sources and local businesses. Chairs recruit parent volunteers to work sale, but should plan to have at least one chair in attendance the entire day of the event from 6am to 3 PM or longer. Chairs submit expenses and deposits in a timely manner.

## **Fall Fundraiser:** O (Spring/Summer to October)

Two chairs, along with the PTA Executive Board, choose and coordinate a Fall fundraising sale. The Fall fundraiser is generally a product sale, but could be a direct appeal – a decision on this should be made with the guidance of the Exec Board. Chairs secure a vendor, and advertise the sale through weekly blast/ PTA website and distributing flyers. In addition, Chairs submit expenses and deposits in a timely fashion.

## **Family Photo Day:** O (September/October)

One chair works with VP-Fundraising to choose, price and plan a family photo day generally held in the Fall. Chair advertise this fundraiser through flyers, weekly blasts/ PTA website. Payments should be collected through school PayPal website.

## **General Fundraising Committee:** Y

One to two chairs will work on specific district-wide fundraising activities. This could include corporate fundraising. Chairs will work with Exec Board on these initiatives as they arise. To date, no initiatives have been undertaken in this area.

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## **Halloween Party:** S and O (August to October)

Three to four chairs plan this event, one of the PTA's largest fundraisers of the year. The party for SES families includes activities, games and decorations. Chairs secure a date in late October, organize donations and volunteers for every aspect of the party. Chairs promote the event with flyers, bulletin board, weekly emails/school website. Chairs work with VP Treasurers to monitor ticket sales through PayPal. In addition, Chairs submit the expenses and deposits in a timely fashion.

## **In-Store Fundraising:** Y

Two to three chairs solicit vendors to arrange shopping days for SES families, with a portion of the total sales going to the school. In particular, chairs are responsible for coordinating and running the Barnes and Noble Book Fair which directly benefits the Library Media Center. Chairs promote the events through flyers, weekly PTA emails and website.

## **Ice Skating Party:** O (November to January/February)

Two chairs run this winter fundraiser. Chairs contact the rink immediately upon rink opening, typically in November, to secure a late January/early February skate date. Chairs sell tickets through PayPal and collect waivers for skaters. Chairs promote event with flyers, weekly emails and on the PTA website. In addition, Chairs submit the expenses and deposits in a timely fashion.

## **K-4 Yearbook:** O (April to June)

Two chairs work together to assist in production of the yearbook. One chair works with contracted vendor in producing the yearbook, the other chair tracks orders. Order forms are sent out via email blasts, through classroom distribution and can be ordered inline. Chairs distribute yearbooks to classrooms a few days before the last day of school. Chairs sign a new contract with vendor for next year, or collect bids from multiple vendors to create next year's yearbook.

## **Logo Wear:** Y

Two to three chairs work to design new Logo Wear items, stock merchandise and sell Logo Wear items at school events and throughout the year. Chairs promote sale of all Logo Wear items with flyers/order forms, bulletin board, weekly emails and website. Some sales of Logo Wear should be done through school PayPal site. In addition, Chairs submit the expenses and deposits in a timely fashion.

## **Movie Night:** O (Fall/Winter and Spring)

Two chairs secure date for Fall/Winter and Spring Movie Night with VP-Fundraising. Chairs get approval of film from the SES Executive Board. Chairs get approval of refreshments to sell by VP-Fundraising. Chairs organize volunteers to check people in and to help sell refreshments. Chairs promote the event with flyers, weekly blast and PTA website. Tickets are sold through school PayPal site. In addition, Chairs submit the expenses and deposits in a timely fashion.

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## **School Picture Day: S and O (August to September/October)**

Two to three chairs manage school picture day and retake day, held in early September and early November respectively. Chairs distribute School Picture Day packet school-wide in the first week of school and inform parents through school blasts/website. Chairs solicit volunteers and oversee the event by assisting the photographers and keeping track of the classes being photographed. Chairs arrange date of Retake Day and attend that shorter day. Chairs secure the vendor for School Pictures for the following year.

## **Sound Tigers Game: O (November to May/June)**

Two chairs secure a date with VP-Fundraising and the Sound Tigers Sales Office as soon as the Sound Tigers calendar is set to ensure that SES has a good block of seating and opportunities unique for parties. Chairs promote the event with flyers/order forms, weekly blasts/PTA website. Chairs manage ticket sales and the distribution of the tickets. Chairs coordinate with the chorus teacher so that children can sing the national anthem. In addition, Chairs submit the expenses and deposits in a timely fashion.

## **Special Project Fundraiser: Y**

Chairs will work on fundraising for a larger project for the school. Chairs would work with SES Exec Board and Principal if a special project is identified to find the best way to fundraise for the project. Number of chairs would depend on scope of the events/fundraiser.

## **VP-VOLUNTEERS' COMMITTEES**

### **Art Department Liaison: Y and S**

One chair recruits Art Room volunteers by attending and/or advertising at Kindergarten Summer Get-togethers and through prior volunteers for all kindergarten and first grade classes. Chair schedules and organizes all Art Room volunteers and maintains Art Room bulletin boards.

### **Gardens: Y and S**

Two to three chairs oversee and maintain the gardens and planters in the front of the school, in the courtyard and behind the school near the playground with the help of volunteers who help to plant, to water and to weed during the summer months, through the fall and again in the spring. In addition, Chairs submit expenses in a timely fashion.

### **Library Media Center Volunteer Coordinator: Y**

Three to four chairs work closely with Librarian and solicit and manage all volunteers for the library media center. Chairs conduct a meeting in the Fall for all volunteers. Chairs train the new library volunteers and work closely with the Librarian in scheduling them during specific class times.

### **Lost and Found: Y**

Two chairs organize and keep the Lost and Found area in the SES Cafeteria tidy. Two



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to three times a year, Chairs send out email reminders asking parents to check the Lost and Found for their children's belongings, before items are donated to charity.

## **PTA Closet: Y**

One to two chairs will organize and maintain the PTA closet. Chairs will initially revamp the closet to a more useful space and then work with PTA event chairs to maintain the space and keep it organized. Chairs will submit any expenses on a timely basis.

## **Music Department Liaison: O (January/February and June)**

One chair work closely with the Music Department to provide support for school music related concerts, including the Winter Concerts and the June Concerts by recruiting volunteers to be chaperones. Chair coordinate with PTA Co-Presidents and Principal to purchase flowers for the chorus, orchestra, band instructors, and possibly accompanists, for these concerts. Chairs submit expenses in a timely fashion.

## **Kindergarten Summer Get Together Coordinator: S and O (May to August)**

Two chairs plan summer get-togethers for incoming kindergarteners and their families on the SES playground. Chairs can, if possible, advertise these at kindergarten orientations and mini-kindergarten events during the Spring at incoming kindergarten events. Chairs should collect contact information at these events to send reminders of events during the summer. Chairs often supply a light snack/popsicles at these events. The final get-together should be scheduled the last week of the summer break, after class assignments have been received.

## **Kindergarten Bus Monitor Coordinator: S and O (August to September)**

Chair coordinates volunteers' schedules for the afternoon Kindergarten buses on the shortened days for the first week of school. One chair creates a flyer and recruits for Bus Monitor volunteers by attending/advertising at spring kindergarten orientation and mini-kindergarten and at summer get-togethers. If needed, chair can also recruit through targeted weekly blast the first week of school.

## **Kindergarten Outdoor Recess Coordinator: S and Y**

One chair coordinates volunteers' schedules for Kindergarten outdoor recess for the entire school year. Chair manages create a flyer to recruit for volunteers at Spring kindergarten orientation, mini-kindergarten and at the Kindergarten Summer Get-Togethers. Volunteers should also be recruited throughout the year through targeted blasts to kindergarten parents.

## **Grades K – 2 Room Parent Coordinator: (ONE YEAR POSITION) S and Y**

Coordinator works with the 3-5 Room Parent Coordinator to solicit volunteers to act as room parents in all classes. Chairs meet with SES Co-Presidents to ensure opportunities are given to all parents who are interested in serving in this role. Room parent coordinators may collect indications of interest in the Spring for the following school year. Coordinators conduct a meeting for all Room Parents before Back-to-School Night to discuss responsibilities and expectations for the year. Coordinator

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passes Room Parent contact information to the Directory Chairs to be included in the online directory. Room parent coordinators will be asked at times to help distribute information to solicit volunteers for a school event. This is a yearlong commitment with bulk of work in the first few weeks of school.

**Grades 3 – 5 Room Parent Coordinator: (ONE YEAR POSITION)** S and Y  
Coordinator works with the K-2 Room Parent Coordinator to solicit volunteers to act as room parents in all classes. Chairs meet with SES Co-Presidents to ensure opportunities are given to all parents who are interested in serving in this role. Room parent coordinators may collect indications of interest late in the Spring for the following school year. Coordinators conduct a meeting for all Room Parents before Back-to-School Night to discuss responsibilities and expectations for the year. Coordinator passes Room Parent contact information to the Directory Chairs to be included in the online directory. Room parent coordinators will be asked at times to help distribute information to solicit volunteers for a school event. This is a yearlong commitment with bulk of work in the first few weeks of school.

## **SECRETARY'S COMMITTEES**

### **Fall Faculty Luncheon: S and O (August to August/September)**

Two chairs organize and host a luncheon for SES teachers on Meet the Teacher Day. Chairs plan menu, recruit volunteers for food/drink donations, set up/decorate cafeteria, oversee luncheon and clean up. Chairs submit expenses in a timely fashion.

### **Hospitality: Y**

Two chairs coordinate with PTA Presidents for food/drink at the SES PTA events potentially including General PTA meetings, Principal coffees, the Newcomers Coffee in the fall, and both Back to School Nights in the fall. In addition, Chairs submit expenses in a timely fashion.

### **Spring Faculty Tea: O (May to June)**

Two chairs plan a tea for the faculty in the Spring. Chairs plan menu, recruit volunteers for food/drink donations, set up/decorate library, oversee tea and clean up. In addition, Chairs submit expenses in a timely fashion.

### **Staff Appreciation Week: O (May)**

Two to three chairs work with the Exec Board to plan activities and appreciation for teachers during this week, including purchasing small gifts to distribute on different days. Chairs also coordinate with room parents to ensure that school supply gift day runs smoothly and that each teacher is provided with his/her lunch of choice on Friday. In addition, Chairs submit expenses in a timely fashion.

### **Teacher Conference Meals: O (November and March)**

Two chairs work with the Executive Board to coordinate lunches for both conference

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weeks. Chairs supply lunch for the three conference days. The Executive Board provides dinner for the late night of conferences. In addition, Chairs submit expenses in a timely fashion.

## **CO-TREASURERS' COMMITTEES**

### **Art Smart: Y**

Two to three chairs recruit ArtSmart volunteers for each class and conduct an ArtSmart meeting in the fall for all volunteers. Chairs organize Museum Night, typically held on a Friday evening in mid-May and promote it through bulletin board, email blast and website. Chairs recruit volunteers for Museum Night activities and solicit food/drink donations for the event. Chairs may create a display case explaining the Art Smart program. Chairs attend monthly district-wide meetings with PTA Council Reps. Chairs and the ArtSmart volunteers submit expenses and deposits in timely fashion.

### **Caring Council: Y**

Chairs work with the Caring Council advisers Rae Anne Locke and Katie Bloom, on various Caring Council initiatives. Below these PTA roles are broken down as follows.

### **Caring Council-Parent Liaison: Y**

Two chairs act as liaisons between Caring Council teacher reps and the parents of children participating in caring council that semester. Job included, but is not limited to communicating about dates of meeting and events.

### **Caring Community - Charity Drive: Y**

Two to three chairs help the Caring Council teacher reps and students market and facilitate monthly charity drives. Chairs support the children drive Caring Council in these drives by helping communicate with the parents and facilitating donations.

### **Caring Community- Walk-a-thon: O (January-May)**

Two chairs support the Caring Council in the Walk-a-thon event in the Spring. Chairs plan event and raise awareness of drive to parents through flyers, weekly blast and PTA website. Chairs support Caring Council participants and teachers reps to manage this important charitable drive.

### **Caring Community - Friendship: Y**

One chair acts as a resource for fellow SES families in a time of need. Chair coordinates help for families and may include finding volunteers to provide meals, carpool services, grocery shopping, babysitting, play-dates etc. The Department of Human Services (DHS) offers Friendship Wheels to those who need rides to activities. Chair coordinates these efforts for SES with the guidance of DHS.

### **'Tis the Season: O (September to November)**

Three to four chairs attend a district-wide meeting with Westport Department of Human Services typically held in September. Chairs solicit donations school-wide

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from SES families to provide Holiday gifts to needy Westport families. Chairs work closely with the Westport DHS to coordinate the needs and delivery of SES contributions. Chairs use weekly blast, PTA website and flyers to solicit donations in November and early December. Chairs coordinate with the Caring Council to ensure students are involved in this important drive.

## **Special Project Committee: Y**

Two to three chairs are available to analysis and investigate special project for the PTA Exec Board and/or the Principal. Committee members will work on special longer-term projects related to uses of SES fundraising funds. Committee will research ideas, then present to and work with the Exec Board to formalize long-range plans.

## **PAST PRESIDENT'S COMMITTEES**

### **Nominating: (one year position) O (December to May)**

One to two chairs recruit committee members to solicit, recruit and create the new Executive and General Board for the following school year. Chairs attend PTA Council sponsored Nominating Committee meeting in December/early January. Chair(s) speak at January meeting to recruit new members then attend the May meeting to have general membership approve the final slate. Chairs create and maintain the new slate in an excel spreadsheet that is presented to the PTA for approval in May.

### **Fifth Grade Moving Up Ceremony: O (June)**

Two to four chairs (preferably at least one 5<sup>th</sup> grade parent and one 4<sup>th</sup> grade parent) arrange for the coordination of this special after ceremony gathering, including procuring cake and desserts as well as paper goods for the celebration. Chairs set up and manage the event either in the courtyard or in the cafeteria, based on the weather. In addition, Chairs submit expenses in a timely fashion.

### **Fifth Grade Slideshow: O (January to June)**

Approximately five chairs arrange production of the slideshow to be shown at the Moving Up ceremony in June. Chairs take photos of the fifth graders and coordinate with the Yearbook team to share pictures. Slideshow is to be distributed to all 5<sup>th</sup> graders at the end of school. Chairs submit expenses in a timely fashion.

### **Fifth Grade T-Shirts: O (August/September)**

Two to three chairs design and arrange for the order and production of t-shirts for the fifth grade class at the start of the school year. Chairs send out order forms requesting size information to fifth grade parents and coordinate with the t-shirt printer for production. Chairs also arrange distribution of t-shirts. Shirts are ordered early in the school year for delivery before the Storm King Field trip in last September. In addition, Chairs submit expenses in a timely fashion.

### **Fifth Grade Yearbook: Y**

Approximately five chairs arrange production of the 5<sup>th</sup> grade yearbook including

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taking photographs, soliciting submissions and editing the yearbook. Chairs coordinate with the slideshow team. Chairs oversee the distribution to each graduating fifth grader, which takes place at the Moving Up Ceremony in June. In addition, Chairs submit expenses in a timely fashion.

## **Fifth Grade party/Event: O (January-June)**

Two to four chairs plan a year-end party for 5<sup>th</sup> graders. Chairs work with PTA Exec Board to determine our budget for the event, depending on PTA overall performance during the year. Chairs will work with Principal and Executive Board to determine event specifics. Chairs will solicit volunteers and donations and organize overall event. Chairs will work within their budget and submit expense in a timely manner.

## **Celebration Seats: Y**

One chair promotes the sale of seats plaques in the SES Auditorium for teachers, special events, and 5<sup>th</sup> grade graduations. Chairs order plaques for teacher retirements as directed by the PTA Presidents. Chair orders and installs plaques and keeps track of where the Celebration Seats are in the Auditorium. In addition, Chair submits the expenses and deposits in a timely fashion.