



# PTA BOARD POSITIONS

## Executive Board

\*All Executive Board members attend monthly Board meetings

Committee	Description
President	Oversees PTA
Vice President	Oversees Fundraising Committees
2 <sup>nd</sup> Vice President	Oversees Support Committees
Secretary	Records and distributes minutes for Board of Director and Board meetings. Oversees Administration Committees. Responsible for PTA membership.
Treasurer	Manages the books for the PTA. Writes checks, keeps records, manages budget
Financial Secretary	Supports Treasurer and is responsible for PTA deposits.
Audit Committee Chair	Building Blocks... Maintains Selwyn Sponsors Oversees "Audit Person"
Director of Communications	Manages PTA branding and messaging. Oversees Marketing and Communications committees.
Director of Events and Enrichment	Oversees PTA Special Events and Student Enrichment committees.
Past President	Advises President and Board of Directors

## Fundraising

Committee	Description
Building Blocks	Coordinates annual fundraising campaign to generate direct donations to school for capital expenses and school needs.
Community Partners	Collects and submits corporate rebate items to participating partners (e.g. box tops). Facilitates the development of community partnerships to benefit Selwyn students (e.g. Harris Teeter Together in Education, Amazon Smile, Box Tops)
Directory Ad Sales	Sells advertisements to individuals and businesses to offset the cost of the Selwyn Directory (mostly repeat advertisers)
Red Ribbon Reading	Coordinates the summer reading enrichment program, which raises funds to support the PTA operating budget.
School Store	Sells Selwyn merchandise at school events, online, and at other scheduled times. Tracks and reorders inventory.
Selwyn Spirit Events	Coordinates with area business to set up community building events for the Selwyn families. (e.g. Dining out nights, Spirit night at area sporting events, shopping events).
Square One Art	Coordinates with the Art Teacher and Square One Art vendor on the annual Fall sale of student artwork on everyday items.

## Marketing

Committee	Description
Prospective Parents	Coordinates Fall Prospective Parents Open House and Beginners' Day in the Spring. Organizes Popsicles on the Playground for Kindergarten families.

## Communications

Committee	Description
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Directory	Assimilates all directory information in a timely manner for publication of the annual student directory(Fall)
Eagle Email	Assimilates PTA Communications and sends out weekly PTA updates via e-mail
Message Board	Keeps marquee boards up to date with important Selwyn information
Photography	Coordinates and ensures that photo documentation occurs for major school and PTA events. Works closely with Yearbook and other committees as needed.
Social Media	Posts PTA Information/activities to Social Media sites.
Website	Maintains the Selwyn PTA website with timely information from all committees and about all events.
Yearbook	Develops yearbook. Roles are layout editor, business manager, and photography coordinator.

## Special Events

Committee	Description
Fifth Grade Events	Coordinates all special events and activities for the 5 <sup>th</sup> grade class.
Friday Night Lights	Organizes and coordinates the annual Friday Night Lights event.
Kids' Voting	Organizes and coordinates volunteers for annual school-wide voting event. Tasks include setting up voting stations, tallying votes, and engaging Selwyn students in the voting process.
Parent Party	Organizes annual off campus Parent Party
Red and Blue Day	Organizes and Coordinates the Red and Blue days for all Selwyn students.
Selwyn Celebrates the Arts	Organizes a cultural arts event featuring student art works and musical performances.
Selwyn Family Fun	Organizes free family fun events such as Movie Night , Grandparents/Special Friends Day, and Dance Party.

## Student Enrichment

Committee	Description
Chess Club	Coordinates Selwyn Chess Club under the guidance of the CMS Chess Club program.
Nature Trails and Tales	Works closely with teachers to coordinate and present supplemental curriculum through "hands-on" nature study
Outreach/Inreach	Creates community awareness for children at Selwyn through volunteerism and education. Assists staff with meeting the needs of Selwyn families.
Partner School	Coordinates all activities between Selwyn and Billingsville Elementary with an academic emphasis. Also organizes periodic clothing and book drives to benefit Billingsville students.
Selwyn School Play	Coordinates and Organizes the Selwyn School Play.
Selwyn Science	Provide supports and assistance to the Science Lab Administrator. Tasks include organizing science materials , maintain the lab, assisting with purchase of supplies, and facilitating teacher participation in lab activities.
Character Ed Recognition	In conjunction with the Selwyn monthly character trait program, design honors/awards to recognize students demonstrating good character at Selwyn.

## Administration

Committee	Description
Legal	Advises PTA on an as-needed basis.
Volunteer Coordinator	Organizes parent volunteers, pairing their interests and talents with the needs of our school. Creates volunteer sign ups for various committees.

## Support

Committee	Description
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Art Support	Works closely with Art Teacher to mount and rotate artwork throughout campus and maintain display cases in rotunda. Creates labels for all artwork.
A-Team Support	Provides support to teachers in autistic classes. Coordinates special activities for families of autistic students.
Campus Beautification	Maintains planting and seasonal decorations throughout campus. Organizes campus clean-ups.
Classroom Support	Help teachers of all grade levels organize, cut out, and prepare manipulatives for classroom instruction.
Critical Needs	Works closely with our school counselor to help meet the needs of Selwyn families who are dealing with a crisis or emergency situation.
Data Support	Provides support to PTA chairs and committees who need IT assistance. Helps maintain and organize all online form information.
Field Trip Coordinator	Coordinates field trips with grade level lead teachers. Collects field trip money, prepares deposit slip and submits to treasurer.
Health, Safety, and Wellness	Maintains Health Room supplies. Organize programs to promote nutritional education opportunities.
Hospitality	Provides coffee, food and volunteers for various events throughout the school year.
Media Support	Provide weekly support and assistance to Media Specialist. Tasks include shelving books.
Music Support	Coordinates volunteers as needed to provide support and assistance to Music Teacher. Tasks include preparing for special programs throughout the year.
Office Support and Tours	Coordinate volunteers to assist staff in the front office. Responsible for lost and found. Coordinates and trains volunteers throughout the year. Checks tour schedule weekly and coordinates volunteers to give tours. Trains tour volunteers.
P.E. Support	Coordinates volunteers as needed to provide support and assistance to the PE teachers.
Room Parent Coordinators	Coordinates, trains, supports, and communicates with Room Parents. (Creates initial class calendars.)
School Supplies	Committee is responsible for taking orders for school supply kits and distributing the orders for Meet Your Teacher. The teachers let the committee know what supplies will be needed for each grade.
Staff Appreciation	Coordinates March Staff Appreciation Week, staff appreciation luncheons (August and June), holiday gifts, and various “treats” throughout the year.
Tutoring / Learning Buddies	Recruit and coordinate volunteer tutors to assist teachers in meeting students’ individual academic needs.