

# Anderson Elementary PTA Board

## Standing Rules

### Executive Board

#### **President**

Coordinate the work of officers and committees. Appoint historian and parliamentarian with the approval of the elected officers. Appoint chairman of special committees subject to approval of executive board. Leadership skills as well as administrative and organization skills required. Must have the ability to remain open-minded. This is a yearlong, ongoing time commitment requiring volunteer hours during the school day and in the evening.

#### **1<sup>st</sup> Vice President- Aide to President**

Act as aid to president and preside in the absence of the president. Perform other duties as assigned by the president or the association. Requires leadership and organization skills. This is a yearlong, ongoing time commitment requiring volunteer hours during the school day and in the evening.

#### **2<sup>nd</sup> Vice President- Programs**

Organize and plan the evening PTA programs. Act as an aid to the president and 1<sup>st</sup> vice president. Requires planning and organization skills. Work closely with the hospitality chairperson to provide food for general meetings. This is a yearlong and ongoing time commitment requiring volunteer hours mostly in the evening.

#### **3<sup>rd</sup> Vice President- Membership**

Responsible for membership drives. Organize and maintain a list of PTA members. Work closely with school directory coordinator during the fall to have forms completed by parents for both membership and directory. Responsible for the life membership nominating process. Requires planning and organization skills. This is a yearlong, ongoing time commitment requiring volunteer hours during the school day and in the evening.

- *School Directory Coordinator*: Responsible for creating the school directory to be distributed in the fall. Requires computer skills. This is a commitment with key deadline in October. Requires some volunteer hours during the school day - most work can be completed at home.

#### **4<sup>th</sup> Vice President – Ways & Means**

Responsible for any fundraisers deemed necessary by the PTA, with the exception of special committees. Requires planning and organizational skills. This is a yearlong, ongoing time commitment requiring volunteer hours during the school day and in the evening.

- *Allen American*: Responsible for coordinating with families and Allen American regarding subscriptions to the Allen American and remitting money to Treasurer. Forms may be added to the PTA packets that go home on Meet the Teacher Night.
- *General Mills Box Tops*: Responsible for collecting box top labels, counting them and sending them in for points/money. Requires minimal volunteer hours at school; most work can be done from home. Forms may be added to the PTA packets that go home on Meet the Teacher Night.

**Secretary**

Responsible for accurately recording minutes of all board and general meetings. Notify/remind board members of meetings. This is a yearlong, ongoing time commitment requiring volunteer hours during the school day and in the evening. Maintain written records of PTA.

**Treasurer**

Responsible for the maintenance of books and records to conform to the requirement of the bylaws and submit books to the auditing committee as requested. Responsible for maintaining the budget adopted by the association. Must present financial statements at general meetings, board meetings and at other times requested. Works closely with the president. Accounting background strongly recommended. This is a yearlong, ongoing time commitment requiring volunteer hours during the school day and in the evening.

**Historian**

Responsible for creating a book recording the events of the school year. Works closely with publicity/events photographer to obtain pictures for the scrapbook. This is a yearlong, ongoing time commitment requiring volunteer hours during the school day and in the evening.

**Parliamentarian**

Must attend all meetings and shall advise on matters of parliamentary procedures when requested. This is a yearlong commitment requiring volunteer hours at all PTA meetings and board meetings. This position is not a voting board position.

**Standing Committees****ACO Coordinator**

Notify students of monthly items needed by Allen Community Outreach Center and/or other charity. Monthly collection of items and delivery to Allen Community Outreach and/or other charity organizations.

**Arts in Education/After School Programs**

Organize programs to promote arts within school. Most scheduling/booking can be completed at home. Requires volunteer hours during the school day, some after school and evening volunteer hours.

Reflections: Organize programs to promote National PTA annual Reflections program. (This is a program that pertains to the arts, including literature, musical composition, photography, etc.) Most work can be completed at home. Requires some volunteer hours during the school day and evening.

**Competitive Bees**

Organize and facilitate math, geography and spelling bees for students. Requires some volunteer hours during the school day but most can be planned at home.

### **Council Representative/Legislation**

Responsible for attending Allen/Lovejoy council PTA lunch meetings and reporting to the board any information that the board would need to know. Report any legislative information that would affect students, parents and/or Anderson staff. Requires volunteer hours during the day.

### **Environmental**

Promote student and parent participation in environmental awareness programs through school and community to include, but not limited to Earth Day, Recycle a Book Day and annual environmental awareness contest.

### **Hospitality**

Work closely with executive board, standing committees and special committees to coordinate food and beverages for all PTA events. This is a yearlong but limited time commitment. Requires some volunteer hours during the school day and evening.

- *Newcomer's Chairman:* Organize annual Meet & Greet breakfast for the first day of school.

### **Publicity/Events Photographer**

Submit press releases to local print and media news sources. Weekly and monthly updates to the large bulletin board in the front foyer. Responsible for taking photographs of all events planned by the school and PTA. Submit pictures of events to the historian for the PTA scrapbook. Ideally, this position would lead subcommittees to take photos of grade level activities. This is a yearlong commitment requiring volunteer hours during the school day with minimal evening hours.

- *Marquee Coordinator:* Work closely with school administration to maintain the marquee at the front of the school. Requires minimal hours during the school day.
- *Technology:* Update Anderson PTA website weekly. This is a yearlong commitment. Requires significant computer skills.
- *Newsletter Coordinator:* Responsible for development and publication of weekly PTA newsletter. Add monthly updates of upcoming PTA events to the newsletter. Coordinate copying of newsletter weekly. Work from home. Must work closely with school administration. This is a yearlong time commitment. Requires significant organization, time management and publishing computer skills.
- *Publications:* Will be available to create flyers for any PTA sponsored activity or event. Requires computer graphic skills.

### **Student Recognition/Shooting Stars**

Work closely with school administrators and PTA to organize student recognition award programs. Organize Shooting Stars awards ceremony once every six weeks. This is a yearlong but limited time commitment. Requires volunteer hours during the school day.

### **Spirit Wear**

Responsible for coordinating the sale of school spirit merchandise. This includes collecting three (3) bids from companies, selecting and purchasing spirit wear designs and products, preparing order forms, collecting money, preparing deposits, distributing orders and planning activities throughout the year to promote spirit wear.

### **Grade Level T-Shirt Coordinator**

Responsible for coordinating the sale of grade level t-shirts. This includes working closely with teachers on selecting designs and colors. Collecting three(3) bids from companies, purchasing, preparing order forms, collecting money, preparing deposits, distributing orders.

### **Student Programs**

Aid teachers in coordinating programs sponsored by the PTA for each grade level. This is a yearlong but limited time commitment.

- *Youth Protection:* Plan programs to promote student participation and knowledge of safety awareness. Work closely with school Counselor planning Red Ribbon Week. This is a yearlong but limited time commitment. Works closely with the staff to promote student safety.

### **Teacher Appreciation**

Organize and coordinate various teacher appreciation events to promote teacher well being. Organize recognition of birthdays for the Special's teachers (including library staff, PE, AIM, Alpha Phonics, etc.) This is a yearlong commitment. Requires volunteer hours during the school day.

### **Volunteer Coordinator**

Coordinate volunteers for all school areas. Appoint various coordinators for key areas. Send out volunteer forms to all parents and keep track of what they have signed up to do. Record all volunteer hours and announce monthly volunteer goal awards. Announce volunteer and star volunteer of the month. This is a yearlong, ongoing time commitment requiring significant hours. Coordinate with Grade Level Chairs to maintain the teacher and staff preference binder. Maintain continuous communication with Grade Level Chairs through monthly meetings.

### **Volunteer Coordinator Assistant**

Assist Volunteer Coordinator in various areas as needed.

- *Kindergarten Lead Coordinator:* Organize and help set up homeroom committees. Work closely with committees to help plan and organize classroom parties. Create monthly calendar/schedule of volunteers to assist with daily and/or weekly classroom prep work, special projects as needed, etc. Communicates teacher's needs and/or problems to the Volunteer Coordinator and/or PTA. Work with volunteer coordinator on all PTA events that need grade level volunteers. Coordinate with teachers on events and communicate with historian and photographers. Requires organization, follow-up, flexibility and people skills. This is a yearlong time commitment requiring volunteer hours, primarily during the school day. Organize a group to assemble the first day of school kindergarten care kits.
- *1<sup>st</sup> Grade Lead Coordinator:* Organize and help set up homeroom committees. Work closely with committees to help plan and organize classroom parties. Create monthly calendar/schedule of volunteers to assist with daily and/or weekly classroom prep work, special projects as needed, etc. Communicates teacher's needs and/or problems to the Volunteer Coordinator and/or PTA. Work with volunteer coordinator on all PTA events that need grade level volunteers. Coordinate with teachers on events and communicate with historian and photographers. Requires organization, follow-up, flexibility and people skills. This is a yearlong time commitment requiring volunteer hours, primarily during the school day.

- *2<sup>nd</sup> Grade Lead Coordinator*: Organize and help set up homeroom committees. Work closely with committees to help plan and organize classroom parties. Create monthly calendar/schedule of volunteers to assist with daily and/or weekly classroom prep work, special projects as needed, etc. Communicates teacher's needs and/or problems to the Volunteer Coordinator and/or PTA. Work with volunteer coordinator on all PTA events that need grade level volunteers. Coordinate with teachers on events and communicate with historian and photographers. Requires organization, follow-up, flexibility and people skills. This is a yearlong time commitment requiring volunteer hours, primarily during the school day.
- *3<sup>rd</sup> Grade Lead Coordinator*: Organize and help set up homeroom committees. Work closely with committees to help plan and organize classroom parties. Create monthly calendar/schedule of volunteers to assist with daily and/or weekly classroom prep work, special projects as needed, etc. Communicates teacher's needs and/or problems to the Volunteer Coordinator and/or PTA. Work with volunteer coordinator on all PTA events that need grade level volunteers. Coordinate with teachers on events and communicate with historian and photographers. Requires organization, follow-up, flexibility and people skills. This is a yearlong time commitment requiring volunteer hours, primarily during the school day.
- *4<sup>th</sup> Grade Lead Coordinator*: Organize and help set up homeroom committees. Work closely with committees to help plan and organize classroom parties. Create monthly calendar/schedule of volunteers to assist with daily and/or weekly classroom prep work, special projects as needed, etc. Communicates teacher's needs and/or problems to the Volunteer Coordinator and/or PTA. Work with volunteer coordinator on all PTA events that need grade level volunteers. Coordinate with teachers on events and communicate with historian and photographers. Requires organization, follow-up, flexibility and people skills. This is a yearlong time commitment requiring volunteer hours, primarily during the school day.
- *5<sup>th</sup> Grade Lead Coordinator*: Organize and help set up homeroom committees. Work closely with committees to help plan and organize classroom parties. Create monthly calendar/schedule of volunteers to assist with daily and/or weekly classroom prep work, special projects as needed, etc. Communicates teacher's needs and/or problems to the Volunteer Coordinator and/or PTA. Work with volunteer coordinator on all PTA events that need grade level volunteers. Coordinate with teachers on events and communicate with historian and photographers. Requires organization, follow-up, flexibility and people skills. This is a yearlong time commitment requiring volunteer hours, primarily during the school day.
- *6<sup>th</sup> Grade Lead Coordinator*: Organize and help set up homeroom committees. Work closely with committees to help plan and organize classroom parties. Create monthly calendar/schedule of volunteers to assist with daily and/or weekly classroom prep work, special projects as needed, etc. Communicates teacher's needs and/or problems to the Volunteer Coordinator and/or PTA. Work with volunteer coordinator on all PTA events that need grade level volunteers. Coordinate with teachers on events and communicate with historian and photographers. Requires organization, follow-up, flexibility and people skills. This is a yearlong time commitment requiring volunteer hours, primarily during the school day.
- *Specials Coordinator*: Organize a committee that will assist the specials (PE, music, Alpha Phonics, resource, library) teachers with copying, bulletin boards, Lunch Bunch lunches and other school events.

- *Decorations Coordinator:* Organize a committee to decorate for PTA events such as Country Fair, book fairs, etc. Also helps with improving and updating the campus as needed.

### **Special Committees**

**Book Fair Coordinator:** Plan and organize the week long book fairs in the fall and spring. Act as liaison with book fair vendor and PTA. Coordinate marketing and promotion, schedule volunteers, set-up, reordering and restocking, coordinating teacher wish lists, assists student selections and purchases, collecting money, preparing deposits. Requires significant volunteer hours the week before and the week of the fair including daytime, after school and some evening volunteer hours.

**Country Fair Coordinator:** Chair the committee to plan and organize games, food, ticket sales and volunteers for fall event. Requires significant hours in the fall.

**Talent Show Coordinator:** Plan and organize screening of student's acts and rehearsal during school hours. Prepare program. Requires two evenings of volunteer hours, one for dress rehearsal and one for the night of the event.

**Field Day Coordinator:** Assist Anderson staff in planning & organizing Field Day Lunch for each grade level. Limited time commitment in late spring. Requires some volunteer hours during the school day.

**Playground Equipment Coordinator:** Responsible for maintaining/monitoring playground equipment and acting as liaison with teachers to maintain/monitor playground equipment.

**School Supply Coordinator:** Responsible for organizing school supply sales for the school year, which include collecting three(3) bids from companies, ordering and delivery of the school supplies.

### **Retention of Funds:**

A sum of at least \$3,000, plus enough to cover any know liabilities, will remain in the bank account at the end of the fiscal year for the following year.