**GRANGE HALL ELEMENTARY SCHOOL PTA**

Welcome to Grange Hall PTA! There are lots of ways you can participate in the PTA. Take a look at the job descriptions below. If you are ever interested in learning more just contact a board member!

Each Executive Board member has a designated job and then may work in small part with other

committees to answer questions as the "go to person" on the Board. Each committee chair is

responsible for his/her committee, but board members are there to assist in answering questions

or helping with decision making as it relates to budget, building usage and policies, planning,

vendors, etc. Each committee has a designated board member as their first contact. All board

members work with the PTA president to ensure that all yearly commitments are met.

**PTA Executive Board**

**PRESIDENT**

-Acts as liaison between parents and principal / staff

-Sends Secretary information for the agendas for all meetings

-Facilities monthly General Membership PTA meetings

-Creates school calendar and budget with Principal and PTA Board Members

-Speaks at Back to School Night and other events

-Oversees the Outreach Chair

-Oversees the Webmaster to coordinate information for distribution

-Oversees Staff Appreciation to coordinate events with school calendar

-Oversees Reflections Chair

-Oversees Retirees and other special events that arise

**PRESIDENT in training**

-Assists the President with duties overseeing the year and assists any committees needing help with their projects.

-Works to learn about PTA programs and budget in order to step into the role of President in the following year.

-Works with the executive board and votes on issues that come about throughout the year.

**VP Programs**

-Manages the activities that are designed for the students (ex: Dances, Active Night, International Night)

-Oversees the following committee chairs to assist as needed: Hospitality, Beautification,

Grandparents Breakfast

-Works with the executive board and votes on issues that come about throughout the year.

**VP Fundraising**

-Manages the Fall Carnival and Spring Fundraiser

-Oversees the Committees supporting (Boxtops, Spiritwear, Flying Squirrels, Yearbook, Bingo and Skate Night)

-Works with the executive board and votes on issues that come about throughout the year.

**VP Membership**

-Manages the collection of membership dues (with the treasurer and president) and membership information in September.

-Enters membership data into the database, prints PTA cards and directories for fall distribution.

-Oversees Room Parent, Notice Board and Communications

-Works with the executive board and votes on issues that come about throughout the year.

**Secretary**

- Takes meeting minutes, distributes soft copies monthly.

- Works with President to create agendas for meetings.

- Coordinates with the Webmaster and Notice Board Chair to offer meeting minutes/info for posting

- Oversees Community Representative to gather information pertinent to school

- Works with the executive board and votes on issues that come about throughout the year.

- Works with the Notice Board to keep the PTA Bulletin Board up to date.

**Treasurer**

- Oversees the collection of money, receipts, reimbursement, and the budget throughout the year

- Assists events that will be collecting payment to make sure proper devices and money is processed appropriately.

-Assists the Membership Board Chair to collect and process PTA dues and payments

-Works with the executive board and votes on issues that come about throughout the year.

**Committees**

**Spirit Wear**

-Oversees the sale of school spirit wear and distributes orders when they arrive

**Hospitality**

- Plans and serves refreshments at the grade level programs. Assists with special events like retirements, and school anniversary celebrations. ( 1 helper)

1. Veterans Day Program(Nov.)
2. 5th Grade Winter Program (Jan.)
3. 1st Grade Program (Mar.)
4. 4th Grade Recorder Program (Apr.)
5. 2nd Grade Program (May)

**Staff Appreciation**

-Oversees activities that support and honor the school staff including a luncheon in the spring

and lunch for teacher work day.

**Room Parent Liaison**

-Oversees the emails that go out to room parents about PTA current events. Each classroom has their own room parent (s).

-Coordinates initial room parent expectations meeting

**Community Representative**

-Works with and coordinates community sponsors throughout the year

-Assists with finding guest speakers at the general membership meetings and works with the executive board to figure out what our members are interested in to help support our community needs.

**Student Activities**

-Oversees the student spirit nights like (Skate night, Bingo)

**Electronic Fundraising**

-Manages marketing and fundraising for electronic sources such as Kroger Card, Amazon, Box Tops, etc.

-Finds ways to increase awareness for fundraising

**Yearbook**

-Works with 5th grade students to create the annual yearbook, gathers pictures, creates layout, and takes orders, distributes.

**Notice boards**

-Place notices on the marquee and maintains the PTA bulletin board.

**Grandparents Breakfast**

- Plans and oversees the Grandparents Breakfast in November. Organizes food, decorations, and setup. 3 to 4 day event. ( 2 helpers)

**Active Night**

- Plans and oversees an evening full of fun activities/games for child and parent of choice to enjoy. Organizes food, games/activities, decorations, and setup. (3 helpers)

**GHES Dance Night**

- Plans and organizes a wonderful evening for child and parent of choice to dance the night away. Oversees decorations/theme, food, entertainment, setup, and activities related to the dance. ( 3 helpers)

**International Night**

- Plans and oversees a night around the world. Bulldog families are invited to visit different family booths representing a mix of internationalities. Organizes food, decorations, family country signups, and entertainment. ( 2 helpers)

**Watch Dog Representative**

- Plans and oversees a welcoming party for our Watch Dog Fathers and Father figures. Organizes food, and setup. This night is intended to welcome the Watch Dogs and explain to program in better detail. (1 Helper). WATCH D.O.G.S., a K-12 program, invites fathers, grandfathers, uncles, or other father figures to volunteer at least one day all day at their child's/student's school during the school year.

**Flying Squirrels Night**

- Plans and oversees a special night at the Diamond for our Bulldog families. Coordinates with the Flying Squirrels Event Director on the ticket sales, fundraising, and possible date setup.

**Communications/Webmaster**

-Maintains the PTA webpage and assists committee chairs with loading items on their page

**Reflections Contest**

-Oversees the Reflections Contest, judging, and celebration

**Virginia Citizenship Essay**

-Oversees the Virginia Citizenship essay and works with teachers to organize

**Beautification**

- Oversees projects to improve the interior and exterior on school grounds. (1 helper)

-Beautification Week (Pansy Planting Nov.)

-Spring Beautification Project ( Spring Cleaning, Updates)

**Carnival**

-Plans and oversees the Fall Fundraiser (Carnival) and its subcommittees (In October).

Subcommittees

PRIZES

TICKET SALES

GAMES

VENDOR

VOLUNTEER

DECORATION

FOOD

**Volunteer Coordinator**

-Receives all inquiries from those who wish to volunteer for PTA events and coordinates with committees and board to place accordingly as needed.

**Spring Fundraiser (Fun Run)**

-Coordinates and organizes spring fundraiser “Fun Run” with vendor.

**Student Enrichment**

Student Enrichment includes after school programs where teachers organize and provide fun teaching activities for students. This position coordinates with participating teachers and provides flyers in student folders.

**Community Outreach/SCA**

Partners with SCA students and corresponding teacher to raise awareness among students of the great needs of those less fortunate that exist in our local community and the world beyond. This position will lead the SCA to identify donation opportunities and conduct activities in support of those opportunities.