

The PTA is responsible for many of the fun events that help make Fairhill a community, not just a school. For example, the PTA runs the following:

Fall Festival

Before and After School Enrichment Programs

School supply kits program

Bingo Night

Fairhill Family Fun Day

The Room Parent program

Square One Art

Fairhill Family Nights Out

Family Heritage Night

Staff Appreciation Week

If you are worried that you will need help or training, we have you covered. Previous board members will be available to train and transition the responsibilities. The board works as a team and we are always available to help new members. Time commitments vary by role. The PTA board and its members meet once a month for a general meeting. During a normal school year, these meetings are held in the library, average 1.5 hours and childcare is provided. Due to covid, this year's meeting were held virtually and lasted 20-30 minutes. The Board may be required to follow up on action items, vote on requests via email throughout the month or attend sub committee meetings (for example, Family Fun Day planning) as needed. When we have a big event such as the Fall Festival, we all volunteer as much time as we can to make the event run smoothly.

If we can't fill critical board positions (marked with **), we will lose our chapter and all of the PTA sponsored events. Please see below for a description of current Board and Committee Lead positions. For more detail, please contact president@fairhillpta.org.

****President**

- Meet with Board to determine the budget for the school year.
- Meet with Admin to outline the calendar of events and identify school projects for fundraising.
- Run the monthly PTA meetings.
- Support Committee Leads.
- Volunteer at PTA events.
- Fill in where needed.
- This is a great job to share with a friend (Co-Presidents).

Vice President

- Assist the President.
- Lead meetings when President is unable to attend.
- Volunteer at PTA events.
- Fill in where needed.

President Elect

- Work closely with current president to prepare for the following year.
- Volunteer at PTA events.
- Fill in where needed.

~~Treasurer~~ FILLED

~~Secretary~~ FILLED

- Attend each PTA meeting and take notes.
- Coordinate membership drive and keep up to date on membership numbers.

School Supply Coordinator

- Receive supply lists by grade from Admin.
- Work with the vendor to create school supply boxes.
- Advertise the program as the previous school year comes to an end (website, PTA Newsletter, FB, Twitter).
- Obtain list of all orders from vendor.
- When supplies arrive at school (usually the week before school begins), ask a few parents to help deliver the supplies to each classroom.

~~Room Parent Coordinator~~ FILLED

- Advertise the role at back to school event, ask teachers to include information in their class emails.
- Maintain list of all room parents.
- Send the room parents the Best Practices document and a welcome email.
- Forward PTA news to be included in their room parent emails.
- Remind room parents to collect for holiday gifts and end of year gifts, if they would like to give class gifts.

Hospitality Coordinator (staff lunches, staff appreciation week)

- Work with Admin and the PTA Board to establish which teacher work days the PTA will provide a breakfast or lunch for staff and which week is best for Staff Appreciation Week (consider timing of SOLs). Set the calendar during the summer PTA meeting if possible.
- Work with PTA Board to determine the available budget for the staff meals and decide which will be catered and which will require parent donations.
- Work with Admin, PTA Board, meeting members to decide on best options and quantities for order for the meals.
- If catered, order the meal.
- If parent donations, create a sign up genius and ask a few parents to help set up the food.
- Coordinate Staff Appreciation week (info on previous years available).
 - Work with Admin to create the schedule of events for the week.
 - Create sign up geniuses for all necessary donations.
 - Create sign up genius for volunteers needed to support the events.

Fall Festival 2021

- This is a great position to share with a friend or friends.
- Creative ideas are welcome! This event may need to be held outside due to covid restrictions.
- Brainstorm with PTA Board and meeting attendees on what events to offer at the festival.
- Organize the various activities offered at the Fall Festival.
- Coordinate volunteers to manage each of the events.
- Create a sign up genius to solicit parent donations.
- Create a sign up genius for volunteers.

Website Coordinator

- Add and edit content on the PTA website as needed.
 - At the beginning of the school year, clean out old information.
 - Maintain the calendar (events, nights out, etc)
- Experience with WordPress would be helpful.

A to Z Directory Coordinator

- Once opt out forms have been received in the fall, work with Amy Spector to obtain the student lists.
- Upload the lists to the A to Z Directory.
 - Verify that students reflect correct grade.
 - Verify that students no longer at Fairhill are out of the system.
- Communicate that the directory is up to date.

Bingo Night Coordinator

- Reserve the cafeteria.
- Work with the front office to determine best place to store the prize donations.
- Send communication to families requesting new or gently used toys and books.
- Periodically check on the donations and move them to the PTA closet.
- Create sign up genius for parent volunteers (ticket sales, set up, pizza and water sales, clean up)
- Verify that Bingo supplies are available. Contact PTA president if need to order more.
- Coordinate pizza order/delivery and purchase of water bottles.
- Organize a MC (or multiple MCs).
- Determine who will verify bingo.

Night Out Coordinator

- Coordinate with local restaurants to schedule a fundraiser dinner. This would include agreeing on a donation amount, providing our 501c3 information to the restaurant.
- Coordinate the marketing through the PTA and the school.

6th Grade Parent for Fall Festival

- Lead a committee of other 6th grade parents to plan out, build and run the “Fright Night” (haunted house style) event at Fall Festival.

Family Fun Day Coordinator

- Lead a committee of parents to run Fun Day, including but not limited to obtaining bounce houses or other activities, food trucks, and possibly an auction or other type events.

Before/After School Enrichment Programs Coordinator

- Work with various vendors to choose after-school offerings.
- Run the online sign up.
- Coordinate with a teacher to monitor attendance.

~~Grant writing~~ FILLED

- Work with PTA and school staff to seek out and write for various grants available for our needs.

Fun Run/Fitness Week (possibly fall 2021)

- Lead a committee to coordinate which potentially is the biggest fundraiser of the year.
- Pick a platform.
- Coordinate incentives.
- Work with school to roll out the event.