

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.

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.

Secretary

- 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

- 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

- 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.