

PTSA OPEN Job Descriptions for 2022-2023

Executive Committee / Board Positions

Each position is to be held for two years.

Treasurer: Responsible for the maintenance of all PTSA financial books and records. Make authorized disbursements and deposits, maintain records (on QuickBooks), prepare the annual budget, prepare the 1099s and work with the outside CPA for the compilation and preparation of the annual tax return. Prepare and present financial statements (balance sheet and income statement) at regularly scheduled PTSA meetings. Present detailed budget to membership at Fall PTSA general membership meeting and at any other organizational meeting it is required. Attend monthly Executive Committee and PTSA meetings. Working knowledge of Roberts Rules and PTSA bylaws.

Vice-President – High School: Oversee activities run by the committees for the High School (including meeting district paperwork requirements, review flyers and blast requests); represent the PTSA at school functions (e.g. PTSA sponsored events and Open House); sit on the High School PAC (Principal's Advisory Committee); meet monthly, or as needed, with the school Principal. Act as the liaison between Principal and HS committee heads. Responsible for reporting monthly all PTSA Activities to the Corresponding Secretary so the information can be included in the monthly blast, website, and other communications. Attend monthly Executive Committee meetings and PTSA meetings. Working knowledge of Roberts Rules and PTSA bylaws.

Vice President – Middle School: Oversee activities run by the committees for the Middle School, Steps for Success and Organize your 6th Grader (including meeting district paperwork requirements, review flyer and blast requests); represent the PTSA at school functions (e.g. PTSA sponsored events and Open House); sit on the PAC (Principal's Advisory Committee) and other committees; meet monthly, or as needed, with the school Principal. Act as the liaison between Principal and MS committee heads. Responsible for reporting monthly all PTSA activities to the Corresponding Secretary so the information can be included in the monthly blast, website, and other communications. Attend monthly Executive Committee meetings and PTSA meetings. Working knowledge of Roberts Rules and PTSA bylaws.

Vice President – F.E. Bellows: Oversee activities run by the committees for Bellows (including meeting district paperwork requirements, review flyer and blast requests); represent the PTSA at school functions (e.g. PTSA sponsored events and Open House); sit on the PAC (Principal's Advisory Committee); meet monthly, or as needed, with the school Principal; act as the liaison between

Principal and Bellows' committee heads. Responsible for reporting monthly all PTSA Activities to the Corresponding Secretary so the information can be included in the monthly blast, website, and other communications. Attend monthly Executive Committee meetings and PTSA meetings. Working knowledge of Roberts Rules and PTSA bylaws.

Vice President – Fundraising: Serve as a supervisor and liaison to the following standing committees: Fall Ribbon Fundraiser, Social Committee, Merchandise, Fun Run, School Photos, Book Fairs, BoxTops, Amazon Smile and Spring Fair. Assist Executive Committee in developing fundraising philosophies, strategies, and communications to the general membership. Research new vendors as well as new fundraising possibilities as needed. Responsible for reporting monthly all fundraising PTSA activities to the Corresponding Secretary so the information can be included in the monthly blast, website, and other communications. Arrange contracts and obtain proper insurance documentation from vendors. Attend monthly EC meetings and PTSA meetings. Working knowledge of Roberts Rules and PTSA bylaws.

Committee Head Positions

Each position is to be held for two years unless otherwise noted.

District Wide Positions

Advocacy: Work towards keeping the membership informed of and involved in educational issues and NYS PTA and National PTA legislative goals. Coordinate advocacy efforts with district by working with BOE advocacy representative and PTSA President. Provide progress reports to membership through updates at meetings, e-blast, postings on website, social media, etc. Assist with additional advocacy efforts as needed, such as hosting informative meetings with elected officials. Reports to the President.

Because We Care/Heard in Rye: Responsible for chairing the parent support network designed primarily for parents of MS/HS students. Arrange for speakers to address the MS/HS parents and/or students on relevant topics. Also responsible for working with the Heard in Rye speaker series which includes attending monthly meetings to help coordinate speakers and distributing information regarding the Heard in Rye Speaker Series to our district parents (draft email blasts, website description – get approval on all). Provide detailed calendar to the VP of Special Projects at the beginning of the school year. Reports to the VP of Special Projects.

Membership: Conduct and coordinate annual PTSA membership drives. Start organizing over the summer, recruit volunteers. Sign up new members during the first days of school, at Principal Conversations, Open Houses, and at PTSA sponsored events. Communicate with all building VP's. Maintain online membership sign-up. Collect and input paper membership forms into MemberHub. Work in conjunction with the Student Directory chairperson. Get approval for flyers/posters and email blasts. This is a two-chair position – two positions open. Reports to the VP of Special Projects.

Merchandise: In charge of working with our external merchandise providers to decide on the styles and types of merchandise offered. Also responsible for placing vendor orders, advertising merchandise sales, organizing and maintaining inventory and submitting invoices to Treasurer. For events where merchandise is sold in person, these chairs are responsible for manning that table and/or finding volunteers to staff it. This is a two-chair position - two positions open. Reports to the VP of Fundraising.

Newcomers / Welcoming: Help families who are new to Rye Neck become part of our school community. Answer new families' questions or concerns and provide guidance when necessary. Schedule social events and get-togethers so new families can meet one another. The goal is to provide a smooth transition for new families. Reports to VP of Special Projects.

Ribbons for Rye Neck Fundraiser: Planning for this must begin in August and continues through completion of the fundraiser in early Fall. Develop email blasts, flyers and banners. Get approval from Principals and Village Manager to hang banners. Send out donation letters to solicit from local businesses. Prepare and maintain spreadsheets as donations are collected. Order and organize ribbons for delivery. Organize and schedule volunteers for day of event. This is a two-chair position - two positions open. Reports to VP of Fundraising.

Rye Neck International Committee: The RNIC seeks to highlight the international nature of the Rye Neck school community and help international parents at Rye Neck to integrate into the larger parent community and to be active participants in their children's education. The committee meets monthly. RNIC has many activities throughout the year such as a potluck dinner, book club, walking club, cooking club and participates in the Spring Fair. Reports to the VP of Special Projects.

Social Committee: Organize social event fundraisers for parents throughout the school year. Solicit and coordinate 'Sign-Up Parties' and online auctions at various social events. Draft and get approval on all email blasts and flyers. This is a two-chair position - two positions open. Reports to the VP of Fundraising.

Social Media: Post and share content from the PTSA and coordinate responses to comments on the PTSA's social media accounts. Update website content/structure as needed to publicize upcoming events/programs. Reports to President and Corresponding Secretary.

Spring Fair: Coordinate the annual district-wide event and fundraiser. Create the theme, organize the event, recruit, and oversee the other volunteers and committee heads. Volunteers are needed to help organize, staff booths, sell refreshments, set up, and/or clean up. Responsible for all contracts and insurance. Get approval on all flyers/posters and email blasts. This is a two-chair position - two positions open. Reports to the VP of Fundraising.

Sprint to School: Plan and organize Fun Run as both a community building and fundraising event. Responsible for obtaining permits from the Village, recruiting volunteers, planning the route and event after the run, registration and waiver documents, t-shirts and all paperwork and insurance required for the event. Reports to the VP of Fundraising.

Student Directory: Arrange for information collection, organization, creation, and distribution of the Student Directory both online and hard copy. The majority of this job is done in July through November. Prepare hard copy of student directory for printing. Work with the Membership Committee Head to determine number of hard copies required. President will obtain data from district. Get approval on all flyers/email blasts. Advanced knowledge of Excel and Word needed or comparable applications. Reports to the President.

Daniel Warren Positions

Book Fair – Daniel Warren: Coordinate the Fall and Spring Book Fairs. Work with the VP of Fundraising and the book supplier regarding book selection and delivery of the books, publicize the Fair (get approval on flyers/posters), oversee the volunteers needed to sell the books and set-up/breakdown the Fair. Draft and get approval on email blasts. This is a two-chair position – 1 position open. Reports to the VP of Fundraising.

Class Parent Coordinator for Daniel Warren and Bellows: Distribute and gather materials at the beginning of the school year asking for class parent volunteers. Work with building VPs and Principals on Class Parent assignments, inform all volunteers of their status as class parents in late September, create master list of class parents, communicate to Head Class Parents throughout year as the need arises. Support and coordinate efforts with Fifth Grade Affairs for the fifth-grade class parents. Get approval on all letters, flyers and email blasts. Reports to the VP of Daniel Warren and the VP of Bellows.

Environment/Recycling – Daniel Warren: Confirm that all rooms have required recycling bins and present recycling information to students. Coordinate We Future Cycle efforts in the school. Coordinate Earth Day activities in April. Coordinate No Idling Day campaign and walk to school week(s). Work with other school Environment/Recycling chairs in the district to coordinate environmental awareness initiatives. Get approval for flyers, posters, and email blasts. Reports to the VP of Daniel Warren.

Garden Club – Daniel Warren: The Garden Club Committee Chair is responsible for recruiting, coordinating, and providing guidance to Garden Club volunteers. Two days a week during lunchtime/recess for three months in the fall and three months in the spring, these volunteers maintain the garden and run activities for students. Also, must organize the "Put the Garden to Bed" and "Wake-Up the Garden" events. Coordinate volunteers over the summer to help with garden maintenance. Efforts are coordinated with DW assigned staff. Get approval for flyers, posters, and email blasts. Reports to the VP of Daniel Warren.

Health & Wellness – Daniel Warren: Promote healthy lifestyle and eating habits and raise awareness of personal wellness and fitness choices through a partnership with teachers, parents, administrators, and health professionals in our community. Coordinate with district health and wellness coordinator and representatives at FEB, MS, and HS to work on district wide health and wellness initiatives. Organize three, one-hour after school playground playdates at Daniel Warren - kindergarten in late August before school starts, Halloween costume exchange in fall and sports equipment exchange in the spring. Get approval on all flyers, posters, and email blasts. Reports to the VP of Daniel Warren.

F. E. Bellows Positions

Book Fair – Bellows: Coordinate the Fall and Spring Book Fairs. Work with the VP of Fundraising and the book supplier regarding book selection and delivery of the books, publicize the Fair (get approval on flyers/posters), oversee the volunteers needed to sell the books and set-up/breakdown the Fair. Draft and get approval on email blasts. This is a two-chair position – 1 position open. Reports to the VP of Fundraising.

Class Parents – Fifth Grade Affairs: Design and handle all aspects of the production of the 5th Grade Yearbook. Assist teaching staff in coordinating special activities and celebrations, as needed. The 5th Grade Affairs team oversees 5th

grade Head Class Parent activities. Get approval on all letters, flyers, and email blasts. Fundraisers need to be approved by the Principal and President. Reports to the VP of Bellows. This is a 1 year, two chair position – 2 positions open.

Class Photos – Bellows: Prepare and get approval on email blasts and flyers with information on photo day and online ordering process. Coordinate volunteers to help with photographers on Photo Day and re-take day. Reports to the VP of Fundraising.

Environment / Recycling – Bellows: Confirm that all rooms have required recycling bins and present recycling information to students. Coordinate We Future Cycle efforts in the school. Coordinate Earth Day activities in April. Coordinate No Idling Day campaign and walk to school week(s). Work with other school Environment/Recycling chairs in the district to coordinate environmental awareness initiatives. Get approval for flyers, posters, and email blasts. Reports to the VP of Bellows.

Health & Wellness – F.E. Bellows: Promote a healthy lifestyle and eating habits and raise awareness of personal wellness and fitness choices through a partnership with teachers, parents, administrators, and health professionals in our community. Plan at least two-family fitness night events. Coordinate with district health and wellness coordinator and representatives at DW, MS and HS to work on district-wide health and wellness initiatives. Get approval for flyers/posters and email blasts. Reports to the VP of Bellows.

Theater Club (DW and Bellows): Work with outside contractor (currently Artistree) to choose the performance for the Club. Organize all aspects of the club including, recruiting participants, organizing the auditions, organizing rehearsal and performance schedules, creating volunteer schedules for rehearsals and performances, and coordinating costume design. Create program for performances, coordinate the necessary custodial staff and organize and oversee concession sales. Work with building principals and building VPs to coordinate necessary space for audition times, rehearsals, and performances including stage set up. Reports to the VP of Special Projects.

Middle School Positions

Class Parents – Sixth Grade Affairs: Assist teaching staff in coordinating special activities and celebrations for the 6th grade students, including Senior Buddy

Day, Ancient Civilization Thanksgiving Feast, Middle School Halloween Spooktacular, Middle School Activity Night, Pi Day and Finals Breakfast. Provide refreshments, organize set-up and recruit volunteers, as needed. Coordinate and work with the Seventh and Eighth Grade Affairs Teams. Get approval on all letters, flyers, and email blasts. Reports to the VP of the Middle School. This is a 1 year, two chair position – 2 positions open.

Class Parents – Seventh Grade Affairs: Organize and run age-appropriate events for Middle School students including the Middle School Halloween Spooktacular in October and the Middle School Activity Night in January (in conjunction with the Rye YMCA.) Coordinate and work with the Sixth and Eighth Grade Affairs Teams. Get approval on all letters, flyers, and email blasts. Reports to the VP of the Middle School. This is a 1 year, two chair position – 2 positions open.

Class Parents – Eighth Grade Affairs: Organize and run age-appropriate events for Middle School students including the Halloween Spooktacular in October, Middle School Night Out in January (in conjunction with the Rye YMCA) and the Eighth Grade Dance. Coordinate and work with the Sixth and Seventh Grade Affairs Teams. Get approval on all letters, flyers, and email blasts. Reports to the VP of the Middle School. This is a 1 year, two chair position – 2 positions open.

Class Photos – Middle School: Prepare and get approval on email blasts and flyers with information on photo day and online ordering process. Coordinate volunteers to help with photographers on Photo Day and re-take day. Reports to the VP of Fundraising.

Health & Wellness – MS: Promote health and wellness in partnership with teachers, parents, administrators and health and counseling professionals in our school. Collaborate with the principal, Athletic Director, and counseling department to disseminate wellness information to students (such as homeroom announcements or guest speakers) as they relate to the developmental needs of middle school students. This encompasses both physical and mental wellness. Get approval for flyers and email blasts. Coordinate with the MS Health & Wellness chair. Reports to the VP of MS.

High School Positions

High School Spirit / Senior Send-Off: Promote school spirit in the High School by creating fun events for the students to come together. Creative thinking a

must. Assist in coordinating the Senior Send-Off luncheon and Senior Love Letter Project. Get approval for flyers and email blasts. This is a 1 year, two chair positions - 2 positions open. Reports to the VP of the High School.

STEAM (Science, Technology, Engineering, Arts, & Math) – Middle/High School: Recommend educational enrichment and cultural arts programs to the grade level team leaders. Coordinate all aspects of booking performances / events including obtaining contracts and proper insurances. Obtain teacher evaluations of performances. Work in conjunction with the other STEAM chairs to coordinate district wide programs. Get approval for flyers and email blasts. Reports to the VPs of the Middle and High School. This is a two-chair position - 1 position open.