

PTSA Job Descriptions

Open Positions

2025-2026

Executive Committee / Board Positions

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

President: Lead the largest of the Rye Neck Parent groups.

- Liaise between PTSA, membership, Executive Committee (EC), and the school administration
- Direct the affairs of the Rye Neck PTSA in cooperation with other members of the EC and Executive Board (EB).
- Run and organize monthly meetings as well as the required EB and General Membership meetings throughout the year.
- Directly supervise the EC as well as the Advocacy, Class Parent Coordinator, and Student Directory Committee Heads.
- Represent the PTSA in various meetings, including monthly Board of Ed meetings and meetings with the District Superintendent.
- Communicate and coordinate efforts with other organizations (e.g., Booster Club, Rye Neck School Foundation, and Alumni Association).
- Write PTSA section of the Value Ed publication.
- Gatekeeper of all PTSA emails, web postings and communications via various media.
- Working knowledge of PTSA bylaws and Robert's Rules.

Vice President – Daniel Warren: Provides leadership and oversight for key school programs and serves as a liaison between the PTSA, school administration, and committee chairs. Responsibilities include:

- Supervising and supporting the committee heads for DW STEAM, Health & Wellness, Environmental, Garden Club, and Book Fair Activity Night.
- Ensuring timely submission of district paperwork, insurance documents, email blasts, and social media requests, and reviewing them before submission to the PTSA President.
- Representing the PTSA at school functions, including Back to School Playdates, Principal's Conversations, and presenting at the Open House.
- Serving on the Principal's Advisory Committee and attending quarterly meetings (daytime meetings)

- Meeting regularly with the Principal to discuss PTSA initiatives and acting as a liaison between the Principal and committee heads.
- Attending monthly Executive Committee meetings and reporting updates at PTSA meetings. (daytime and evening meetings)
- Communicating all Daniel Warren PTSA activities to the Corresponding Secretary for inclusion in newsletters, social media, and other PTSA communications.
- Maintaining a working knowledge of Robert's Rules of Order and PTSA bylaws.

Vice President - Special Education Action Committee (SEAC): Head up advocacy and support for diverse learners in our district, including those with 504s and IEPs, but not limited to students receiving special needs services.

- Plan and oversee SEAC presentations that aim to support parents in a variety of social, emotional, behavioral, and academic situations.
- Meet periodically with the Director of Pupil Personnel, and work alongside four SEAC building reps (one for each school) in an advocacy / support role for students and parents.
- Attend monthly EC and PTSA meetings.
- Responsible for helping distribute information about the Heard in Rye speaker series through drafting email blasts.

Vice President – Special Projects: Oversee activities run by the Rye Neck International Committee, After-School Clubs, Elementary School Theatre Club, Author Visits, and Membership Committee Heads.

- Run and Organize the Back to School Baskets for teachers and staff, spearhead holiday cookie platters, and organize the Teacher Appreciation Luncheon.
- Attend monthly EC meetings and PTSA meetings
- Ensure Committee Heads submit district paperwork, insurance documents, and email / social media blast requests in a timely manner.
- Assist Executive Committee with special projects as necessary.
- Responsible for communicating Special Project updates to the Corresponding Secretary and Social Media Chair so the information can be shared with the district.
- Working knowledge of Roberts Rules and PTSA bylaws.

Corresponding Secretary: collaboration/coordination with President and Vice Presidents for producing and disseminating PTSA communications through email to members.

- Oversee and work with the Social Media Committee Head to make sure approved emails are shared on and posted to Social Media outlets and the PTSA website.

- Draft and send out monthly and weekly emails listing the upcoming PTSA events.
- Maintain electronic files of all PTSA communications. Record and type the minutes of all meetings in the absence of the Recording Secretary. Attend monthly EC meetings and PTSA meetings.
- Working knowledge of PTSA bylaws.

Committee Head Positions

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

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.

This position reports to the President.

Author Visits: Work with pre-approved budget to arrange for appropriate authors to visit Daniel Warren, F.E. Bellows, Rye Neck Middle School and Rye Neck High School

- Communicate with school librarians and building VPs to coordinate events
- Responsible for obtaining and submitting a contract and proper paperwork.
- Coordinate day-of onsite or virtual logistics with the author and school
- Attend visits and assist day of as needed

This position reports to the VP of Special Projects.

Book Fair Activity Night – Daniel Warren: Plans and executes a themed activity night for the Daniel Warren book fairs in both the fall and spring.

Responsibilities include:

- Developing a creative and engaging theme for each book fair night
- Coordinating logistics and event details with administration
- Creating flyers, posters, and email blasts, obtaining necessary approvals before distribution.
- Submitting email blasts to the VP of Daniel Warren and the Corresponding Secretary for communication.

This position reports to the VP of Daniel Warren.

Book Fair – Daniel Warren: Coordinate the Fall and Spring Book Fairs

- Work with book supplier on book/item selection
- Manage delivery, set-up, and breakdown
- Publicize event & confirm class visit schedule
- Recruit & oversee volunteers
- Draft & get approval for email blasts

Two-chair position, reports to VP of Fundraising

Book Fair – Bellows: Coordinate the Fall and Spring Book Fairs

- Work with book supplier on book/item selection
- Manage delivery, set-up, and breakdown
- Publicize event & confirm class visit schedule
- Recruit & oversee volunteers
- Draft & get approval for email blasts

Two-chair position, reports to VP of Fundraising

Class Parent Coordinator for Daniel Warren and Bellows: Work with building VPs and Principals on Class Parent assignments.

- Organize materials at the beginning of the school year asking for class parent volunteers (head class parents, event coordinators and grade level leaders).
- Create a master list of class parents.
- In late September, inform all volunteers of their status as class parents.
- Communicate with Head Class Parents throughout the year.
- Update the Class Parent Guidelines in September to incorporate all guidance provided by DW and FEB Principals.
- Hold a meeting in early October with all Class Parents to go over Class Parent Guidelines. Get approval on all letters, flyers and email blasts.

This position reports to the President.

Class Parents – Fifth Grade Affairs: Oversees the 5th Grade Class Parents and plans end of year events and yearbook for the 5th Grade.

- Design and handle all aspects of the production of the 5th Grade Yearbook.
- Assist teaching staff in coordinating special activities and celebrations, as needed.
- Oversee 5th grade Head Class Parent activities.

- Get PTSA 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 Parents – Sixth Grade Affairs: Assist teaching staff in coordinating special activities and celebrations for the 6th grade students, including Back to School Snacks, 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.

This position 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 Back to School Snacks, the Middle School Spooktacular and the Middle School Activity Night.

- Coordinate and work with the Sixth and Eighth Grade Affairs Teams.
- Get approval on all letters, flyers, and email blasts.

This position 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 Back to School Snacks, 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.

This position reports to the VP of the Middle School. This is a 1 year, two chair position – 2 positions open.

Class Photos – Bellows: PTSA contact for photo & re-take day

- Coordinate schedule with photographers
- Recruit volunteers to assist with photos for both days
- Prepare & get approval on email blasts & flyers
- Provide online ordering information to school

This position reports to the VP of fundraising.

Clubs Coordinator– Daniel Warren and Bellows: The after-school club coordinator will be responsible for working with the outside vendor (currently Your After School) to set up after school club programs at DW and FEB.

- Act as a liaison between building principals and the vendor to designate room assignments.
- Responsible for completing and submitting PTSA Building Use Forms.
- Draft email blasts regarding registration as well as copy and distribute the registration flyers provided by the vendor.
- The vendor submits all other paperwork, including insurance and fingerprinting. The vendor will also manage the registration process & payment collection. They will provide class rosters & emergency contact info to instructors at the start of each session, as well as a dedicated person on site at each school as clubs are running.

This position reports to the VP of Special Projects.

Environment / Recycling – Daniel Warren: Plays a key role in promoting sustainability initiatives at Daniel Warren. Responsibilities include:

- Managing the Lunchtime Composting volunteers including creating the signup genius and ensuring coverage
- Organizing all drives including coordinating with the receiving charity, collecting donations, and arranging deliveries.
 - Winter Coat Drive
 - February Sneaker Drive
 - February/March Book Drive
 - June Crayon Drive
- Leading the Walk to School Week(s) to encourage eco-friendly transportation. (Fall and Spring)
- Collaborating with other environment and recycling coordinators across the district to implement environmental awareness programs.
- Securing approval for flyers, posters, and email communications related to sustainability initiatives.

This position reports to the VP of Daniel Warren.

Environment / Recycling – Bellows: Plays a key role in promoting sustainability initiatives at Bellows. Responsibilities include:

- Plan “Chalk-the-Walk” event before school starts to show safe walking routes to school as well as build excitement for opening day.
- Organizing all drives including coordinating with the receiving charity, collecting donations, and arranging deliveries.
 - Fall/Winter Coat Drive
 - February Sneaker Drive

- Leading the Walk to School Week(s) to encourage eco-friendly transportation. (Fall and Spring)
- Collaborating with other environment and recycling coordinators across the district to implement environmental awareness programs.
- Securing approval for flyers, posters, and email communications related to sustainability initiatives.

This position reports to the VP of Bellows.

Health & Wellness – Daniel Warren: Promotes healthy lifestyle choices and fosters awareness of personal wellness within the school community. Responsibilities include:

- Partnering with teachers, parents, administrators, and local health professionals to support wellness initiatives.
- Collaborating with the health and wellness coordinators from FEB, MS, and HS to implement district-wide health and wellness programs including Walk To School Weeks (spring and fall).
- Organizing and attending at least two after-school playground playdates at Daniel Warren:
 - Kindergarten playdate in late August before school starts.
 - Halloween costume exchange in the fall.
- Managing and attending the Family Fitness Night event in the spring
- Securing approval for all flyers, posters, and email communications.

This position reports to the VP of Daniel Warren.

Health & Wellness – F.E. Bellows: Promotes healthy lifestyle choices and fosters awareness of personal wellness within the school community. Responsibilities include:

- Partnering with teachers, parents, administrators, and local health professionals to support mental and physical wellness initiatives.
- Collaborating with the health and wellness coordinators from DW, MS, and HS to implement district-wide health and wellness programs including Walk To School Weeks (fall and spring).
- Organizing and attending Family Kickball nights with the YMCA (fall and spring)
- Organizing a fall Halloween candy drive and arranging delivery of candy to Rye Smiles
- Securing approval for all flyers, posters, and email communications.

This position reports to the VP of Bellows.

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 HS Health & Wellness chair.

This position reports to the VP of MS.

Health & Wellness – HS:

- Promote health & wellness (physical and mental) through educational enrichment events, speakers and/or performance in partnership with teachers, parents, students, administrators, and health professionals.
- Collaborate with the principal, Athletic Director, and counseling to share wellness info.
- Book guest speakers to cover high school topics at school
- Get approval for flyers, posters, and email blasts.
- Coordinate with MS Health & Wellness chair.

Report to the VP of HS.

High School Spirit / Senior Send-Off: Promote school spirit in the High School.

- Creating fun events for the students to come together.
- Assist in coordinating the Senior Send-Off luncheon and collaborate with the Senior Love Letter Project volunteer.
- Get approval for flyers and email blasts.

This is a 1 year, two chair position - 2 positions open. Reports to the VP of the High School.

Merchandise:

- Work with external vendors on merchandise selection
- Place orders & submit invoices to Treasurer
- Advertise, sell, & manage inventory
- Recruit volunteers for sales at various school and PTSA events

Two-chair position, reports to VP of Fundraising

Ribbons for Rye Neck Fundraiser: Manage this annual fundraiser from August - October

- Create email blasts, flyers, & banners
- Send & collect donation requests from local businesses
- Track donations in spreadsheets
- Organize & schedule volunteers for ribbon distribution

Two-chair position, 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.

School Supplies – Daniel Warren:

- Gather & price K-2 supply lists with vendor during prior school year
- Distribute order forms to school to backpack home
- Arrange volunteers for late-August supply distribution to classrooms
- Get approval for flyers & email blasts

Reports to VP of Fundraising

School Supplies – Bellows:

- Gather & price 3-5 supply lists with vendor during prior school year
- Distribute order forms to school to backpack home
- Arrange volunteers for late-August supply distribution to classrooms
- Get approval for flyers & email blasts

Reports to VP of Fundraising

School Supplies – MS:

- Gather supply lists from each grade-level team leader (grades 6-8) and price the supplies with the supply company
- Distribute the order form parents
- Arrange volunteers for late-August supply distribution at school during the district-organized Bagels & Locks Event
- Confirm that the next school year contract is negotiated by January

- Get approval on all flyers/posters and email blasts.

Reports to the VP of Fundraising.

Social Media Committee Head: Create and share PTSA content throughout the week and respond to comments on the posts as needed.

- Update website content as needed to publicize upcoming events/programs.

Reports to the President and the Corresponding Secretary.

Panther Party / Spring Fun Run:

- Coordinate Panther Party & Fun Run (held in late April/early May)
- Solicit sponsors & raffle donations
- Organize activities, games, food trucks, & merchandise sales
- Recruit & oversee volunteers
- Handle vendor contracts, insurance, & permits
- Manage Fun Run registration & paperwork
- Get approval for flyers & email blasts

Two-chair position, reports to VP of Fundraising

STEAM (Science, Technology, Engineering, Arts, & Math) – Daniel Warren

Enhances students' learning experiences by integrating Science, Technology, Engineering, Arts, and Math through engaging programs and events. Responsibilities include:

- Recommending educational enrichment and cultural arts programs to grade-level team leaders.
- Coordinating all aspects of booking performances and events, including securing contracts and proper insurance. Attend events to ensure they run smoothly.
- Collecting teacher evaluations to assess program effectiveness.
- Collaborating with other STEAM chairs to develop and implement district-wide initiatives.
- Securing approval for flyers, posters, and email communications.

This position reports to the VP of Daniel Warren.

STEAM (Science, Technology, Engineering, Arts, & Math) – F.E. Bellows:

Enhances students' learning experiences by integrating Science, Technology, Engineering, Arts, and Math through engaging programs and events. Responsibilities include:

- Recommending educational enrichment and cultural arts programs to grade-level team leaders.
- Coordinating all aspects of booking performances and events, including securing contracts and proper insurance. Attend events to ensure they run smoothly.
- Collecting teacher evaluations of events to assess program effectiveness.
- Collaborating with other STEAM chairs to develop and implement district-wide initiatives.
- Securing approval for flyers, posters, and email communications.

This position reports to the VP of Bellows.

STEAM (Science, Technology, Engineering, Arts, & Math) – Middle/High School: Provide independent ideas/options for educational enrichment and cultural arts programs.

- Coordinate all aspects of booking performances / events including obtaining budget, 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.

Position reports to the VPs of the Middle and High School. This is a two-chair position.

Theater Club (DW and Bellows): Work with outside contractor (currently Artistree) to choose the performance for the Club, and organize all aspects of the club. Responsibilities include:

- Recruiting participants, organizing the auditions, working with contractor to plan rehearsal and performance schedules
- Creating volunteer schedules for rehearsals and performances, and communicating information to parents.
- Create a 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.

This position reports to the VP of Special Projects.