

BOARD OF DIRECTORS AND COMMITTEE CHAIR JOB DESCRIPTIONS



President – Facilitate meetings, herd cats and dogs, work with teachers and parents – basically, a fairy godmother or godfather... you can help make dreams come true!

Secretary – Take meeting notes, keep President in line and out of trouble – you are the one in the know! Write the minutes for board and general meeting and send meeting reminders to the board.

Treasurer – Oversee collection and depositing of proceeds from products and events, balance checkbook Provide financial reports at each board and general meeting. Basically, the person everyone wants to be friends with. Working knowledge of Quick Books or Excel is required; knowledge of both is helpful.

Chair, Buildings & Grounds

Assess (with Mary Lin leadership) needs for playground, habitat, plant beds, memorials and overall grounds. Organize grounds workdays and plant installations.

Chair, Communications

Oversee committee of 4-5 volunteers to proactively provide direction and supervision of online, e-mail and print communications, and act as a resource to board members and committee chairs for events and projects. Specific ongoing duties of committee include:

- **Bulletin Board/Electronic Sign** – Each week, volunteers make sure calendar on bulletin board is updated and key events entered into electronic sign.
- **Website** – Maintain website and online calendar.
- **Rocket Blast** – Volunteer edits submissions and include upcoming calendar events.
- **Community PR** – Volunteer writes and distributes school news to local newsletters and media

Chair, Education

Oversee distribution of small PTA lump-sum “grants” to teachers in Fall and Spring. Work with lead teachers at each grade level to select and schedule in-school field trips and visiting artists. Recruit and provide support to project leaders for the following educational clubs, programs and events:

- **Science Night** – Project Leader works with teachers, science experts and volunteer parents to bring science to our school. (November)
- **Chess Club** - Volunteer parents teach students chess strategy once a week. (On-going)
- **Math Superstars** – Volunteer parents teach students and enhance math skills. (On-going)
- **Career Day** – Organized by staff. Help recruit volunteers to share work experiences. (April/May)
- **Field Day** - Organized by staff. Help recruit volunteers to help with field day games. (May) Helpful skills: Strong organization and communications skills. Enjoy working with teachers and staff. Education background.

Chair(s), Fundraising

Seeking TWO co-chairs for this committee who will divide up the duties below. Recruit and support project leaders for fundraising projects such as the following.

- **“Signature Event” Parent Party & Auction** – This year it’s the Mardi Gras Party. Support co-chairs who oversee planning and implementation of event, held in March
- **Directory/School Partnerships** – Support volunteer team for data collection and entry as well as ad sales (Summer-Sept).
- **School Supply Sale** –Support one coordinator (Spring & back-to-school day). Perfect job for a working parent who wants to be involved.
- **Fall Gift Sale/Innisbrook** – Support two volunteers who promote this annual sale and organize collection of orders and distribution of purchases (Sept-Nov)

- **Scholastic Book Fair** – Support event chair in organizing volunteers for this full-week sale, which is open to students and families (early Feb)
- **Spirit Wear & Magnets** – Support volunteers to sell at Open House, events and online (on-going)
- **Box Tops for Education** – Support one volunteer coordinator who handles two collection periods each year.
- **Dine-outs/Retail Nights**—Local businesses donate a % of sales to Mary Lin on selected nights. Support volunteers to help contact restaurants, promote event, and attend! Also includes Barnes & Noble Book Fairs, where applicable (Nov/Feb).
- **Yearbook**- Support volunteers to assemble, upload photos, promote and sell, and distribute our annual compilation of the year (ongoing).

Chair, Health and Safety

Recruit and support teams of volunteers, teachers and staff to improve and promote health, safety and wellness in life and at school, including overseeing and implementing the following:

- **Crossing Guards** – Help recruit and support our volunteer crossing guards and thank them by celebrating Crossing Guard Appreciation Day!
- **School Garden & Wellness** –Support volunteers and teachers to work with students in the garden using GPS based curriculum to enhance learning in a hands-on approach. Assist with garden nutrition initiatives.
- **Walk to School Events & Bicycle Rodeo**
- **Recycling and “Green” initiatives**

Chair, Legislation

Inform Board and school community about important state legislation affecting children. Promote and attend events like **PTA Day at the Capital**.

Chair, Membership

Actively promote PTA membership at Open House and other events early in the school year. Responsible for providing membership forms, maintaining a member database and distributing membership cards (available at PTA Convention over the summer).

Chair(s), Parent Involvement

Seeking TWO co-chairs for this committee who will divide up the duties below. Help build social relationships among our families and between teachers and families, by recruit and supporting project leaders for the following.

- **Room Parents** – Support network of one or two parents per classroom to support the classroom teacher and promote and involve families with school and PTA events.
- **Family Events** – Support volunteers organize selected family events, including—Daughter’s Dance (small-Tall Ball), Mother-Son Events, Movie Night(s), Talent Show, and Family Fun Feast(s).
- **Kindergarten Tours** – Support volunteers who organize tours to meet with Principal and Kindergarten teachers. Create tour schedules; organize a Kindergarten Roundup (Spring).
- **Teacher Appreciation** – Support volunteers who provide a delicious spread to show thanks to our excellent school staff (held in April or May).
- **Operation Care Basket** – Support PTA volunteers who provide food baskets and other essentials to Mary Lin families in need at holiday time. (Nov)