

PTA Chair Responsibilities

Box Tops

Coordinate Box top drives (Twice a year)

Collect, count and send in box tops

Donor's Choose Advocate - donorschoose.org

Help teachers sign up

Fall Festival

Plan event

Coordinate sign ups

Finance

Review checks and balances 2x's a year

Work with Treasurer to create budget

Fundraising

Coordinate Restaurant Spirit Nights

Garden Chair

Plan beautification dates

Coordinate gardening schedule

Membership Committee

Be available at events to answer questions about PTA

Help new families sign up

Rocket Run

Plan event

Create communication

Social Media

Update Instagram & Facebook

Spirit Wear

Coordinate spirit wear design / work with spirit wear company

Create order form/sales flyer

Work with treasurer to place order

Coordinate spirit wear delivery

Teacher Appreciation Week - 1st week of May

Plan events and coordinate sign ups

Volunteer Coordinator Responsibilities:

Identify volunteers through PTA forms

Call or email people that have expressed interest

Compile a list on excel

Seek volunteers in car pool, PTA meetings, events, etc

Call local schools with students that need community hours (East Meck)

Be the voice of Oakhurst Steam Academy

Website

Have website knowledge

Update website