

# ARMSTRONG ELEMENTARY'S PTA POSITIONS

## EXECUTIVE PTA BOARD POSITIONS:

**President:** Preside at all meetings of the Executive Board and the General PTA, oversee Executive Committee, appoint committee chairmen not provided for in the bylaws, provide support in the event an office is vacated for any reason, Chair of Armstrong Gift Committee, represent and support all Armstrong events, HPISD School Board meetings, District PTA President luncheons and all other district-related events. Serve as a campus liaison for City of University Park and City of Highland Park as needed. Serve as Past President in 2019-2020.

**President-Elect:** Assist 2018-2019 PTA President, attend monthly Executive Committee meetings, attend monthly District PTA President luncheons with the Superintendent, and serve as PTA President in 2019-2020.

**Past President:** Attend monthly Executive Committee meetings.

**Vice President Communications:** Provide support and guide PTA positions that promote and communicate about Armstrong including Yearbook, Directory, Back to School Sign Up "BSSU", Bulletin Board Displays, Art Displays, and Joys and Concerns. Provide support to the Recording Secretary. Attend monthly Executive Committee meetings. Assist with all communication between PTA and parents.

**Vice President Development:** Provide support and guide PTA positions that coordinate all Fundraisers including Auction, Family Giving, Carnival, Armstrong Reads, Armstrong Dines Out and Mad for Plaid. Attend monthly Executive Committee meetings.

**Vice President Faculty:** Provide support and guide PTA positions that focus on teachers, Class Coordinators, Teacher Workroom, TAG Representative, the Garden, Room Parents and Outreach projects. Attend monthly Executive Committee meetings.

**Vice President Special Events:** Provide support and guide PTA positions that coordinate Special Events including Bike Rodeo, Field Day, Eagle's Nest, GrandFriends' Day, New Families, One School One Book, Founder's Day Picnic, Spring Open House, Invention Convention, Science Fair and Library. Attend monthly Executive Committee meetings.

**Treasurer:** Handle the General Funds of the PTA thereby keeping full and accurate account of all receipts and disbursements as well as preparing and delivering monthly reports to the Executive Committee and annual reports and ledgers to the CPA. Prepare and distribute all disbursements. Prepare and monitor an annual budget with officers. Ensure tax letters for BSSU, Family Giving, Carnival, Armstrong Reads and Auction are prepared and sent by their respective committees. Collect receipts, write checks, maintain accounting books and work with event treasurers. Attend monthly Executive Committee meetings.

**Treasurer-Elect:** Make deposits, oversee Eagle Store operations and serve as Treasurer in 2019-2020. Attend monthly Executive Committee meetings.

**Recording Secretary:** Take attendance and minutes at all PTA and Executive Committee meetings, upload minutes to the PTA dropbox and distribute at the next Executive Committee meeting.

## ARMSTRONG FUNDRAISING CHAIRMAN POSITIONS:

**Auction Co-Chairman (4):** Oversee Auction team and all operations pertaining to the Armstrong Auction.

Live Auction Co-Chairman (2)	Social Media/PR
Online Auction Co-Chairman (2)	Eagle Parties Chair
Silent Auction Co-Chairman (2)	Family Parties Chair
Underwriting (2)	Scots Experiences Chair
Auction Treasurer (1)	Teacher Gift of Time
Class Contest Co-Chairman (2)	
Preview Party Co-Chairman (2)	

**Armstrong Dines Out Chairman:** Plan, coordinate and organize Armstrong Dines Out.

**Armstrong Reads Co-Chairman (2):** Draft and distribute Armstrong Reads brochure to the students and collect money raised.

**Carnival Co-Chairman (2):** Assemble and lead Carnival Committee, plan and execute the fundraising event.

**Eagle Store/Spirit Co-Chairman (2):** Purchase, promote and sell school spirit items and coordinate Eagle Store operations.

**Eagle Store Treasurer:** Handle Eagle Store accounting and prepare Eagle Store deposits.

**Family Giving Co-Chairman (2):** Work with VP Development & President on Family Giving Campaign which is the annual fundraising initiative during Back to School Sign Up “BSSU” and the first month of school. Draft and distribute Family Giving brochure to all Armstrong families in August.

## DISTRICT-WIDE POSITIONS:

**Advisory Board for the Moody Innovations Institute:** Serve on Advisory Board and attend meetings for the Moody Innovations Institute.

**FLES:** School representative for the Foreign Language Elementary Program.

**HPISD Parent Education Committee “PEC” Chairman:** Work with administration and counselor to promote campus & district workshops. Serve as Red Ribbon Coordinator by organizing and leading Red Ribbon Week.

**HPISD Parent Education Committee “PEC” Chairman-Elect:** Work with administration and counselor to promote campus and district workshops. Serve as Red Ribbon Coordinator by organizing and leading red ribbon week with the PEC Representative.

**Mad for Plaid Representative:** Work with Mad for Plaid Committee to communicate information to PTA members & Armstrong parents about the Education Foundation’s fundraiser.

## ARMSTRONG COMMITTEE CHAIRMAN POSITIONS:

**Art Coordinator:** Organize and lead committee to work with Art teacher to display student artwork around the school and assist Art teacher during the Art Show.

**Back to School Sign Up “BSSU” Chairman:** Assist BSSU online registration process by serving as a liaison between Armstrong and HPISD, communicate specific PTA information to District in advance of BSSU, distribute BSSU reports to PTA Chairperson(s) after BSSU, attend District BSSU meetings and work as needed during the week(s) of BSSU.

**Back to School Sign Up Chairman-Elect:** Assist the BSSU Chair for 2018-2019. BSSU Chair in 2019-2020. Attend BSSU meetings and work as needed during the week(s) of BSSU. Handle late BSSU registration.

**Bike Rodeo Co-Chairman (2):** Plan and organize the Bike Rodeo and Safety Week in October.

**Book Fair Co-Chairman (2):** Organize Book Fair by assisting the Librarian, assist with setup and take down, and recruit volunteers to cashier throughout the week of the Book Fair.

**Bulletin Board Chairman:** Design, install and maintain school’s bulletin boards at the main entrance.

**Cafeteria Cashier/Server Co-Chairman (2):** Schedule and coordinate cafeteria volunteers to serve as cashiers and servers. Coordinate volunteers for the first 10 days of school to assist with Kindergarten and 1<sup>st</sup> grade lunch.

**Cafeteria Treasurer:** Work with Cafeteria Chairman and Cafeteria Manager. Manage the school Cafeteria finances including all funds derived from the operation, delivery of annual financial information to CPA, give input to HPISD at annual Cafeteria Employee Review and review monthly financial statements for the Cafeteria.

**Cafeteria Treasurer-Elect:** Assist Cafeteria Treasurer in 2018-2019. Serve as Cafeteria Treasurer in 2019-2020.

**Class Coordinator Chairman:** Assist and guide class coordinators throughout the year to promote grade level parent social events and other grade level parties.

**Class Coordinator (10):** 1 boy parent and 1 girl parent from each grade level to coordinate parent social events (Fall, Holiday and Spring) and other grade level parties.

**Crossing Guard Appreciation:** Coordinate appreciation and gifts to the all crossing guards.

**Directory Chairman:** Responsible for the overall publication and distribution of the school directory.

**Directory Chairman-Elect:** Assist Directory Chairman in 2018-2019. Serve as Directory Chairman in 2019-2020.

**Directory Sponsorship Sales Chairman:** Solicit and secure sponsors/ads for the Directory.

**Fall Curriculum Night Co-Chairman (2):** Organize and implement the Fall Curriculum Night.

**Field Day Co-Chairman (2):** Plan and organize Field Day on the last day of school.

**Find Your Place in the Eagle’s Nest Co-Chairman (2):** Organize Find Your Place in the Eagle’s Nest for meet the teacher night prior to the first day of school.

**Founder’s Day Co-Chairman (2):** Coordinate the annual Founder’s Day family picnic in the Fall.

**Garden Co-Chairman (3):** Manage the Armstrong Garden. Work with teachers and master gardeners to coordinate plantings with classes. Plant and maintain planters and beds at school entrances.

**Garden Volunteer Coordinator:** Create a schedule and coordinate volunteers to work shifts during Garden class time.

**Garden Fundraiser Chairman:** Plan fundraisers benefitting the Garden throughout the school year.

**GrandFriends' Day Co-Chairman (2):** Coordinate GrandFriends' Day in the Spring.

**Invention Convention Co-Chairman (2):** Coordinate Invention Convention in the Fall and work with the Science teacher.

**Joys and Concerns Chairman:** Responsible for contacting parents or faculty who are going through a major life event, including writing notes and/or sending a gift.

**Linda Somerville Scholarship Representative:** Acknowledge donations, interface with Somerville family to collect teacher requests for scholarships.

**Lost and Found Coordinator:** Manage lost and found items for retrieval. Coordinate donation pick up at holidays and end of school year.

**New Families Co-Chairman (2):** Plan New Families Welcome Coffee the week after school starts and provide information on Armstrong to new 1<sup>st</sup>-4<sup>th</sup> grade families during the school year.

**Nutrition Month Co-Chairman (2):** Plan and coordinate Nutrition Week with the Cafeteria Manager in the Spring.

**One School One Book Co-Chairman (2):** Organize books to distribute to students, plan special events or activities, work with Bulletin Boards Chair to display OSOB and coordinate with the Librarian.

**Outreach Chairman (4):** Organize Outreach projects during the Fall and Spring. Coordinate volunteer help through the Class Outreach Coordinators.

**Publicity Chairman:** Take pictures during school events and maintain Armstrong PTA Facebook page. Submit school events/news weekly to the District for the District e-blast. Submit school events/news to newspapers as necessary and save press clippings.

**Rewards Program Chairman:** Coordinate collection of Box Tops.

**Room Parent Chairman (2):** Assign room parents to classrooms, hold organizational meeting in early September with the chosen room parents, and forward room parent email communications as necessary.

**Room Parent Treasurer:** Manage budget for each class/room parents and collect expense reimbursement forms.

**Safety/Carpool Liaison:** Plan safety program, recruit volunteers to assist in the afternoon with traffic control and safety.

**School Supplies Chairman:** Work with Principal and PTA President to determine appropriate school supplies order and cost. Responsible for distributing supplies during the summer to teachers.

**School Supplies Chairman-Elect:** Assist School Supplies Chairman in stocking student and teacher supplies. Responsible for distributing supplies in the summer to teachers.

**Science Fair Co-Chairman (2):** Coordinate Science Fair for 3rd and 4th graders in February.

**Spring Open House Co-Chairman (2):** Plan and coordinate the Spring Open House.

**Teacher Appreciation Luncheons/Gifts Co-Chairman (4):** Plan a monthly lunch or gift for all teachers and staff. Plan “Back to School” Teacher Luncheon prior to school beginning. Plan and coordinate Teacher Appreciation Week.

**Teacher Workroom Chairman:** Organize volunteers to staff Teacher Workroom, maintain supplies, and order supplies when needed.

**Teacher Workroom Chairman-Elect:** Assist Teacher Workroom Chairman in 2018-2019. Serve as Teacher Workroom Chairman in 2019-2020.

**Veteran’s Day Chairman:** Coordinate and implement programming related to honoring our veterans.

**Volunteer Website Chairman:** Responsible for inputting data and updating the Volunteer Website in a timely manner regarding volunteer opportunities for parents, teachers/classes, Teacher Workroom, special school events and the Cafeteria.

**Volunteer Website-Elect:** Assist the Volunteer Website Chairman with inputting data and updating the Volunteer Website. Serve as Volunteer Website Chairman in 2019-2020.

**Website Chairman:** Responsible for updating the Armstrong website accordingly.

**Yearbook Co-Chairman (2):** Responsible for design, publication, and distribution of the Yearbook.