

BE A TRMS PTA COMMITTEE CHAIR FOR THE 2021-2022 SCHOOL YEAR!

AVAILABLE POSITIONS INCLUDE:

CHAIR OF COMMUNICATIONS

- Able to perform 100% virtually, with an average 30 minutes per day commitment
- Posts and update all digital content to various PTA social media sites including Facebook, PTA Website, and Twitter
- Able to use PTA photo collage and flyer software
- Able to write weekly newsletter (which is only sent when we have content)
- Handle PTA correspondence as directed by the President
- Manage electronic communications administration, i.e. web hosting information, domain name information, social media usernames, logins and passwords, and webmaster contact information
- Maintain and update calendar of events and contact information for PTA officers and chairpersons

CHAIR OF HOSPITALITY

- Act as official host of a PTA in creating welcoming atmosphere at meetings and events
- Work with committee and other chairman to organize and set up refreshments, food, decorations, registration, and greeters for PTA meetings and events
- Maintain hospitality supplies and equipment and an updated inventory for them
- Monitor authorized budget
- Reports on hospitality plans at board meetings for forthcoming PTA events

CHAIR OF VOLUNTEERS

- Work with the PTA President, Principal, and teachers to coordinate volunteer assignments at the school to support student success
- Collaborate with other PTA board members, teachers and administrators to assess and identify how parents/guardians and community members can get more involved at school as volunteers
- Oversee volunteer recruitment, training, and assignments
- Promote PTA goals, membership, and activities as a PTA committee chairman or officer

CHAIR OF REFLECTIONS

- Become familiar with the Reflections materials on the National PTA website at pta.org
- Develop a Reflections Program planning calendar using council and district PTA due dates; identify key steps to meet the calendar due dates (Fall Semester)
- Encourage student and school support and participation
- Distribute current entry forms and rules available for distribution
- Make sure the VP of Communications publicizes the Reflections Program, theme and due dates in the school or PTA newsletter
- Select impartial, qualified judges, inform judges of the criteria to be used in evaluating/judging Reflections Program entries, and formally accept the judges' selections of winning entries