Committee Director’s must:

* Attend monthly board meetings. Meetings are typically held on the second Monday of each month 9:30-11:00am (exceptions occur to accommodate school breaks & holidays).
* Fill any unfilled Chair positions at start of school year. At end of school year, fill Chair positions for the following year.
* Act as a liaison between committee Chair(s) and the Board. This means maintaining open communication with Chair(s), collecting committee reports and relaying questions or concerns to other Board members when issues arise.
* Contact your Chair(s) with the budget, expectations, volunteer names, event date, etc. 8-10 weeks before the event.
* Provide Chair(s) with procedure binders, timeline and expectations. You will be responsible for instructing Chairs on procedures for uploading and updating documents on OneDrive after each event.
* Make sure that Chair(s) understand their budget and how it is to be spent and reimbursed. Instructions for handling check and cash payments as well as PTA cash box should be provided to each Chair.
* Make sure that Chair(s) are aware of all the ways they can advertise their event: posters, announcements, E-Splash, PTA Website and PeachJar. You are responsible for ensuring your Chair(s) knows the procedure and deadlines for submitting items to each type of publication.
* At the end of each event, please send thank you notes to your Chairs.

The following highlights the six Committee Director positions (there are two directors for each position); listed below are the specific areas of responsibility for each position.

**DIRECTORS OF FUNDRAISING**

|  |  |  |  |
| --- | --- | --- | --- |
| Auction\* |  |  |  |
| Book Fair |  |  |  |
| Boxtops |  |  |  |
| Corporate Matching |  |  |  |
| Flower Sale |  |  |  |
| Printer Cartridge Recycling |  |  |  |
| Spiritwear |  |  |  |
| Walk a Thon\* |  |  |  |

**DIRECTORS OF CURRICULUM & ENRICHMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| Art Docent (Leadership; Training; Materials; Art Walk) |  |  |  |
| Eager Reader |  |  |  |
| Reflections |  |  |  |
| Science Fair |  |  |  |
| Garden |  |  |  |

**DIRECTORS OF COMMUNICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| Emergency Prep |  |  |  |
| eSplash |  |  |  |
| Directory - Spreadsheet |  |  |  |
| Directory - Production |  |  |  |
| PTA Marketing |  |  |  |
| Yearbook |  |  |  |
| Webmaster |  |  |  |
| Facebook |  |  |  |

**DIRECTORS OF VOLUNTEERS**

|  |  |  |  |
| --- | --- | --- | --- |
| August Help |  |  |  |
| Bus Greeters |  |  |  |
| Membership - Database |  |  |  |
| Parents at Recess |  |  |  |
| Parents at Recess Booth Staffing |  |  |  |
| Kindergarten Round-up |  |  |  |
| Field Day |  |  |  |
| Vision & Hearing |  |  |  |
| Library |  |  |  |
| Picture Day |  |  |  |
| Room Parent Coordinator |  |  |  |

**DIRECTORS OF HOSPITALITY**

|  |  |  |  |
| --- | --- | --- | --- |
| Sunset Cares |  |  |  |
| Back to School Staff Luncheon |  |  |  |
| Staff Appreciation |  |  |  |
| School Beautification |  |  |  |
| School Tool Box (STB) Direct |  |  |  |

**DIRECTORS OF PROGRAMS & EVENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| Back to School Event |  |  |  |
| Caring Drive (clothing; hygiene) |  |  |  |
| Caring Thru Sharing |  |  |  |
| Spooky Spaghetti |  |  |  |
| Talent Show |  |  |  |