

TCE PTA COMMITTEE DESCRIPTIONS

Please check the committee(s) you may be interested in CHAIRING and/or CO-CHAIRING for 2017-2018. If you are interested in more than one committee, please indicate your order of preference with 1st, 2nd, and 3rd. These are voluntary positions. You do not need to be elected. **Please return the form to your child's teacher by April 6th**

Name: _____

Child/Grade: _____

Phone/Email: _____

___ **Advocacy** – Works closely with PTA President to identify issues and concerns related to the health and educational success of student body; organizes/attends activities, meetings and programs to address these needs and educate families

___ **Book Fair** – Plans and coordinates Fall and Spring Book Fairs

___ **Box Tops/Retail Links** – Organizes collection of Box Tops and Retail Links to earn rewards for school

___ **Community Nights**– Plans and coordinates restaurant and other community businesses' school spirit night fundraising

___ **Community Service** – Works with President to identify community needs and organize community service projects; maintains TCE Lost and Found

___ **Curriculum Programs** – Coordinates and organizes in school programs (educational and cultural) that support curriculum

___ **Beautification**– Maintains a portion of outdoor landscaping near the school; collaborates with other committees to plan and coordinate beautification projects throughout school year

___ **Family Fun Nights** – Plans and coordinates family-centered activities for Family Fun Nights

___ **Father/Daughter Dance** – Plans and coordinates Father/Daughter Dance

___ **Membership** – Coordinates PTA membership drive; enters local PTA members names and email addresses into the NCPTA database by the 15th of each month; prints and distributes PTA Membership Cards; works with PTA Secretary to maintain accurate PTA membership records

___ **Mother/Son Event** –Plans and coordinates the Mother/Son Event

___ **Pretzel Days** – Manages pretzel sales; coordinates monthly pickup and delivery

___ **Publicity** – Serves as the liaison between the local media and the PTA; maintains TCE marquee; updates social media platforms

___ **Rooms Parents** – Oversees the Room Parent volunteers; serves as liaison between the PTA, school and room parents

___ **School Fundraisers** – Helps plan and coordinate the PTA fundraisers; maintains accurate records and forwards monies to PTA Treasurer

___ **School Mates** - helps plan and coordinate efforts to build relationships, help provide aid and resources to our School Mates partner

___ **Spirit Wear** – Coordinates design and sales of Spirit Wear Merchandise

___ **Staff Appreciation** – Coordinates the efforts of the PTA to demonstrate gratitude for the school's staff

___ **Supply Packs** – Coordinates sale of prepackaged school supplies in the Spring and delivery of supplies in the Fall

___ **Volunteers** - Recruits volunteers as needed, creates and maintains database of volunteers, distributes list to officers and chairpersons

___ **Webmaster** – Maintains PTA website; responsible for collection of information and announcements for distribution of the PTA eNewsletter; works with President to maintain PTA calendar

___ **Welcoming** – Coordinates efforts to welcome new families to the school; provides school tours

___ **Yearbook** – Collects information and pictures; designs and assembles school yearbook; assists with picture days