

# Central PTA Standing Rules

## Section 1: Central PTA Board Structure and Job Responsibilities

### PTA Board

The PTA Board is made up of two groups:

- The Executive Board which consists of 11 elected officers and the School Principal, and
- The General Board (i.e., Chairs of the Standing Committees) and one or two Faculty Representatives.

### Executive Board – Description and Overall Responsibilities

The Executive Board consists of the President, 6 Vice Presidents (including one co-Vice President-Fundraising), Secretary, Treasurer and Assistant Treasurer. These are elected positions and hold the most responsibility in the PTA organization. The Vice Presidents are each responsible to oversee several committees. These jobs require a medium to high level of commitment at various times of the year. These members take input from general PTA Membership and PTA General Board and make PTA decisions. The School Principal is also a member of the Executive Committee.

Overall responsibilities include, but are not limited to:

- Attend executive board meetings and general PTA meetings.
- Keep the President informed and assist the President as needed.
- Gather reports from chairpersons on a regular basis, especially before a general meeting, if the chairpersons are not able to attend.
- Assist in the planning and budgeting process for the year.

### General Board Members – Description and Overall Responsibilities

In addition to the Executive Board, Standing Committee Chairs sit on the General Board. These people have volunteered to oversee a committee that will either:

- Staff a school program or office need, or
- Oversee a committee that will conduct a PTA administrative need and/or school-wide event.

Overall responsibilities include, but are not limited to:

- Attend general PTA meetings regularly, especially when his/her committee is active.
- Present his/her program details to the PTA meeting attendees, when appropriate.
- Keep his/her VP informed of committee's activities.
- Know what his/her budget is and stay within that budget.
- Set up a committee/volunteers, as needed, to assist in program delivery.
- Submit submissions to The Scoop and/or PTA website when committee is active to keep membership up-to-date on what is going on with his/her committee/event.

### Ad Hoc Committee Chairs

Ad Hoc committees are formed for a short time to complete a certain task. Committee chairs are selected (or assigned) as needed. Two examples of Ad Hoc committees are the Audit Committee and the Nominating Committee.

## Section 2: Central PTA Board Organizational Chart – see attached Exhibit A

## Section 3: Central PTA Job Descriptions

### *Executive Board*

Position	Reports to:	Job Responsibilities	Directly Supervises:
President	Central PTA members, District-wide PTA	<p>The President shall:</p> <ul style="list-style-type: none"> <li>• oversee all activities of the organization and preside at all PTA meetings of the Executive Board;</li> <li>• be an ex-officio member of all committees except the nominating and audit committees;</li> <li>• sign all legal documents, including contracts and checks;</li> <li>• ensure that all committees are properly managed and adequately staffed, serving as a key liaison for the general board chairs;</li> <li>• attend school events;</li> <li>• serve on the Village Wide PTO and participate in the President's Council;</li> <li>• ensure timely review and compliance with the organization's bylaws;</li> <li>• lead strategic discussions with the executive board to determine programs, events, committees, and school gifts;</li> <li>• plan and execute School Supply donations at the end of the school year;</li> <li>• assist the Treasurers in drafting the proposed budget for the following year, for discussion and approval by the executive board.</li> </ul> <p><i>This one-year position follows the one-year term of President-Elect.</i></p>	<ul style="list-style-type: none"> <li>• Executive Board</li> <li>• Birthday Books</li> <li>• Civic &amp; Safety</li> <li>• Service Learning</li> <li>• CRC</li> <li>• Family Awareness Network (FAN)</li> <li>• Fourth Grade Farewell</li> <li>• Hospitality</li> <li>• International Club</li> <li>• Kindergarten Integration Comm.</li> <li>• Landscaping</li> <li>• Newcomers</li> <li>• Outdoor Classroom/Garden</li> <li>• PASS 39 rep.</li> <li>• Teacher Appreciation</li> </ul>

### **Section 3: Executive Board Job Descriptions (continued)**

<b>Position</b>	<b>Reports to:</b>	<b>Job Responsibilities</b>	<b>Directly Supervises:</b>
1 <sup>st</sup> Vice President – President Elect/Ways & Means	President	<p>The 1<sup>st</sup> VP shall:</p> <ul style="list-style-type: none"> <li>• act as an aid to the President and shall prepare to assume office of President the following year;</li> <li>• serve as the President in the event the President is unable to serve and/or in the absence of the President;</li> <li>• participate in Village-Wide PTO as well as Presidents' Council;</li> <li>• plan and execute 1<sup>st</sup> Day Coffee;</li> <li>• assign a volunteer to plan and execute School Supplies sale in spring for the following school year;</li> <li>• fill all general board positions in the spring by recruiting candidates to fill open committee chairmanships.</li> <li>• Select grade level enrichment chairs.</li> </ul> <p>As Ways &amp; Means Chair, the 1<sup>st</sup> VP shall:</p> <ul style="list-style-type: none"> <li>• develop an appropriate fundraising strategy for the following calendar year. Each fundraiser shall be planned with specific financial goals and strategies for involving participation of all membership;</li> <li>• manage a master calendar to plan the timing of fundraising events and support of fundraising chairs on the general board;</li> <li>• work in cooperation with the 5<sup>th</sup> VPs-Fundraising Chairs;</li> <li>• submit all WPSD rental applications to the MEC for all activities held in the next school year by the beginning of May.</li> </ul> <p><i>This is a one year position, with the understanding that this person then assumes the role of President the following year.</i></p>	<ul style="list-style-type: none"> <li>• Audit Committee</li> <li>• Book Fair</li> <li>• Club Central chairs</li> <li>• Gift of Giving</li> <li>• Merchandise Sales</li> </ul>

### **Section 3: Executive Board Job Descriptions (continued)**

<b>Position</b>	<b>Reports to:</b>	<b>Job Responsibilities</b>	<b>Directly Supervises:</b>
2 <sup>nd</sup> Vice President - Enrichment	President	<p>The 2<sup>nd</sup> VP/Enrichment Chair, with the assistance of the 4<sup>th</sup> VP/Special Events Chair, will:</p> <ul style="list-style-type: none"> <li>• review and assess all enrichment activities funded by the PTA;</li> <li>• act as a coordinator of trips and events;</li> <li>• oversee each assistant in implementing the trips and events planned for each grade;</li> <li>• work with LMC teacher to coordinate author visits at the grade levels and for an all school event</li> <li>• coordinate the Outdoor Classroom program with the OC Instructor including contracts and payments</li> <li>• coordinate the Scientist in Residence program including contracts and payments</li> <li>• coordinate the Creative Dramatics program and the Illustrated Theater program with the Drama Instructor including contracts and payments</li> <li>• oversee the Enrichment budget by grade level and overall, in conjunction with the Treasurer;</li> <li>• provide write ups re: events to include in The Scoop and/or on the Enrichment page on the PTA website, and in room parent announcements</li> <li>• provide yearbook committee with key enrichment program dates so that they can take photos</li> <li>• oversee the Garden Committee</li> </ul> <p><i>This position is a 2 year term.</i></p>	<ul style="list-style-type: none"> <li>• Enrichment Assistants (K, 1,2,3,4)</li> <li>• Scientist in Residence</li> <li>• Drama Instructor</li> <li>• Outdoor Classroom Instructor</li> <li>• Garden Committee</li> </ul>

<p>3<sup>rd</sup> Vice President - Communications</p>	<p>President</p>	<p>The 3<sup>rd</sup> VP/Communications Chair will:</p> <ul style="list-style-type: none"> <li>• serve as the key link from school to home on all PTA matters;</li> <li>• coordinate timely communication of all PTA information to parents through The Scoop, the PTA website, the Pioneer Press and the school lobby bulletin boards;</li> <li>• maintain the PTA website which includes: coordinating with the school in preparation for and posting of the back-to-school information; updating the PTA website weekly with current information based upon the PTA, school and community activities and calendars; coordinate with Treasurer to use PayPal to allow Central School families to register and pay for PTA-related activities through the PTA website; renewing the Central PTA domain name and web hosting;</li> <li>• supervise and direct the general board chairs responsible for the production and distribution of The Scoop, publicity, the PTA website and the yearbook;</li> <li>• serve as the liaison to the District for compilation and updating an email list of current Central families;</li> <li>• coordinate with other chairs and the school to ensure the PTA Calendar on the website is up-to-date;</li> <li>• consult the General Board chairs on a regular basis for updated content for the PTA website and The Scoop.</li> <li>• train the Exec board members on setting up each committee's PTA email address.</li> </ul> <p><i>There is no specified term for this position.</i></p>	<ul style="list-style-type: none"> <li>• Assistant Communications</li> <li>• Publicity</li> <li>• Lobby Beautification</li> <li>• Website</li> <li>• Scoop Editor</li> <li>• Yearbook</li> </ul>
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### **Section 3: Executive Board Job Descriptions (continued)**

<b>Position</b>	<b>Reports to:</b>	<b>Job Responsibilities</b>	<b>Directly Supervises:</b>
4 <sup>th</sup> Vice President – Special Events	President	<p>The 4<sup>th</sup> VP/Special Events Chair shall supervise and direct all General Board Chairs involved in designated special events, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Arts in the Evening/Daytime,</li> <li>• Art Awareness,</li> <li>• Fall Carnival</li> <li>• Math &amp; Science Nights,</li> <li>• Family Fun Night,</li> <li>• Environmental Awareness, and</li> <li>• Open Gym</li> </ul> <p>The 4<sup>th</sup> VP will work closely with the Executive Board to review and assess each event.</p> <p><i>There is no specified term for this position.</i></p>	<ul style="list-style-type: none"> <li>• Arts in the Evening</li> <li>• Art Awareness</li> <li>• Fall Carnival</li> <li>• Math &amp; Science Nights</li> <li>• Family Fun Night</li> <li>• Open Gym</li> </ul>
5 <sup>th</sup> Vice President – Fundraising (2 positions)	President	<p>The 5<sup>th</sup> VP/Fundraising (2 positions) shall serve as co-chairs for Ignite. In addition, they are responsible for the annual parent/teacher party and community building events. The responsibilities shall include:</p> <ul style="list-style-type: none"> <li>• communicating the “one pay” approach to fundraising to the school community, the Ignite program;</li> <li>• tracking progress toward both participation and monetary goals;</li> <li>• Co-Chair the Annual Parent/Teacher Party:</li> <li>• obtaining a venue for the annual parent/teacher party;</li> <li>• arranging for appropriate entertainment and catering;</li> <li>• overseeing and ensuring compliance with the budget for the party;</li> <li>• overseeing the decorating, invitations, billing, and all other logistics in connection with the annual parent/teacher party.</li> <li>• Responsible for arranging and overseeing other paid community-building events.</li> </ul> <p><i>There is no specified term for this position. However, ideally, this is a 2-year term with a new representative starting each year.</i></p>	Fundraising committee/volunteers

### **Section 3: Executive Board Job Descriptions (continued)**

<b>Position</b>	<b>Reports to:</b>	<b>Job Responsibilities</b>	<b>Directly Supervises:</b>
6 <sup>th</sup> Vice President - Volunteers	President	<p>The 6<sup>th</sup> VP/Volunteers shall serve as the liaison between the Executive Board and the committees that oversee various PTA volunteers throughout the year. The responsibilities shall include:</p> <ul style="list-style-type: none"> <li>• supervising the Room Parent program which includes recruiting room parents (starting in the spring) for the upcoming school year; reviewing and updating the Room Parent Manual; implementing Room Parent training at the beginning of the school year (1<sup>st</sup> week of September); and following up with Room Parents as needed;</li> <li>• serving as a liaison between the PTA and Room Parents to communicate information regarding school and PTA activities as needed;</li> <li>• assisting general board chairs, including Cafeteria Coordinator, Junior Great Books, Learning Commons Volunteer Coordinator, and Recess Volunteer Coordinator in initiating and managing volunteer schedules;</li> <li>• assisting all general board chairs that use Sign Up Genius in coordinating volunteers;</li> <li>• contribute class party ideas to the Room Parent blog on the PYA website.</li> </ul> <p><i>There is no specified term for this position.</i></p>	<ul style="list-style-type: none"> <li>• Room Parents</li> <li>• Cafeteria Coordinator</li> <li>• Recess Coordinator</li> <li>• Learning Commons (LC) Volunteer Coordinator</li> <li>• Junior Great Books chairs</li> </ul>
Secretary	President	<p>The Secretary/Legislation Chair shall:</p> <ul style="list-style-type: none"> <li>• record the minutes of all meetings of this organization and the Executive Board;</li> <li>• post the minutes of all General Board meetings on the PTA website for approval at the following PTA meeting;</li> <li>• conduct correspondence of the organization as directed;</li> <li>• maintain a current copy of the organization's bylaws;</li> <li>• Maintain PTA Standing Rules and Job Descriptions;</li> <li>• be responsible for the revision of the bylaws on a 2-year cycle and will coordinate bylaw changes and/or amendments in compliance with the provisions set forth by the Illinois PTA and National PTA.</li> </ul> <p><i>This position is a 2 year term.</i></p>	<ul style="list-style-type: none"> <li>• No direct reports</li> </ul>

<b>Position</b>	<b>Reports to:</b>	<b>Job Responsibilities</b>	<b>Directly Supervises:</b>
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Treasurer (2 positions)	President	<p>The Treasurer 1st year shall:</p> <ul style="list-style-type: none"> <li>• receive all monies of the PTA, depositing these in one Directory or more depositories selected by the Executive Board;</li> <li>• keep records of the past Treasurer's reports;</li> <li>• balance all active accounts monthly ensure all insurance is appropriate and active</li> <li>• keep an accurate record of receipts and expenditures;</li> <li>• payout PTA funds only in accordance with the budget or specific approval of the Executive Board;</li> <li>• prepare and present a monthly financial statement at every business meeting of the PTA;</li> <li>• assist in preparation, in conjunction with the President and Treasurer 2, a proposed budget for the following year, for discussion and approval by the Executive Board;</li> <li>• ensure that the books of the Treasurer shall be closed annually by June 30, and the accounts examined by an auditor or auditing committee, who, satisfied that the annual report of the Treasurer is correct, shall prepare a signed statement to be incorporated with said report by August 31 and for acceptance by the board at the September meeting;</li> <li>• responsible for filing the annual Tax Returns and 1099 forms and any other forms as may be required by the Internal Revenue Service;</li> <li>• responsible for the remittance of the state and national portion of the dues paid by each member as directed in Article V of the bylaws.</li> </ul> <p>The Treasurer 2nd year shall:</p> <ul style="list-style-type: none"> <li>• With the VP of Communications, review and resolve One Form Issues/Payment Issues related to the Back to School Forms.</li> <li>• Handle questions, refunds and reporting of PayPal transactions. Trains and transitions the 1st Year Treasurer by the end of the year.</li> <li>• Prepare Year End Estimates and Cash on Hand Balance reports throughout the year.</li> <li>• Add New Board Members to Bank Paperwork/ Account and Paypal Account annually.</li> <li>• Handles all special projects and requests.</li> <li>• prepare in conjunction with the President, a proposed budget for the following year, for discussion and approval by the Executive Board</li> <li>• oversee any other members responsible for the handling of any funds of the organization;</li> </ul>	<ul style="list-style-type: none"> <li>• PTA Membership/ Directory</li> </ul>
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Treasurer (2 positions)		<ul style="list-style-type: none"><li>• ensure that the books of the Treasurer shall be closed annually by June 30, and the accounts examined by an auditor or auditing committee, who, satisfied that the annual report of the Treasurer is correct, shall prepare a signed statement to be incorporated with said report by August 31 and for acceptance by the board at the September meeting;</li></ul> <p><i>This position is a 2 year term.</i></p>	
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### **Section 3: General Board/Committee Chairs Job Descriptions**

<b>Position</b>	<b>Reports to:</b>	<b>Job Responsibilities</b>	<b>Directly Supervises:</b>
Art Awareness	4 <sup>th</sup> VP – Special Events	<p>The duties of the Art Awareness chairs are as follows:            Chair(s) and Art Teacher (Ms. Bergard):</p> <ul style="list-style-type: none"> <li>• before the school year begins, work with art teacher (Jaime Bergard) to choose an artist to present;</li> <li>• attend PTA 1<sup>st</sup> Day Coffee to enlist volunteers and raise awareness about the program;</li> <li>• hold two training sessions (one in the morning, one in the evening) for volunteers to review the outline, show the works they will be discussing with the students, and answer questions.</li> </ul> <p>Scheduling Chair duties:</p> <ul style="list-style-type: none"> <li>• recruit one volunteer per class to present the material to students in grades 1-4 during their regularly scheduled art class times;</li> <li>• contact volunteers with their presentation time slot, a rough overview of the program, and notice of training sessions;</li> <li>• maintain volunteer schedule, finding replacements as necessary (NOTE: if replacement volunteers cannot be found, chairs fill in where needed);</li> <li>• manage PTA budget of accompanying art project (project is created and organized by art teacher).</li> </ul> <p>Curriculum/Outline Chair duties:</p> <ul style="list-style-type: none"> <li>• research artist and artwork to create a presentation outline for volunteers (sample outlines available);</li> <li>• find appropriate images to use for SMART Board presentation.</li> </ul> <p>Basic time commitment (approximate):</p> <ul style="list-style-type: none"> <li>• 2-3 hours for scheduling duties</li> <li>• 5-10 hours for research and outline creation</li> <li>• 3-4 hours for meetings (1<sup>st</sup> Day Coffee, summer meeting, training sessions, etc.)</li> <li>• Time for filling in varies/as needed</li> </ul>	Art Awareness presenters/ volunteers

Arts in the Evening	4 <sup>th</sup> VP – Special Events	<ul style="list-style-type: none"> <li>• find and engage a local arts organization to perform for the Central community one evening during the calendar year;</li> <li>• manage the budget determined by the Executive Board;</li> <li>• reserve the auditorium for the dates/hours of performances;</li> <li>• handle any logistical requirements of the performers, such as getting special equipment onstage;</li> <li>• recruit additional volunteers, if necessary;</li> <li>• advertise the evening performance to the community through the PTA website, The Scoop, flyers around Wilmette, and local newspapers;</li> <li>• supervise the performing groups as well as the volunteers.</li> <li>• Ensure performing organization is compensated coordinating with Treasurer</li> </ul> <p>Basic Time Commitment (approximate): 15 hours split between two chairs in the fall; 10 hours for spring event; plus minimal additional time spent on emails/phone calls to arts organizations throughout the year.</p>	<ul style="list-style-type: none"> <li>• Selected art groups/performers</li> <li>• Event volunteers</li> </ul>
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**Section 3: General Board/Committee Chairs Job Descriptions (contd.)**

Position	Reports to:	Job Responsibilities	Directly Supervises:
Assistant Communications Chair	3 <sup>rd</sup> VP - Communications	<p>The Assistant Communications chair shall:</p> <ul style="list-style-type: none"> <li>• serve as a part of the core team that fosters communication from school to home on all PTA matters;</li> <li>• compile and maintain the Email Blast distribution list;</li> <li>• execute timely communication of all PTA information to parents through the Email Blast system;</li> <li>• support the maintenance and development of the PTA website to include but not limited to: creating pages for Special Events (i.e. Math &amp; Science Night, Carnival, Book Sale) and serving as Fundraising liaison from the Communications Team;</li> <li>• create Wufoo forms and other tools to allow on-line sign-ups and registrations for PTA-sponsored events/programs;</li> <li>• report to and update the VP of Communications regarding ongoing and special projects;</li> <li>• transition to the role of VP-Communications during the next term.</li> </ul> <p>Basic Time Commitment: 5-7 hours per month</p>	No direct reports

<p>Birthday Books</p>	<p>President</p>	<p>The Birthday Books chair shall:</p> <ul style="list-style-type: none"> <li>• furnish a description of the Birthday Books program and sign-up form for inclusion in back-to-school notices and for use on the PTA website;</li> <li>• attend 1<sup>st</sup> Day Coffee to answer parents' questions;</li> <li>• work with the school librarian to set monthly dates for Birthday Books, September through May;</li> <li>• stay within budget determined by Executive Board to purchase book labels and trinkets for children;</li> <li>• compile master list of Birthday Book children, working with PTA Treasurer to reconcile on-line and cash/check registrants;</li> </ul> <p>For each monthly session:</p> <ul style="list-style-type: none"> <li>• notify teachers via email on day prior and provide list to cafeteria supervisors;</li> <li>• print book nameplates/labels for each child;</li> <li>• attend monthly session at school library where children select their books (display books, track attendees, checkout books, take photos);</li> </ul> <p>Time commitment:</p> <ul style="list-style-type: none"> <li>• initial list compilation/reconciliation in the fall: 8 hours</li> <li>• monthly preparation: 1-2 hours</li> </ul>	<p>No direct reports</p>
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### **Section 3: General Board/Committee Chairs Job Descriptions (contd.)**

<b>Position</b>	<b>Reports to:</b>	<b>Job Responsibilities</b>	<b>Directly Supervises:</b>
Book Fair	1 <sup>st</sup> VP – President Elect	<p>The Book Fair chairs (typically there are 4 to 6 chairs) are responsible for planning and executing the week long book fair at Central School. The book fair is offered as an enrichment activity for students and also contributes to PTA revenue.</p> <p>The book fair chairs shall:</p> <ul style="list-style-type: none"> <li>• coordinate with the book seller (Anderson Book Fair) beginning in the spring the previous year, continuing through the sale as well as post-sale follow up;</li> <li>• work with the PTA president to select a date for the book fair that works for both Central and the bookseller;</li> <li>• sign a contact, along with the PTA president, for those dates;</li> <li>• develop a book fair theme;</li> <li>• create/purchase decorations;</li> <li>• schedule building space and tables;</li> <li>• publicize the book fair through the PTA website, The Scoop, and local newspapers;</li> <li>• set up the book fair the week of the event;</li> <li>• recruit and coordinate volunteers for the week of the event (the fair usually runs Monday-Thursday with one evening, set up the Friday before and take down the Friday following);</li> <li>• coordinate with the school staff to ensure the students have an opportunity to visit the book fair;</li> <li>• maintain finances prior to and throughout the event;</li> <li>• break down the book fair;</li> <li>• track and deliver back orders, as needed.</li> </ul> <p>Basic Time Commitment: Assuming 6 book fair chairs, each chair will spend approximately 12-20 hours prior to the fair and 12-20 hours during the week of the fair.</p>	Book Fair volunteers

### **Section 3: General Board/Committee Chairs Job Descriptions (contd.)**

<b>Position</b>	<b>Reports to:</b>	<b>Job Responsibilities</b>	<b>Directly Supervises:</b>
Cafeteria Coordinator	6 <sup>th</sup> VP - Volunteers	<p>Cafeteria Coordinator(s) shall:</p> <ul style="list-style-type: none"> <li>• create a Sign-Up Genius for each school day requiring volunteers;</li> <li>• maintain the Sign-Up Genius, communicate with volunteers, school office, and cafeteria cooks;</li> <li>• schedule 26 volunteers each school week to help serve food in the cafeteria from 11:20 am to 12:30pm;</li> <li>• attend the PTA 1<sup>st</sup> Day Coffee;</li> <li>• maintain a volunteer list and a substitute list for last minute sub needs;</li> <li>• generate email reminders to all volunteers via Sign-Up Genius;</li> <li>• canvas local contributors to donate “prizes” encouraging voluntarism;</li> <li>• ensure volunteers understand if he/she cannot work his/her shift, he/she must find a substitute;</li> <li>• continue to monitor Sign-Up Genius and send “help needed” announcements to The Scoop and/or to the VP of Volunteer for an email blast;</li> <li>• keep in contact with the head cook to ensure things are going well;</li> <li>• inform volunteers that siblings may accompany a volunteer if they can sit by themselves. Siblings may also eat lunch.</li> </ul> <p>Basic Time Commitment: Beginning of year events + time securing monthly volunteers = about 20 hours.</p>	Cafeteria volunteers
Civics & Safety	President	<p>The Civics &amp; Safety chair shall:</p> <ul style="list-style-type: none"> <li>• plan, organize, participate in, and oversee Bike Safety Day for the 2<sup>nd</sup> grade;</li> <li>• work with the principal, teachers, district, ATA, Wilmette Police, and parent volunteers to plan and organize the spring Bike Safety presentation to 4<sup>th</sup> grade classrooms;</li> <li>• attend monthly district Civics &amp; Safety meetings on behalf of Central;</li> <li>• help out with Central Civics &amp; Safety matters that arise during the year;</li> <li>• plan, organize, and participate in International Walk to School Day – work with the Central School Green Team on this event;</li> <li>• help to organize the district appreciation breakfast for bus drivers and crossing guards on behalf of Central;</li> <li>• work with the fire department (budget permitting) to coordinate the fire safety trailer for the Fall Carnival.</li> </ul> <p>Basic time commitment:</p> <ul style="list-style-type: none"> <li>• monthly meetings – 10 hours;</li> <li>• Fall Carnival, International Walk to School Day, District Appreciation Breakfast– 10 hours;</li> <li>• Bike Safety– 10 hours;</li> <li>• Other Civics &amp; Safety issues – 5 hours.</li> </ul>	Event volunteers



**Section 3: General Board/Committee Chairs Job Descriptions (contd.)**

<b>Position</b>	<b>Reports to:</b>	<b>Job Responsibilities</b>	<b>Directly Supervises:</b>
Scoop Editor	3 <sup>rd</sup> VP – Communications	<p>The Central Scoop:</p> <ul style="list-style-type: none"> <li>• is a weekly e-newsletter the PTA emails to all Central families each Sunday evening;</li> <li>• is also posted on the PTA webpage with live links;</li> <li>• contains important dates, school information and announcements for the upcoming week as well as the weekly lunch menu and sign up information for all upcoming events</li> </ul> <p>The Scoop editor shall:</p> <ul style="list-style-type: none"> <li>• compile all pertinent information for the upcoming week received from PTA committee chairs, parents, teachers, and staff (submissions are due by noon Wednesday);</li> <li>• edit when needed for content and space;</li> <li>• check the district and school calendars to ensure everything is included/captured;</li> <li>• determine appropriate submissions (i.e., the Scoop does not accept submissions of fundraising information that does not pertain to Central, advertisements, etc.)</li> <li>• send a draft to PTA President, President-Elect, and VP of Communications to edit for content and errors;</li> <li>• make appropriate changes/corrections based on their feedback;</li> <li>• archive final copy in Constant Contact for webmaster to access/post and blast email to Central families.</li> </ul> <p>Basic Time commitment: 3-4 hours per week/edition</p>	No direct reports



### **Section 3: General Board/Committee Chairs Job Descriptions (contd.)**

<b>Position</b>	<b>Reports to:</b>	<b>Job Responsibilities</b>	<b>Directly Supervises:</b>
Community Review Committee	President	<p>The Community Review Committee (CRC) serves in an advisory capacity to Wilmette Public Schools District 39 Board of Education to research specific topics that will lead to improvements in teaching, learning, or managing the District's operations. In the fall, the CRC selects one or more topics of interest. During the year, CRC members work on committees to study the topics and their applicability to District 39. The CRC then develops recommendations, culminating in a presentation to the Board of Education in May/June. In late summer, the District Superintendent offers thoughts regarding the recommendations and in the fall the Board of Education determines how to proceed. The CRC is comprised primarily of parents (typically two from each school in the district as well as the area Parochial schools), administrators (including the Superintendent), teachers, and community citizens. The Board of Education also has a representative who participates in CRC meetings. The CRC representative(s) shall:</p> <ul style="list-style-type: none"> <li>• represent Central School on district-wide Community Review Committee;</li> <li>• attend all scheduled CRC meetings and related sub-committee meetings;</li> <li>• participate in designated sub-committee to research and write CRC report;</li> <li>• report to Central PTA on topic selection (October) and highlight report findings once the report has been accepted by the Board of Education (following September);</li> </ul> <p>Basic Time commitment: 20 hours of meeting time; sub-committee time subject to topic selection and individual participation. The CRC position is a 2-year term.</p>	
Directory -PTA Membership	Treasurer	<p>The Directory/PTA Membership chair shall:</p> <ul style="list-style-type: none"> <li>• communicate with District 39 Directory Chair over the summer, to determine the timeline and to-do steps for the A-Z online and print directories;</li> <li>• collect the pull-down menu option information attached to the A-Z directory online ordering from the PTA exec board over the summer;</li> <li>• be the liaison between the A-Z directory and the Central School parent population;</li> <li>• manage the design, content and printing of the paper directory;</li> <li>• distribute directories to classes.</li> </ul> <p>Basic Time commitment – Approximately 5 hours/week the first month of school.</p>	No direct reports

### **Section 3: General Board/Committee Chairs Job Descriptions (contd.)**

<b>Position</b>	<b>Reports to:</b>	<b>Job Responsibilities</b>	<b>Directly Supervises:</b>
Enrichment Assistants (grades K, 1, 2, 3, 4)	2 <sup>nd</sup> VP - Enrichment	<p>The Enrichment Assistants shall:</p> <ul style="list-style-type: none"> <li>• meet with the grade level team teachers in late spring and fall to determine what events from that year’s enrichment calendar they would like to keep and/or change and general dates for given events;</li> <li>• work with front office and grade level team leader to determine specific dates for various activities;</li> <li>• coordinate enrichment activities which may involve setting up bus transportation, arranging guest speakers, and coordinating field trips;</li> <li>• stay within the budget determined by the executive board;</li> <li>• keep VP of Enrichment updated on events;</li> <li>• submit write ups re: the events to the Room Parent Coordinator, The Scoop and the PTA website prior to and/or following the events;</li> <li>• collect photos and details from each event, when possible;</li> <li>• after each event, submit a write up to be posted in The Scoop and/or on the enrichment blog on the PTA website.</li> </ul> <p>Basic Time Commitment: Approximately 2 hours per event, not including attending the event, as well as 2 hours for spring and fall meetings and meeting with grade level team leader.</p>	No direct reports



### **Section 3: General Board/Committee Chairs Job Descriptions (contd.)**

<b>Position</b>	<b>Reports to:</b>	<b>Job Responsibilities</b>	<b>Directly Supervises:</b>
Fall Carnival	4th VP-Special Events	<p>The Fall Carnival chairpersons shall:</p> <ul style="list-style-type: none"> <li>• work with the PTA President to determine specific dates for the carnival for the upcoming academic year;</li> <li>• stay within budget determined by Executive Board;</li> <li>• plan the marketing and promotion of the carnival and work with other PTA volunteers to effectively promote the event (e.g., lobby signage, emails, The Scoop, curriculum nights);</li> <li>• submit paperwork and obtain permits from the Village of Wilmette in order to conduct the Fall Carnival;</li> <li>• organize and oversee the carnival, including outside vendors, community organizations (e.g., the Fire Department), student volunteers, parents volunteers, custodial staff, and any entertainers;</li> <li>• recruit student and parent volunteers;</li> <li>• attend other Central events and activities to promote event;</li> <li>• organize and distribute event materials as required (e.g., pre-purchased tickets);</li> <li>• account for pre-event and day-of ticket sales for food and activities;</li> <li>• coordinate set up, break-down, and clean up of carnival.</li> </ul> <p>Basic Time commitment: approximately 10 hours over the summer; 15 hours the first weeks of school; 10 hours week prior to event; 10 hours day of carnival.</p>	Event volunteers (students, parents, teachers)
Family Fun	4 <sup>th</sup> VP – Special Events	<p>The Family Fun Night/Day chair(s) shall:</p> <ul style="list-style-type: none"> <li>• develop an event that has a broad appeal to and a convenient time/location usually in January for the Central School community;</li> <li>• obtain sign off from PTA president and VP-Special Events;</li> <li>• communicate the event time and location to the school community via flyers posted in the school, The Scoop, PTA website, and the PTA's blast emails;</li> <li>• manage any tickets sales required;</li> <li>• obtain volunteers for the event via SignupGenius</li> <li>• attend the event to address any issues that arise;</li> <li>• manage the event within the budget assigned by the PTA Exec board.</li> </ul> <p>Basic Time Commitment: Approximately 10 hours.</p>	No direct reports

Fourth Grade Farewell	President	<p>The 4th Grade Farewell Party chair(s) shall:</p> <ul style="list-style-type: none"> <li>• plan an hour long party at the end of the school year for all 4<sup>th</sup> graders and their parents to celebrate the 4th graders' graduation from Central;</li> <li>• recruit 4-5 volunteers for the actual committee;</li> <li>• create a DVD that includes 5 pictures of each graduating 4th grader throughout their years at Central, set to music;</li> <li>• design a t-shirt that is given to the 4<sup>th</sup> graders the day of the party to wear to the party;</li> <li>• view the DVD in the auditorium, then host a short party in the gym where snacks and bottled water is provided;</li> <li>• decorate the hallway and bulletin boards in the lobby in the weeks leading up to the party;</li> <li>• decorate the gym based on the selected theme;</li> <li>• enlist parent volunteers to help with decorating, set-up, t-shirt distribution, etc, as needed.</li> </ul> <p>Basic Time Commitment: Approximately 30 -40 hours per volunteer over the course of the school year.</p>	Committee volunteers
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**Section 3: General Board/Committee Chairs Job Descriptions (contd.)**

Position	Reports to:	Job Responsibilities	Directly Supervises:
<b>Gift of Giving</b>	1 <sup>st</sup> VP – President Elect	<p>The Gift of Giving chair(s) shall:</p> <ul style="list-style-type: none"> <li>• work with the PTA president to determine which organization to sponsor (typically Metropolitan Family Services and Lydia Homes);</li> <li>• discuss with the organizations representatives to determine the list of children and gift lists as well as the date the lists are needed;</li> <li>• meet with the Gift of Giving group to discuss how the work shall be divided: input tags, print tags, make posters, manage the tags on the PTA website, determine dates to set up at Central;</li> <li>• set up at the book fair, math night (if appropriate) and 2-3 times in front of Central to encourage the community to sponsor a child;</li> <li>• sort gifts and determine what is needed (encourage donors to include batteries if the gift/toy needs them);</li> <li>• deliver gifts to organizations by mid-December.</li> <li>• communicate dates and results with President-Elect.</li> </ul> <p>Basic Time Commitments: 9-12 hours for meetings/ input, distributing tags, picking up gifts, etc.; 1 hour sorting gifts and 3 hours delivering gifts.</p>	Committee members

### **Section 3: General Board/Committee Chairs Job Descriptions (contd.)**

<b>Position</b>	<b>Reports to:</b>	<b>Job Responsibilities</b>	<b>Directly Supervises:</b>
Junior Great Books	6th VP-Volunteers	<p>There are two Junior Great Books chairs. These chairs shall:</p> <ul style="list-style-type: none"> <li>• attend the 1<sup>st</sup> Day Coffee to answer parents' questions, to receive registration forms, and to solicit additional parent volunteers;</li> <li>• recruit enough parent volunteers to lead the groups – dependent on number of students registered;</li> <li>• track payment of registrants, working with the PTA treasurer;</li> <li>• organize class lists;</li> <li>• order texts;</li> <li>• help volunteers secure classroom spaces for groups to meet;</li> <li>• train and/or coordinate training of parent volunteers;</li> <li>• communicate with front office regarding class lists and classroom usage;</li> <li>• attend PTA meetings to provide progress updates;</li> <li>• communicate with school community via The Scoop and PTA website;</li> <li>• laminate placemats for each JGB group the first week of the program;</li> <li>• help resolve any problems parent volunteers have during the sessions;</li> <li>• coordinate the reimbursement of any fees parent volunteers incur;</li> <li>• organize a thank you/gift for Central teachers who host a JGB group;</li> <li>• keep the cost of the program within the limits of the PTA budget combined with the fee that parents pay to register a student;</li> <li>• oversee the roster of parent volunteers who lead the groups.</li> </ul> <p>Basic Time Commitment: Time commitment is heaviest in the fall, averaging 30-40 hours; 1-1 ½ hours each day the week the program starts (typically in January); 2-3 hours for remainder of program (February-March).</p>	JGB session leaders

Hospitality	President	<p>The Hospitality Chair(s) shall provide beverages and snacks, as appropriate, for the following:</p> <ul style="list-style-type: none"> <li>• New Family Orientation in August</li> <li>• 1<sup>st</sup> Day Coffee the morning of the first day of school;</li> <li>• November conferences: snacks for teachers' lounge; breakfast both days</li> <li>• November conferences (stock the teachers' lounge);</li> <li>• April conferences (snacks for teachers' lounge; breakfast both days</li> <li>• New Board/Old Board transition luncheon.</li> <li>• Retiring/moving staff party in May/June.</li> </ul> <p>Basic Time commitment:</p> <ul style="list-style-type: none"> <li>• August – 8 hours each chair (if 2 chairs)</li> <li>• November - 5 hours each chair</li> <li>• April – 5 hours each chair</li> <li>• May – 8 hours each chair</li> </ul>	No direct reports
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### **Section 3: General Board/Committee Chairs Job Descriptions (contd.)**

<b>Position</b>	<b>Reports to:</b>	<b>Job Responsibilities</b>	<b>Directly Supervises:</b>
International Club	President	<p>The International Club chair shall:</p> <ul style="list-style-type: none"> <li>• welcome and connect new members to the school community;</li> <li>• provide a network for people from different countries and cultural backgrounds;</li> <li>• organize coffee mornings and cultural/social outings; and/or share outings organized by the broader Wilmette International club with the school community</li> <li>• maintain a database with member information.</li> </ul> <p>Basic Time Commitment: Approximately 1 hour/week leading up to events.</p>	No direct reports
Kindergarten Integration	1 <sup>st</sup> VP – President Elect	<p>The Kindergarten Integration chair(s) shall:</p> <ul style="list-style-type: none"> <li>• work with PTA president and front office to plan the dates of one (1) gathering on the Kindergarten playground for incoming kindergarteners and their families (June date, usually the near the last day of school - rain date is in August, usually the morning of “Meet &amp; Greet”);</li> <li>• market and publicize the gathering through PTA website, The Scoop, the <i>Wilmette Life</i> via the PTA Publicity chair (1 1/2 week lead time);</li> <li>• give copy of picnic flyer to front office to hang in lobby;</li> <li>• if necessary, submit information about an August event for the back-to-school communications;</li> <li>• ensure the front office has the details for people who come in office to register late;</li> <li>• consider posting flyers at local preschools (with their permission) to catch incoming kindergarteners;</li> <li>• purchase supplies for gathering and submit receipts to PTA treasurer staying within budget determined by Executive Board;</li> <li>• contact Central School custodians to ensure a trash can/bag is put out for garbage</li> <li>• provide treats (ice cream, popsicles, etc.) to serve at picnic;</li> <li>• provide jugs of water/lemonade and cups and napkins;</li> <li>• provide wipes to clean up and a trash bag for clean up;</li> <li>• recruit 1-2 volunteers to help with publicizing and bringing supplies;</li> <li>• be aware that teachers do not attend the gathering – the intent is for kindergarteners and their families to get to know one another.</li> </ul> <p>Basic Time Commitment: Approximately 2 hours per event, not including event itself</p>	Committee volunteers



**Section 3: General Board/Committee Chairs Job Descriptions (contd.)**

<b>Position</b>	<b>Reports to:</b>	<b>Job Responsibilities</b>	<b>Directly Supervises:</b>
Landscaping	President	<p>The Landscaping Chair shall:</p> <ul style="list-style-type: none"> <li>• organize a group to plant and maintain planters at front and 9th street entrances including four seasonal changes of plantings, and frequent watering during growing season;</li> <li>• stay within budget determined by Executive Board;</li> <li>• act as liaison between school administration and park district for larger plantings of trees and/or shrubs donated and/or purchased, and organize watering schedule for same;</li> <li>• organize landscaping efforts and watering schedule around school grounds.</li> </ul> <p>Basic Time Commitment: Estimated at 4-6 hours for each change in plantings, not including time spent purchasing plants and supplies. Watering commitment/ maintenance is approximately 30 minutes per visit, every other day in hot, dry weather.</p>	Committee members/volunteers

### **Section 3: General Board/Committee Chairs Job Descriptions (contd.)**

<b>Position</b>	<b>Reports to:</b>	<b>Job Responsibilities</b>	<b>Directly Supervises:</b>
Learning Commons Volunteer Coordinator	6 <sup>th</sup> VP - Volunteers	<p>The LC Volunteer Coordinator works with the LC staff to recruit, schedule, train, and manage parent volunteers.</p> <p>Recruit:</p> <ul style="list-style-type: none"> <li>• Connect with volunteers from prior year to encourage sign-up via Sign-Up Genius before opening PTA events;</li> <li>• Attend the first day coffee;</li> <li>• Promote volunteer sign-up via PTA communications, e.g. the Scoop, website;</li> <li>• Contact room parents to encourage volunteer sign-up for shifts that are unfilled.</li> </ul> <p>Schedule:</p> <ul style="list-style-type: none"> <li>• Prior to start of school year, obtain LC class schedule from librarian (Barbara Ungar);</li> <li>• Create Sign Up Genius;</li> <li>• Weed volunteer list to remove those who have graduated or moved;</li> <li>• Submit Sign Up Genius link to PTA;</li> <li>• Maintain Sign Up Genius throughout school year;</li> </ul> <p>Manage:</p> <ul style="list-style-type: none"> <li>• Send to parent volunteers as needed;</li> <li>• Maintain list of potential substitute volunteers;</li> <li>• Respond to inquiries, feedback from librarians and volunteers;</li> <li>• Work with the Librarian to coordinate volunteers for any special events, such as book week or an author event;</li> <li>• Coordinate volunteers for end of year preparations;</li> <li>• Attend year-end volunteer appreciation event hosted by librarians.</li> </ul> <p>Time commitment: 4-5 hours - prior to start of school; 5 hours; 1 hour/week - ongoing communication and maintenance.</p> <p>NOTE: Time commitment does not include any shifts the coordinator may serve in the LC.</p>	LC volunteers

### **Section 3: General Board/Committee Chairs Job Descriptions (contd.)**

<b>Position</b>	<b>Reports to:</b>	<b>Job Responsibilities</b>	<b>Directly Supervises:</b>
Lobby Beautification	3 <sup>rd</sup> VP – Communications	<p>The Lobby Beautification chair(s) shall:</p> <ul style="list-style-type: none"> <li>• Maintain an attractive bulletin board (east side of lobby) in the school lobby, and in the glass case by the kindergarten doors;</li> <li>• Organize use of board by event chairs that may want to promote an upcoming event;</li> <li>• In between these uses, make the board visually attractive, possibly with a seasonal theme;</li> <li>• Keep a calendar with requests from event chairs/ volunteers to facilitate coverage of the board;</li> <li>• Maintain a dialogue with Art Teacher (Jaime Bergard) re: glass display cases as to when PTA may use them and when the Art Teacher will display student artwork in them;</li> <li>• Keep one key for glass display case (the office also has a key);</li> <li>• Utilize the paper in the supply closet between the two gyms as well as the Ellison Die Cute machine in the teachers' lounge (Wilmette Library also has a die cut machine for public use).</li> </ul> <p>Basic Time Commitment: Varies throughout the year depending on desired use by others. Each decorated board may take 2-3 hours, depending on display.</p>	Event chairs who use the lobby boards to promote events
Math and/or Science Nights	4 <sup>th</sup> VP – Special Events	<p>The Math &amp; Science Nights chairs shall:</p> <ul style="list-style-type: none"> <li>• work with the PTA President to determine specific dates for the Math &amp; Science Nights in the upcoming academic year;</li> <li>• stay within the budget determined by the executive board;</li> <li>• organize and oversee a Family Math Night including pizza dinner, math-related games led by parent volunteers or an organization of your choice and paid (stipend) teacher volunteers, and a math-related performance(optional);</li> <li>• organize and oversee a Family Science Night including pizza dinner and a science show/ demonstration led by the organization of your choice or Mad Science of Northern Illinois followed by hands-on science stations led by parent volunteers and Mad Science personnel;</li> <li>• communicate progress/issues with Special Events VP;</li> <li>• promote the event via appropriate marketing channels not limited to the Scoop, PTA website, and signage.</li> </ul> <p>Basic Time Commitment – approximately 10-15 hours for both chairs ahead of time; additional time for actual event.</p>	Committee volunteers, including teachers, parents, and students

### **Section 3: General Board/Committee Chairs Job Descriptions (contd.)**

<b>Position</b>	<b>Reports to:</b>	<b>Job Responsibilities</b>	<b>Directly Supervises:</b>
Merchandise Sales/ Spirit Wear	1 <sup>st</sup> VP – President Elect	<p>The Merchandise Chairs shall:</p> <ul style="list-style-type: none"> <li>• determine which merchandise company to use and select items for sale;</li> <li>• determine pricing for items (depending on profit goal);</li> <li>• if not using previous year's spirit wear company, design and decide on logo;</li> <li>• create order forms;</li> <li>• attend 1<sup>st</sup> Day Coffee and have samples and purchase forms available;</li> <li>• place order with spirit wear company by end of September (may need to sort by classroom if company does not already do that);</li> <li>• contact PTA treasurer for funds to be distributed to spirit wear company;</li> <li>• receive items delivered to school and, depending on company used, may need to sort through and organize them by child and classroom;</li> <li>• deliver merchandise to children's classrooms;</li> <li>• follow-up regarding any errors in orders.</li> <li>• may choose to do a “mini” sale later in the year with warm weather apparel focus</li> </ul> <p>Basic Time Commitment: 10-15 hours in the fall (selecting items, working with rep, 1<sup>st</sup> Day Coffee, collecting forms, sorting orders, creating spreadsheet); approximately 10 hours (sorting items, double checking against spreadsheet, delivering to classrooms, addressing errors)</p>	No direct reports

Newcomers	President	<p>The Newcomers chair(s) shall:</p> <ul style="list-style-type: none"> <li>• work with the PTA president to schedule the New Family Orientation Night the week before the first day of school;</li> <li>• update WPS rental application to the MEC for that night;</li> <li>• stay within budget set by Executive Board;</li> <li>• organize and oversee the New Family Orientation Night, including contacting several chairs to attend the orientation, recruiting tour guides ( which includes a parent and student team to represent grades 1-4), contacting PTA president, president-elect, principal/ assistant principal, and social worker to attend orientation;</li> <li>• create invitation (paper or email) to be included in New Students (grades 1-4) August packet and coordinate with secretaries to ensure it's included (if paper);</li> <li>• communicate progress/issues to PTA president;</li> <li>• contact new students as they come to Central throughout the school year to give them information about Central, the PTA, Club Central, etc.;</li> <li>• communicate with Room Parents to have new student's information (phone, address, email) distributed (with parent approval) to his/her classmates.</li> </ul> <p>Basic Time Commitment (approximate): 10-15 hours in late summer prior to orientation; 4 hours night of orientation; 1 hour/month as new students come to Central.</p>	No direct reports
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### **Section 3: General Board/Committee Chairs Job Descriptions (contd.)**

<b>Position</b>	<b>Reports to:</b>	<b>Job Responsibilities</b>	<b>Directly Supervises:</b>
Open Gym	4 <sup>th</sup> VP-Special Events	<ul style="list-style-type: none"> <li>• coordinate with the PTA President to confirm dates for the Open Gym nights. Ensure that the Park District and Central School do not have conflicting events planned in the gym in those nights.</li> <li>• assure necessary paperwork has been filed to reserve the gym for the set nights.</li> <li>• contact Central School office staff to secure janitorial staff to open and close the school for the Open Gym nights. Before each one of the nights, send a reminder to the office staff member and verify that staff will be available.</li> <li>• coordinate with Central School gym teacher to verify that she/he is available for set dates</li> <li>• publicize Open Gym through the PTA website and The Scoop. Make sure that dates are on the D39 school calendar.</li> <li>• email teacher(s) in charge of cafeteria announcements and request that she/he make an announcement during lunchtime. Also, send reminder to staff member in charge of this the week before each Open Gym.</li> <li>• arrive at school before Open Gym Night 15 minutes early to help Central School gym teacher with set up and any other issues that might arise.</li> <li>• make a request to PTA treasurer to reimburse Central School gym teacher for her/his time after all Open Gym nights are complete</li> <li>• report any issues or feedback to VP Special Events to Executive Board discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Works with PE Teachers</li> <li>• No Direct Reports</li> </ul>

Outdoor Classroom – Garden	6 <sup>th</sup> VP - Volunteers	<p>The Outdoor Classroom-Garden chair shall:</p> <ul style="list-style-type: none"> <li>• maintain the garden throughout the growing season;</li> <li>• support PTA Scientist-in-Residence teacher, Julie Zielke, in planting the vegetable garden by ordering seeds and setting up plots;</li> <li>• coordinate Garden Recess Volunteers to supervise children during recess in Spring &amp; Fall;</li> <li>• coordinate volunteers to maintain garden via Garden Work Days;</li> <li>• run the Fall Garden Open House;</li> <li>• maintain communication with various groups, including parents via PTA Garden Webpage and The Scoop, teachers via teacher liaison meetings each Spring &amp; Fall, PTA and Central School leadership, Central School Principal, PTA Garden chairs in other District 39 schools, and other groups as necessary, such as police when vandalism occurs;</li> <li>• maintain the garden budget determined by Executive Board;</li> <li>• run a station in the garden during Activity Day in June</li> <li>• research new garden ideas and school garden developments;</li> <li>• oversee capital improvement projects as necessary.</li> </ul> <p>Basic Time Commitment: Fall: August - 8-10 hours; September - 10 hours; October - 5 hours; Spring: February - 2 hours; March - 3 hours; April - 5 hours; May - 10-15 hours; June - 10 hours; Summer: July - 10 hours = Total: 60-70 hrs.</p>	<ul style="list-style-type: none"> <li>• Vegetable Garden Coordinator</li> <li>• Garden Work Days Coordinator</li> <li>• Spring &amp; Fall Garden Recess Coordinators</li> <li>• Fall Garden Open House Coordinator</li> </ul>
PASS39 Representative	President	<p>The PASS39 representative(s) shall:</p> <ul style="list-style-type: none"> <li>• promote PASS39 by communicating general information and updates through school communication channels (The Scoop, PTA website, PTA meetings, etc.);</li> <li>• provide resources and support to families as needed;</li> <li>• welcome new families;</li> <li>• attend school-to-school transition information meetings;</li> <li>• hold an informational table at PTA 1<sup>st</sup> Day Coffee;</li> <li>• assist with the Disability Awareness program, if applicable;</li> <li>• help support special school initiatives, as needed;</li> <li>• coordinate an enrichment program, like Red Kite, for specified students;</li> <li>• act as a liaison with the PTA and the principal.</li> </ul> <p>Basic Time Commitment: 2-3 hrs/month</p>	No direct reports

**Section 3: General Board/Committee Chairs Job Descriptions (contd.)**

<b>Position</b>	<b>Reports to:</b>	<b>Job Responsibilities</b>	<b>Directly Supervises:</b>
Publicity	3 <sup>rd</sup> VP – Communications	<p>The Publicity chair shall:</p> <ul style="list-style-type: none"> <li>• gather news from the PTA calendar, Central postings on the District 39 calendar, PTA event chairs, teachers, and occasionally from the school office;</li> <li>• obtain draft copy from event chairs and edit for newspaper format;</li> <li>• ensure the news release addresses upcoming events, but can also highlight a recent special event;</li> <li>• write a weekly news release for the Pioneer Press (Wilmette Life) and Beacon;</li> <li>• ensure the news release addresses the who, what, where, when, and why of the event, as best as possible;</li> <li>• email the release to the Pioneer Press and Beacon by the close of business on Monday for publication the following Thursday (ten day lead time);</li> <li>• work with Pioneer Press and Beacon online or Trib Local to publish stories with photos;</li> </ul> <p>Basic Time commitment: One hour/week on average starting in mid-August through early June. There is no budget for this role.</p>	No direct reports



### **Section 3: General Board/Committee Chairs Job Descriptions (contd.)**

<b>Position</b>	<b>Reports to:</b>	<b>Job Responsibilities</b>	<b>Directly Supervises:</b>
Recess Volunteer Coordinator	6 <sup>th</sup> VP - Volunteers	<p>The Recess Volunteer Coordinator shall:</p> <ul style="list-style-type: none"> <li>• secure up to 3 volunteers for each day there will be recess;</li> <li>• set up and utilize Sign-Up Genius to track volunteers;</li> <li>• attend the PTA 1<sup>st</sup> Day Coffee in the gym to sign up volunteers for the school year;</li> <li>• review the Sign-Up Genius on a weekly basis and solicit for volunteers for days with openings;</li> <li>• use the Scoop and Email Blast notifications to solicit recess volunteers;</li> <li>• ask for assistance from the VP of Volunteers on an as-needed basis.</li> </ul> <p>Basic Time Commitment: 2 hours per month</p>	Recess Volunteers
Teacher Appreciation	President	<p>The Teacher Appreciation position consists of two primary events:</p> <p>1) For Teacher Appreciation Week, the committee shall:</p> <ul style="list-style-type: none"> <li>• organize and oversee a week of activities/special events to demonstrate appreciation for the Central School teachers and staff (typically the first week of May);</li> <li>• organize an informal committee of parents to assist in the planning and execution of specific Teacher Appreciation Week activities;</li> <li>• stay within the budget determined by the Executive Board;</li> <li>• communicate theme and student body participation requirements to the Central School community;</li> <li>• communicate progress/issues to PTA President.</li> </ul> <p>Basic Time Commitment: Approximately 15 hours in the late Winter/early Spring for planning. Heaviest commitment will occur during the actual Teacher Appreciation Week but it is largely dependent on the amount of delegation exercised.</p> <p>2) For Teacher Retirement, the committee shall:</p> <ul style="list-style-type: none"> <li>• arrange for a donation to the D39 Foundation in the retiree's name (or other public acknowledgement);</li> <li>• work with Hospitality to organize a small peer gathering celebration for the retiree(s).</li> </ul> <p>Basic Time Commitment: Approximately 1-2 hours</p>	Committee volunteers

Service Learning	President	<p>The Service Learning chair(s) shall:</p> <ul style="list-style-type: none"> <li>• collect information (goal, dates, results) on all service programs/events happening at Central, specifically the Sister School relationship;</li> <li>• report service program information to the Village Service Learning Committee and Central PTA;</li> <li>• assist with any service programs/events at Central School, if necessary.</li> <li>• act as a liaison to the PTA for service programs/ events, if requested by service program directors;</li> <li>• oversee Sister School program which may include coordinating programs and finding volunteers;</li> <li>• act as the PTA representative on the school-wide Sister School committee.</li> </ul>	Committee volunteers
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Yearbook	3rd VP Communica tions	<p>The Yearbook Committee is typically comprised of three (3) chairs: one editor and two assistant editors. The Editor shall supervise the marketing, communications, and creation of the yearbook. Assistant Editors take photos and layout pages. The Yearbook Committee shall manage the following duties:</p> <p>Spring:</p> <ul style="list-style-type: none"> <li>• ensure yearbook contract is renewed (as of spring 2015, contract with Josten’s expires Spring 2016), reviewed, and signed;</li> <li>• June/July:</li> <li>• determine cost/yearbook;</li> <li>• give Jostens link to Communications VP to be posted on website with other forms</li> <li>• prepare the letter to parents re: photo submissions-send to Communications VP for posting on website;</li> <li>• provide a copy of photo submission instructions to VP-Volunteers for distribution to Room Parents and VP-Enrichments for distribution to Enrichment Chairs;</li> <li>• have VP-Volunteers ask Room Parents to establish one Room Parent as the Yearbook Liaison-that person will ensure photos are taken of class events and then uploaded to the yearbook website;</li> <li>• Go to the Room Parent meeting to make sure they understand their role in yearbook preparation</li> </ul> <p>August:</p> <ul style="list-style-type: none"> <li>• prepare for Kindergarten Orientation and 1st Day Coffee which includes having copies of past yearbooks on hand, a sign-up sheet for photo volunteers, copies of photo submission instructions, and a list of Enrichment events and corresponding sign-up sheet;</li> </ul> <p>September:</p> <ul style="list-style-type: none"> <li>• get class list from front office;</li> <li>• meet with committee to determine book layout;</li> <li>• prepare the page ladder (paper and on-line) and firm up staff assignments;</li> <li>• choose fonts and main colors;</li> <li>• assign photographer for upcoming events;</li> <li>• take pictures of school building, garden, playground, cafeteria, and office personnel including Principal, Assistant Principal, Secretaries, and Nurse;</li> <li>• get title of “One Book, One Central” (if there is one) from LMC teacher;</li> <li>• get information about any other special events (e.g., Blue Ribbon, “We are family”, etc.);</li> <li>• set up October meeting with yearbook company contact;</li> <li>• confirm with front office date of picture day;</li> <li>• determine if a group photo of 4<sup>th</sup> grade at Outdoor Ed (after sweatshirts are distributed, taken at Central.)will be taken by school picture photographer;</li> <li>• brainstorm possible covers and who will complete it-determine when cover is due to yearbook company; Contact VIP</li> <li>• ensure teachers are aware of photo submission instructions;</li> <li>• determine templates for each page;</li> </ul>	5 assistant editors-one for each grade
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**Section 3: General Board/Committee Chairs Job Descriptions (contd.)**

<b>Position</b>	<b>Reports to:</b>	<b>Job Responsibilities</b>	<b>Directly Supervises:</b>
Yearbook-continued	3 <sup>rd</sup> VP – Communications	<p>October:</p> <ul style="list-style-type: none"> <li>• meet with yearbook contact and complete cover design;</li> <li>• review photos submitted thus far;</li> <li>• submit write up for Scoop re: submitting photos;</li> <li>• take a picture of fall Student Council group; or wait until February and get both Fall &amp; Spring reps at the same time</li> </ul> <p>December:</p> <ul style="list-style-type: none"> <li>• upload school pictures that arrive via CD from portrait photographer;</li> <li>• email 4<sup>th</sup> grade teachers to remind them to take pictures at Outdoor Ed;</li> </ul> <p>January/February:</p> <ul style="list-style-type: none"> <li>• flow the portrait pages for each class and submit them to teachers for proofing;</li> <li>• check with front office for list of new students and take a photograph of them;</li> <li>• check with yearbook contact re: most efficient way to do portrait pages;</li> <li>• submit write up to Scoop with a reminder that group photos are due February 15<sup>th</sup> and the cutoff for all photos is March 1<sup>st</sup>;</li> <li>• advertise yearbook sale via the Scoop-note price increase effective the end of November; \$20 initially; \$25 after November</li> <li>• complete the candids and specials pages;</li> <li>• take a picture of the spring Student Council group; and Fall at the switch over meeting</li> </ul> <p>March:</p> <ul style="list-style-type: none"> <li>• complete book by deadline; usually before Spring Break</li> <li>• submit pages on-line;</li> </ul> <p>April:</p> <ul style="list-style-type: none"> <li>• submit write up to Scoop thanking parents for all photos submitted with a reminder to purchase yearbook;</li> </ul> <p>May:</p> <ul style="list-style-type: none"> <li>• once yearbooks arrive, ask Principal when they should be distributed;</li> <li>• advertise the purchase of additional yearbooks;</li> <li>• sort and label yearbooks by grade/teacher;</li> </ul> <p>June:</p> <ul style="list-style-type: none"> <li>• ask front office to communicate yearbook distribution date to teachers;</li> <li>• distribute yearbooks the morning of pre-determined date;</li> <li>• sell any remaining yearbooks the morning of the last day of school.</li> </ul>	No direct reports

