

## **Barnard PTA Positions**

### **Executive Board-**

**President /Co- Presidents** – Establish PTA goals for year with input from Executive Board and call Board meetings as needed throughout year. Oversees progress of all PTA events and fundraising activity. Directs new initiatives, works to drive membership and enthusiasm in PTA and oversees all Communications through Constant Contact, website, Facebook and Newsletter. Communicates with school administration on a regular basis. Runs monthly PTA meetings. Average time commitment = 10 hours per month.

**Vice President** – Supports the PTA President as directed. Organized Class Parent Reps and oversaw fundraising. Average time commitment = 5 hours per month.

**Secretary** – Attendance at all PTA meetings to record minutes. Maintains & updates PTA calendar & position list and all event files and volunteer lists and distributes accordingly. Average time commitment= 5 hours per month.

**Treasurer** – Manages monies and budget using Quick Books. Dispenses checks as needed and makes deposits from various events throughout the year. Provides financial reports to PTA Board & PTA members. Average time commitment = 10 hours per month.

## **Positions for the entire School Year:**

**Teacher Representative** – Barnard teacher that interfaces with the PTA.

**SEPTA Representative** – PTA member that attends monthly SEPTA (Special Ed. PTA) meetings and presents any new information at Barnard PTA meetings.

**PTA Council Representative** – PTA member that attends monthly NR PTA council meetings and informs Barnard PTA of happenings in schools citywide. Discuss citywide initiatives.

**PTA Membership Chairperson** – Promotes membership in PTA to increase participation and membership dues. Produces membership form, distributes cards, and maintains membership lists.

**Newsletter Chairperson** – Creates newsletter containing information about Barnard events and the Barnard school community. This person coordinates writing, translation, printing, and distribution of newsletter.

**Afterschool Activities Chairperson** – Coordinates the selection of teachers or educators to have afterschool program two days a week. Offered to 1<sup>st</sup> and 2<sup>nd</sup> graders in both Fall and Spring. Create/distribute flyer packets, coordinate class lists for activities, and collect money. This person works closely with a school administrator who serves as the After School Coordinator. Time commitment: ongoing, bulk of work in Sept/Oct & Jan/Feb

**Communications Chairperson** – Oversees the Constant Contact system for dissemination of information to the Barnard community through the email system. Collects/maintains email addresses of current Barnard parents and staff members.

**Arts in Education Coordinator** – Selects artists for school assemblies and manages the assembly schedule with the help of a Teacher Representative.

**Box Tops Chairperson** – Decides on Box Tops collection days, counts box tops, and awards prizes.

**Merchandise Coordinator** – Creates/distributes flyers to sell Barnard t-shirts and car magnets. Manages ordering and sales at school events.

**Class Parent Coordinator** – Creates promotional flyer for distribution in September to encourage parents to volunteer to be class parents/head class parents. Organizes and maintains the list of Grade reps, head class parents and class parents at Barnard.

**Grade Representatives** – Needed for Pre-K, K, 1st and 2<sup>nd</sup> grades. Liaison between PTA and Head Class Parents at their specific grade level.

**Amy's Greenhouse Coordinator** – Coordinates and runs garden theme projects throughout the year. This person may also be needed to help with the Mother's Day Plant Sale in May.

**Community Outreach Chairperson** – Coordinates the Community Service projects sponsored and organized by PTA. Aim is to do at least 2 "drives" or community related project per year. Past successful efforts have

included collections for care packages for U.S. Troops, Toy Drive for needy children in New Rochelle, Food Drive for HOPE Community Services in conjunction with 100 days celebration and clean water for Uganda. This person works closely with school principal in establishing goals and objectives. Time commitment: ongoing

### **Event Chairperson Positions:**

**Pumpkin Patch** – Coordinator of this event will coordinate with Millie on the ordering of pumpkins to sell, arrange for crafts, food, and, in certain past years, a coat sale. Coordinator will create and distribute flyers to secure volunteers for help with advertising, set-up/clean-up, and running the event. It is held on a Saturday afternoon in October on the Barnard School front lawn.

**Halloween Dance** – Coordinator decides on activities, hires an entertainer, and organizes volunteers to help with food, decorations, advertising, set-up/clean-up and running the event. It is held on the Friday night before Halloween. This person will manage the pre-sale of tickets and create and distribute flyers for the event.

**Election Day Bake Sale** – Coordinate volunteers needed to help with sales, and volunteers needed for baking/donating-baked goods for this event. It is held in Barnard lobby during Election Day.

**Book Fair** – Coordinate the 5-day Book Fair held in the Barnard Gym. Organize volunteers, setup, breakdown, promotion and running of the Fair. Coordinator will work with Scholastic representative to organize the event. The event runs from Monday-Friday the first week of December.

**Fundraising (gift wrap sale)** – PTA's most profitable fundraiser. Chairperson works with Prestige fundraising c to distribute sales order forms. Chairperson collects completed forms, receives shipment and distributes orders to sellers. The sale takes place early in the school year to ensure a delivery of product before December.

**Photo Day Coordinator** – Coordinate photographer, class schedules, photo order forms, and distribution of purchased photos. Event occurs for 2 days in early November.

**Staff Holiday Breakfast** Coordinate volunteers, decorations, and donations of breakfast items to serve to Barnard staff. Event usually held on a Friday AM in Mid-December in the Teachers' Lounge.

**Sports Night** – Chairperson manages flyers and decides on the activities, hires an athletic coordinator, coordinates parent volunteers to help run the event and solicits donations for snack sales. Previously held in January but this year was held in March at the end of Healthy Living Week.

**Valentine's Day Bingo** – Coordinates guest Bingo callers, decorations, food donations, prizes, This event is held in the Barnard auditorium on a Friday night prior to Feb. 14<sup>th</sup>.

**Staff Appreciation Lunch** – Coordinate school wide donations of lunch food items to serve to Barnard staff. Chairperson sends invites to teachers, orders tables/chairs, decorates the space, and finds parent volunteers for set-up/serving/clean-up. It is held in the Gym at lunchtime during the half-day of school in March.

**Healthy Living Week** – Coordinates weeklong activities and projects to promote healthy food choices and exercise. Ex: food tastings, worksheets on healthy food choices. Held in the spring.

**International Dinner** – Coordinate ethnic food donations from Barnard families; decorate the space, secure tables/chairs, and entertainment. This free event is held in the Barnard Gym on a Saturday evening in the spring.

**Mother's Day Plant Sale** – Coordinator works with Millie Radonjic and helps with the purchase of wholesale plants, prepares plants for sale, coordinates the pre-order sales of hanging baskets. Event is held in May, usually the Saturday before Mother's Day.

**Field Day** – Coordinates the purchase, slicing and serving of watermelons to Barnard students during Field Day activities. 2 Full day events held at City Park behind Barnard school in late May or early June. One day is Pre-K Field Day, the second day is for K,1,2.

**2<sup>nd</sup> Grade Yearbook** – 2<sup>nd</sup> Grade parents collect photos and create the Yearbook for the graduating 2<sup>nd</sup> graders. Work with the publisher to get it done prior to end of the school year.

**2<sup>nd</sup> Grade Graduation** – Parents needed to help host reception held in the Gym after the 2<sup>nd</sup> Grade Graduation ceremony. Coordinator gathers 4-5 volunteers for help with decoration, and ordering, slicing and serving of cake to the graduates. The event is usually held around noon on a Friday in mid-June.

**2<sup>nd</sup> Grade Picnic (2<sup>nd</sup> grade class parents)** - Coordinator secures a permit, purchases food, brings sports equipment, and finds parent volunteers to help with BBQ. This event is typically held during the school day at 5 Islands Park in New Rochelle on the last Monday of the school year.

**Carnival** – Need to have two co-chairs and then a committee of 3 people. Head Coordinator works with committee to delegate tasks and plan and run the event. Creates the all-day event from recruiting volunteers, choosing a theme/decorations, booths, games, prizes and food. The event takes place in the Barnard playground area on a weekend in June.