

PTA Roles

PTA President

The role of PTA president is a very rewarding one. You will create partnerships within the Cypress community and foster an environment where parent involvement is encouraged and respected. You will learn a great deal and put your talents and knowledge to use as a leader at Cypress and the community. The role of PTA President very rewarding and one that can help make a difference.

As the president you will:

- Serve as the presiding officer of Cypress PTA and preside over executive board.
- Manage overall objectives and strategies of PTA (including fundraising objectives, events, etc.)
- Act as liaison between parents and principal/staff
- Create agenda and facilitate monthly PTA meeting, including Summer planning meeting.

Meetings: Monthly PTA meetings, Monthly LISD PTA Council Meetings, Parent Meetings, i.e. Open House, New Student etc.

Skills: Good Communication & Planning skills

Time Commitment: 8-12hrs a month

1st Vice President

The 1st VP acts as back up for the President, but that's not where the fun ends!!!

This role is responsible for:

- Planning Red Ribbon Week with our school Counselor in October.
- Planning the End of Year Luncheon for the faculty in May.

Meetings: Attend monthly PTA meetings & meet with Counselor for Red Ribbon Week planning as necessary

Skills: Good Organizational & Communication skills

Time Commitment: May and October will be your busy times, which also allow you to volunteer for other fun jobs during the year!

2nd Vice President

This is a fun and exciting position!

You'll be working on the following events:

- Planning activities for teacher appreciation week.
- Monthly Room Parents communication on school activities and all things Room Parent related.
- Set up & manage Class Breakfast schedule.

Meetings: Attend monthly PTA meetings & meet with Room Parents at the beginning of the year.

Skills: Good planning and Organizational skills.

Time Commitment: I normally spend about 5-6-hours per month doing this job, with the exception of October, November and December (average of 15 hours).

3rd Vice President

In this position you are responsible for:

- Spirit wear t-shirt design, sales & distribution: We work with a printer who has design staff that will gladly come up with a design for the t-shirts. Whoever takes on this role will need to coordinate with the principal regarding the t-shirt theme.
- Family Fun Nights (Goddard School Parent Night Outs, Texas Stars Hockey Night, Restaurant nights, etc.) We have a list of contacts to pass on for the Printer/Goddard School/Texas Stars/etc.

Meetings: Attend monthly PTA meetings. Meet as necessary with the principal to finalize t-shirt design.

Skills: Good Planning & Communications Skills

Time Commitment: Hours vary; Spirit wear is mainly in the beginning of the year and Family Fun Night hours are minimal.

Secretary

In this position you are responsible for:

- Attending all the board & general meetings and recording the minutes.
- Prepare the sign-in sheet for the general PTA meetings.
- Make copies of minutes from the last PTA meeting for distribution (and approval) at PTA meetings.
- Submit approved minutes for inclusion on website
- Maintain a complete file of all approved bylaws, minutes, agendas, and materials distributed at any official PTA meeting

Meetings: Attend monthly PTA meetings.

Skills: Good Communications & Writing Skills

Time Commitment: 2-3 hours a month

Treasurer

This is an active role where you get to see all aspects of the PTA. If you enjoy dealing with the financial side of organizations Treasurer is a great way to get involved.

The treasurer is responsible for:

- Deposits, writing checks, reconciling bank statements, PTA books are currently being kept on Quickbooks and are very organized.
- Completing the annual tax form, budget, and monthly reports at executive board meetings.

There are safeguards on all deposits and check writing to protect both the treasurer and PTA.

Meetings: Attend monthly PTA meetings, event committee meetings as and when necessary.

Skills: Basic book keeping skills would be beneficial but not necessary. Good time management skills.

Time Commitment: 1-2 hours a week (additional time needed at the beginning of the year, fundraiser time, Winter Wonderland time, and Spring book fair, up to 5-8 hours a week in busy times)

Historian & Communications

The historian's role is to raise awareness about the achievements, success and legacy of the PTA.

Communicate ongoing events and programs to parents, student & teachers.

This role is responsible for:

- Maintain PTA web presence by updating web information on PTA website.
- Update and maintain the school & PTA Facebook page.
- Keep records and take photographs of PTA programs and events at Cypress.
- Prepare & distribute PTA monthly Newsletter

Meetings: Attend monthly PTA meeting

Skills: Must have a personal computer/laptop with Internet connection & Camera. Proficient in Facebook & PowerPoint or Pages type applications would be beneficial but not necessary. Good writing skills.

Time Commitment: 3-5hrs a month

Healthy Lifestyles Chairperson

The Healthy Lifestyle committee is responsible for providing services and education through the PTA that will promote healthy lifestyles in the home, school and community

Responsible for:

- The following programs which are currently underway at Cypress:
 - Roving Chef
 - Family Fit Night
 - School Gardens
- Organizing the Healthy Lifestyles Committee Meetings, once a month and more often if needed.

Meetings: The Healthy Lifestyles PTA Chair needs to attend the PTA Board meetings and any relevant committee meetings.

Skills: Good communications & organization skills.

Hours: Approximately 8hrs per month

Volunteer Coordinator

The Volunteer Coordinator is responsible for:

- Recruiting & managing all volunteers including ensuring all are approved through LISD, help with approval process and assist with all issues, including online.
- Communication to volunteers, including recruiting, events, approval, reminders and updates on policy.
- Setting up all volunteering events online in cooperation with staff and committee leads.
- Keeping a running calendar of all events.
- Keeping WatchD.O.G schedule and work with Top Dogs to ensure all WatchD.O.G.S are approved.
- Recruiting a coordinator for Wednesday Folders each year and ensures all are approved.
- Collecting and reporting monthly volunteer hours to PTA and LISD
- Working with LISD to maintain records of volunteers online site.
- Working with Room Representative Coordinator to ensure all are approved and are using approved volunteers within classrooms.

Meetings: Attend Open House, Monthly LISD meetings, Monthly PTA meetings, various Committee & Planning meetings as necessary

Skills: Organization, time management, not afraid to lead, ease with computer, ease with email, good communication skills.

Time Commitment: 10 hours per month minimum, at the beginning of the year it is more like 30 hours per month

Winter Wonderland Chairperson

Do you love the holidays? Do you love party planning? Then this is the position for YOU! There is no bigger event sponsored by the PTA at Cypress Elementary than the annual Winter Wonderland Fundraiser. Kids and families alike love this event and look forward to it each and every year.

Winter Wonderland Chairperson is responsible for:

- Gather committee to cover function areas
- Planning & Management of overall event
- Communications and is main point of contact
- Budget management.
- Work Event Night.

Meetings: Attend relevant Monthly PTA meetings. We hold an initial meeting or two to get things going and then the rest is managed with phone calls, emails or text messages.

Skills: We are looking for someone who is organized, energetic, fun, friendly, calm under pressure, has a flexible schedule, is good with people and delegating, and loves a good party.

Time Commitment: Planning should start at the beginning of the school year. Approx. 20hrs for November & December.

Box Tops Coordinator

Box Tops for Education® is one of the nation's largest school earnings loyalty programs. Box Tops can be found on over 250 participating products, an easy way for schools to earn cash for the things they need. Cypress raises over \$1,000 through this program.

The Box Top Coordinator is responsible for:

- Publicizing the Box Tops for Education program to the students and parents.
- Purchasing or soliciting prizes for contests that reward students for turning in box tops.
- Collecting, sorting and submitting Cypress Box Tops to General Mills, meeting 2 separate deadlines, to receive our rewards checks.
- Sending information to our communications chair so that they may post information regarding contests and deadlines on websites, newsletters, and Facebook pages.

Meetings: Attend monthly PTA meeting.

Skills: Planning & Time Management.

Time Commitment: 1-2 hours a month.

Book Fair Co-Chairperson

The Book Fair is a bi-annual fundraiser held in Fall (November) and Spring (March) that offers books for sale through the Scholastic Book Company. Money raised goes to the library in Fall and the PTA in Spring.

Co Chairperson responsibilities:

- Assist the Chairperson in gathering a committee of volunteers and students to help plan, organize, and execute book fair.
- Assist with setup & take down of books & decoration for the fair

Meetings: Any Book Fair committee meetings scheduled, 1-2 per book fair.

Skills: Organization skills

Time commitment:

- For both Fall and Spring book fairs you generally spend a couple hours a week before the fair working on all the details and decorations.
- 1-2 days before the fair set up will take time depending on your level of decorations.
- The week of book fair plan to be there most of the day every day unless you have time slots filled by other volunteers. The Chair and Co-Chair will plan a “work” schedule that suits both.

Spanish Coordinator

Main responsibilities are to:

- Recruit volunteer Spanish teachers
- Coordinate the schedules of volunteers with teachers.

Currently at Cypress, Kindergarten classes are receiving Spanish once a week in their classrooms, First and Second graders are getting Spanish during their library time.

If the coordinator can find enough volunteers the district Spanish program contains lesson plans for students through 5th grade so we could offer it to all grade levels during library time.

In the past the coordinator has been one of the volunteers teaching although this is not an absolute necessity.

All materials and curriculum are provided. Here is a link to the LISD Spanish program for more information:

<http://classroom.leanderisd.org/default.aspx?VolunteerSpanishLanguageProgram/Home>

Meetings: The coordinator generally plans one or two meetings at the beginning of the year to outline the Spanish program and responsibilities to the program volunteers.

Time commitment: This is not a particularly time consuming post.