



# Sutton PTA Committee Descriptions

[www.suttonpta.org](http://www.suttonpta.org)

(revised 1/27/2025)

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## **PTA Officers Executive Committee (Elected)**

Each officer attends monthly PTA Board Meetings (typically first Friday of the month in the morning) and manages the committee chairpeople as listed in their section below. Officers will report their committee updates at the PTA Board Meetings.

- **Co-Presidents** (2) - we stagger the start year for the 2 Co-Presidents for the 2 year commitment to ensure continuity. Co-Presidents share responsibilities, but the Co-President that was also in office the prior year will take the lead role, conduct most meetings, etc. until Spring of their second year. Ideally there will always be 1 new Co-President and 1 Co-President that was in office the prior year.
- **Secretary** - 2 year commitment, if possible to maintain continuity
  - Records accurately all business transacted at each meeting of the association and presents the minutes for approval at the next meeting of the same body.
  - Oversees the PTA Google Drive as well as keeps accurate records of Gmail, Zoom, and other account login information.
  - Responsible for submitting new officer names to TOTEM as well as filing Incorporation Fees.
- **Financial** - 2 year commitment, if possible to maintain continuity. Each position is a PTA Officer.
  - **Financial Secretary** - Year 1 role and becomes Treasurer the next year. See details [HERE](#).
    - Responsible for the maintenance of all payment processing related items within Membership Toolkit ([suttonpta.org](http://suttonpta.org)).
  - **Treasurer** - Year 2 role after a year of Financial Secretary. See details [HERE](#).
- **Parliamentarian** - nominated by the Co-Presidents. Help maintain Robert's Rules during meetings.
- **VP Communications** - 2 year commitment, if possible to maintain continuity
  - Oversees all communication channels, including Sutton Source and social media
  - Acts as "owner" of the Membership Toolkit database ([suttonpta.org](http://suttonpta.org)) which includes managing content on the website, answering questions from users and performing the summer roll up.
- **VP Sports** - 2 year commitment, if possible to maintain continuity. Liaison between Sutton sports parents, admin, teachers, and coaches. Help Team Parents communicate effectively between athletes, parents, and coaches. Approve budget requests for sports teams.
- **VP Student Affairs** - 2 year commitment, if possible to maintain continuity
- **VP Events** - 2 year commitment, if possible to maintain continuity
- **VP Fundraising** - 2 year commitment, if possible to maintain continuity

## **PTA Chairpersons and Committees**

### **Reporting to Co-Presidents**

- **Parent Partners Co-Chairs** - Run nominating committee - recruit parents to volunteer, fill all PTA committee positions, and coordinate transitions between prior year and current volunteers. Plan PTA parent events and all parent social events. Also help recruit parent volunteers for specific events throughout the year.



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- **Event Sub-Committees** for Parent Pep Rally (Aug), volunteer kick off event (Aug), Sutton Prospective (Oct), and grade level parent parties. Recruited volunteers will help plan these respective events.
  - **Volunteer Recruitment Coordinator** - help recruit parent volunteers for specific events throughout the year and create sign ups as needed.
  - **Prospective Parent/Student Tours Chairperson / Committee** - Sets dates and gives the presentation at 6th grade campus tours. Will have a committee of tour guides.
  - **Teacher Birthdays/Sunshine & Care Committee** - Plan and coordinate gifts for teachers on their birthday month. Also work with Sutton's Parent Liaison to send cards/flowers for condolences.
  - **Curb Appeal** - Plant and maintain planters outside of school on both campuses, as well as the courtyard at 7/8th campus.. Work with a landscaper to maintain the grounds beyond what APS provides.
  - **School & Family Partnership Committee** - Work with school social worker to identify students in need. Stock and maintain the free school supply closet for students in need. Work with NUMC to create partnerships for Sutton families in need.

## Reporting to VP of Communications

- **Sutton Source** - Responsible for sending out the Sutton Source newsletter each week through [suttonpta.org](http://suttonpta.org).
- **Social Media** - Develop and maintain SMS social media sites. Prepare content to post, including photos and reels.
- **PTA Website ([suttonpta.org](http://suttonpta.org))** - Maintain PTA website, hosted by MTK. Keep updated with relevant events and important info.
- **Photographer** - Take pictures of Sutton events, sports, etc. to use on Social Media and in other school publications.
- **Feeder Elementary School Liaison** - Responsible for relaying information to all of our feeder school PTAs. Identify primary contacts for each elementary school and collaborate with Amanda Fielder on communications.
- **Graphic Designer** - create flyers, signs or other marketing materials as needed to promote Sutton events.

## Reporting to VP of Events

(note, events can change from year to year)

- **Assistant Events Coordinator** - Assist VP of Events throughout the year on all events, with the goal of rolling into VP of Events position the following year.



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- **Open House** - Works with VP to plan and organize events at both campuses for new student orientation with administration; coordinate PTA, sports, and clubs. Typically the day before school starts.
  - **Prospective Student Events:**
    - **Skate Party for rising 6th** - Works with VP to plan and organize this event in January.
    - **We Are Sutton for rising 6th** - Works with VP to plan and organize this event in May.
  - **6th Grade Student/Family Events:**
    - **6th grade family social & T-shirts** - Works with VP to plan and organize an event for 6<sup>th</sup> graders and their families in August/September to get to know each other; see old friends, re-establish acquaintances already made through sports, clubs, etc., and meet new friends. Also responsible for ordering 6th grade t-shirts.
    - **6th grade Moving Up To Northside (April)** - Works with VP to plan and organize an event for 6<sup>th</sup> graders in April to go to the Northside campus during the school day for a festive event.
  - **8<sup>th</sup> grade Student/Family Events:**
    - **Coordinator of Events** - Works with VP and committee volunteers to oversee the 8th grade specific events such as: Field Day, Promotion, and 8th grade dance, as well as ordering t-shirts and advertising/collecting dues. Responsible for budget setting for all functions supporting 8<sup>th</sup> grade. Utilizes suttonpta.org to collect all 8th Grade Dues, and also sends all email communication to 8th grade parents.
    - **Dance** - Works with VP to plan and organize this event in March including DJ, theme, menu, vendors, and volunteers.
    - **Field Day** - Works with teachers and administrations to coordinate vendors for Field Day, coordinate parent volunteers, and communicate with parents and students regarding the event. Event is usually held near the end of the year.
    - **Promotion** - Works closely with 8<sup>th</sup> grade liaison to collaborate with administration in how the PTA can support this event.
  - **Homecoming Dance** - Works with VP to plan and organize the dance for 7th & 8th grade students.
  - **Teacher Appreciation** - Plan and coordinate special events for SMS teachers and staff throughout the school year including back to school lunch, holiday lunch, and events for teacher appreciation week. Need Chairs (6th and 7th/8th) and committee members.

## Reporting to VP of Fundraising

- **Community Partners** - Call on local businesses to set up business partnerships with SMS to help offset costs for events/projects throughout the year.
- **Annual Fund** - Prepare a campaign to be rolled out at Open House/COL that runs throughout the school year. Work with various PTA committees to present to parents what the annual fund supports and why they should be a part of it. Run reports from the donor system and submit monthly PTA memberships to the Sutton Treasurer for membership dues payments to Georgia PTA.



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- **Annual Fund Donor Party (Spring)** - Plans and organizes this event for early spring for donors and volunteers.
  - **Chastain Parking Coordinators** - Help support Sutton's biggest PTA fundraiser! Organize volunteers to staff the 6<sup>th</sup> grade campus parking lot for Chastain Amphitheater concerts from April – October. Duties are divided as follows:
    - **Volunteer Coordinator** - Coordinates behind the scenes logistics. Creates and maintains the signup on suttonpta.org, maintains the dedicated email account, sends reminders to captains and volunteers before each concert, and coordinates transfer of "Parking Supply Kit" from one captain to the next. Coordinator is NOT expected to attend concert parking events.
    - **Operations Lead** - Oversees operations for 6th grade campus concert parking. Orders supplies needed for Chastain Parking Supply Kit, reviews and updates Parking notebook, videos and written instructions, serves as point person for police who work concerts and for our parking captains (during and after concerts), and recruits volunteers and captains as needed.
  - **Spirit Wear & Online School Store** - Order, sell, and manage inventory on the school store as well as attend and sell at special events (e.g. rising 6<sup>th</sup> grade skating party, Open House, 6<sup>th</sup> grade social, etc).

## Reporting to VP of Student Affairs

- **Clubs Chair** - Assist in identifying club sponsors and parent volunteers, monitors budgeting and collection of club dues, meets with administration quarterly to go over club participation.
- **Jr Beta Liaison** - Support the Junior Beta club and teacher rep.
- **DLI Liaison** - Works directly with the SMS DLI coordinator to facilitate any communication between parents.
- **IB Liaison** - Support the SMS IB coordinator. Plan celebration breakfasts.
- **Sutton Showcase (Spring)** - Coordinate committees for talent acquisition, public relations, advertising, ticket sales, rehearsals, catering, and more.
- **Teacher Grants** - Evaluate and vet teacher grant applications and make recommendations to the PTA board.

## Reporting to VP of Sports

- **Assistant Sport Coordinator** - Works closely with our VP of Sports and two athletic directors to help oversee the 22 Sutton sports teams. This involves setting the budget for each team, communicating with coaches and their team parents, coordinating team yearbook photos with the photography chair, and helping with team needs. It is a year-round position with the bulk of the work done in August-September. Ideally a 2 year commitment where the Assistant Sport Coordinator one year would become the VP of Sports the following year. [eliminate this role, but leaving



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- **Team Parent Liaison** -
  - **Sports Spiritwear** - Facilitate the ordering and delivery of Sportswear (promotional clothing like sweats, not uniforms) to Sutton Sports team coaches and parents according to the Sportswear ordering process set up by PTA Spirit Wear co-chairs.
  - **Sports Communicator** -