

Existing Co-Chairs are available to meet and share information.

Secretary

The PTIA typically has 2 secretaries so they can take turns taking meeting minutes. They type up what we discuss at the meetings and put them in the PTIA google drive. Typically four hours per month.

Mentor Program Chair Description

Mainly at beginning of school year 3 hours per week for the first four weeks of school.

Then one to two hours per month.

- Before end of school year:
 - Update letter to send to incoming families inviting them to participate in the program, and send it to Ann Curan for distribution.
 - Update the Sign-Up Genius for new families.
- Over the summer:
 - Match new families with volunteer mentors from their district, and send email to both of them making a connection.
 - Can use the existing Google Sheets file and form email for this, or come up with your own process.
 - Connect mentors from the same district so they can help with carpooling or plan parent/student meet-ups in the summer.
 - Recruit mentors to volunteer at various “back to school” events.
- During the school year:
 - Send reminders to mentors to pass along information to their mentees.
 - Send reminders/invitations to mentors and mentees to attend PTIA meetings, Coffee with the Counselors, get involved with Olympics, sign up for conferences, etc.
- In the spring:
 - Update Google form to find out if mentors are returning and to solicit feedback on the program.
 - Send Google form to current mentors.

- Update Sign-Up Genius to recruit new mentors and send to Mary Miner to include in the newsletter.

PTIA Webmaster Chair Description

The PTIA Webmaster maintains the PTIA website. They generally spend no more than an hour a week posting the latest PTIA news to the website and social media gathered from the executive board, committee members, the PTIA Facebook page. More time might be needed at the beginning of the school year updating all forms.

The webmaster does NOT need coding skills, but it's definitely appreciated. The website is hosted by a service that provides simple tools for publishing new information information the web site. If you have the skills to create a good PowerPoint presentation, you have the skills to maintain the website. It simply requires skills to author/edit content (announcements, news, etc) along with images to the website.

Recruit co-chair from different grade

Beautification Chair Description

Work with Administration about list of things to do by the end of the year

Connect with committee before school ends

Consider a budget

Create a sign up genius for volunteers

Schedule tasks

Submit receipts to Laura

Recruit co-chair from different grades

Have Senior parents recruit replacements

Health and Wellness Chair Description

Connect with Committee by mid-September

Consider a budget

Connect with staff that might be interested, especially the SEL Teacher

Develop a plan for the year

Schedule speakers for the year

Promote any events that are scheduled

Recruit co-chair from different class

Have Senior parents recruit replacements

Membership Chair Description**JULY**

- Prepare/Collect marketing materials to encourage families to join PTIA
 - Way to get involved
 - Calendar of events
 - PTIA Board & Committee Contact List
- Create new membership google form to collect needed information (Reason to create a new one instead of updating existing one is to separate responses from each year)
- Send membership google form link and marketing materials to the list below in order to begin the membership drive:
 - Ann Curran (include in summer mailing/communication)
 - PTIA Board and Committee Chairs
 - Mentor Chair - send out the all the mentor and mentees
 - Social Media Chair - blast out on Facebook and website
- Send Opt-Out form link to Ann Curran to include in summer mailing

AUGUST

- Registration Days
 - Set up membership table during freshmen orientation (PTIA will host a coffee for the parents)

- Recruit PTIA members to answer questions encourage families to join
- Curriculum Night (Open House)
 - Set up membership table
 - Recruit PTIA members to answer questions and encourage families to join
- Review membership responses at the end of the month
 - Email those families that have not paid (treasurer will indicate on the spreadsheet)
 - Email those families that have joined:
 - i. Thank them for their support
 - ii. Indicate if there is an additional donation and let them know the donation is tax deductible (some use this email as a receipt)
 - iii. Indicate the committees that they selected and let them know that the committee chair will reach out to them
 - iv. Remind them key dates (PTIA meeting or next PTIA event)
- Email PTIA Committee Chairs a list of families and their contact info that are interested in volunteering for their committee (time sensitive committees are Dance, Hospitality and Olympics. Welcome Back Dance is the beginning of September, Hospitality supports C-Day which is usually around 9/11 and Olympics at the end of the month)

SEPTEMBER

- Obtain spreadsheet (after Labor Day when enrollment is fairly set) of student information from Ann Curran containing:
 - Student Last Name
 - Student First Name
 - Grade
 - Address
 - City
 - State
 - Zip
 - Primary email
 - Primary phone number
 - Primary Guardian
 - Secondary Guardian
- Update spreadsheet with membership info from the membership form google doc
- Review membership responses at the end of the month

- Email those families that have not paid (treasurer will indicate on the spreadsheet)
- Email those families that have joined:
 - i. Thank them for their support
 - ii. Indicate if there is an additional donation and let them know the donation is tax deductible (some use this email as a receipt)
 - iii. Indicate the committees that they selected and let them know that the committee chair will reach out to them
 - iv. Remind them key dates (PTIA meeting or next PTIA event)
- Email PTIA Committee Chairs a list of families and their contact info that are interested in volunteering for their committee (time sensitive committees are Dance, Hospitality and Olympics. Welcome Back Dance is the beginning of September, Hospitality supports C-Day which is usually around 9/11 and Olympics at the end of the month)
- Provide membership info (spreadsheet) to Directory Chair

OCTOBER

- Conferences
 - Set up membership table
 - Recruit PTIA members to answer questions encourage families to join
 - Distribute printed directories to PTIA members
- Update spreadsheet with membership info from the membership form google doc
- Review membership responses at the end of the month
 - Email those families that have not paid (treasurer will indicate on the spreadsheet)
 - Email those families that have joined:
 - i. Thank them for their support
 - ii. Indicate if there is an additional donation and let them know the donation is tax deductible (some use this email as a receipt)
 - iii. Indicate the committees that they selected and let them know that the committee chair will reach out to them
 - iv. Remind them key dates (PTIA meeting or next PTIA event)
- Email PTIA Committee Chairs a list of families and their contact info that are interested in volunteering for their committee
- Provide membership info (spreadsheet) to Directory Chair before conferences so they know who should be receiving a directory

NOVEMBER

- Update spreadsheet with membership info from the membership form google doc
- Review membership responses at the end of the month
 - Email those families that have not paid (treasurer will indicate on the spreadsheet)
 - Email those families that have joined:
 - i. Thank them for their support
 - ii. Indicate if there is an additional donation and let them know the donation is tax deductible (some use this email as a receipt)
 - iii. Indicate the committees that they selected and let them know that the committee chair will reach out to them
 - iv. Remind them key dates (PTIA meeting or next PTIA event)
- Email PTIA Committee Chairs a list of families and their contact info that are interested in volunteering for their committee

IMPORTANT:

- DO NOT share the student information list!!
- DO NOT email families that did not provide the PTIA their information

Directory Chair Roles & Responsibilities

July

- Revise Opt Out Form
- Make sure Membership Chair includes Opt-Out form in summer mailing
- Determine whether the directory will be electronic or paper (PTIA Board)

August

- Ask Ann Curran to update the office/staff info
- Email class advisors to update class officer list
- Email Music Booster President to update their contact list
- Update the directory document with the new information

September

- Get the student info list from Membership Chair
- Verify with Ann Curran student adds and drops
- Ask Ann Curran to send out final call to complete opt out form

- Edit the student info data
 - Combine the sibling info into 1
 - Edit fields that are all caps
 - Standardize address abbreviations
 - Identify those families that are have 4 year membership
- Mail merge the contact info into the directory document
- Save directory to pdf
- Send to printer

October

- Pick up directories
- New 4 year membership families receive a directory plus a window sticker
- Distribute directories either during conferences (if you can't make it, membership/PTIA Board will be present or recruit student volunteers to pass out). Print off a list for the volunteers to check off those that have picked up their directories and window sticker if applicable
 -

Welcome Back Dance Chair Description

Connect with committee and divide up tasks before the end of the year

Connect with Student leaders/appointed staff to see if they need any support

Recruit co-chair from different grade

Have Senior parents recruit replacements

Staff Appreciation Chair Description

- Connect with committee and divide up tasks before the end of the year
- Create signup genius for volunteers to bring in items/set up/clean up
- Provide dinner for the staff during Conferences 10/23
- Provide holiday lunch for the staff 12/19
- Organize gift of desserts for staff to take away after holiday lunch
- Provide lunch for end of year celebration 6/16

- Turn in reimbursement form and receipts to PTIA Treasurer, Dawn Jensen before 6/17
- Recruit co-chair from different grade

Hospitality / C-day / Brain Breaks Chair Description

- Connect with committee and divide up tasks before the end of the year
- Create signup genius for volunteers to bring in items/set up/clean up
- Send all communications to Communications Chair,
- Provide snacks for students during “C” Day on 9/11
- Provide snacks for students during finals 6/12, 6/15, 6/16 & 6/17
- Provide drinks/snacks where PTIA is the host
- Turn in reimbursement form and receipts to PTIA Treasurer, before 6/17
- Recruit co-chair from different grade

Olympics Chair Description

- Connect with committee and divide up tasks before the end of year
- Create signup genius for volunteers to bring in items/set up/clean up
- Send all communications to Communications Chair, Yangsi Boppana
- Organize volunteers for the week of the Olympics 9/23-9/27
- Provide dinner for students during car/door decorating 9/26
- Set up Olympics stations with proper equipment
- Make sure all events are running smoothly
- Update scoreboard – announce winner
- Turn in reimbursement form and receipts to PTIA Treasurer, before 6/17
- Recruit co-chair from different grade

SANP Chair Description

- Connect with committee and divide up tasks
- Create signup genius for volunteers to bring in items/set up/clean up
- Send all communications to Communications Chair, Yangsi Boppana
- Determine venue for the senior all night party
- Encourage all students to attend and turn in their forms early
- Provide snacks/dinner for the students during the party
- Provide other activities
- Purchase gift bags
- Organize/sell yard signs
- Order/distribute blankets for all seniors during graduation
- Turn in reimbursement form and receipts to PTIA Treasurer, Dawn Jensen before 6/17
- Recruit co-chair from different grade