

## **FOX PTA Board Positions & Committees**

*(Updated March 2026)*

The mission of the Fox PTA is to make every child's potential a reality – by engaging and empowering families and communities to advocate for all children. We raise funds, build community, and enable valuable learning inside & outside the classroom. Volunteers make this possible.

This document outlines the roles and responsibilities of the PTA's Elected Officers, Appointed Board Members who Chair Committees, and numerous additional Volunteers.

If you'd like to get involved or learn more, please email [wfoxpta@gmail.com](mailto:wfoxpta@gmail.com). Thank you!

### **Elected Board Officers (9)**

- 1. President**
- 2. Executive VP**
- 3. Treasurer**
- 4. Secretary**
- 5. VP Communications**
- 6. VP Fundraising**
- 7. VP Strategic Projects**
- 8. VP Family Events**
- 9. VP Community Engagement**

#### **FAQs**

- How Are These Roles Selected: The Nominating Committee recruits and meets/talks with officer candidates who are then elected as a slate.
- What Do These Roles Do? Officers are elected to oversee PTA business and operations
- Who Do These Roles Work With? Officers regularly collaborate with each other and Chairs (listed below). They also get to connect with volunteers.
- What Is the Time Commitment? Officers complete tasks between meetings to ensure smooth organizational operations.
- Is Board Meeting Attendance Required? Officers are required to attend monthly board meetings. (Usually the first Tuesday of the month, at school or virtually, in the evening.)

### **Appointed Board Directors i.e. Committee Chairs (15)**

- 10. Budget Chair**
- 11. Art Auction Chair**
- 12. Kindness Counts Chair**

- 13. Strawberry Street Festival Chair**
- 14. Playdates Chair**
- 15. Room Parent Chair**
- 16. After-School Enrichment Chair**
- 17. Teacher Appreciation Chair**
- 18. Advocacy Chair**
- 19. Outdoor Maintenance Chair**
- 20. Let's Play Campaign Chair**
- 21. Let's Create Art Chair**
- 22. Artist in Residence Chair**
- 23. Merch + Spirit Nights Chair**
- 24. Volunteer Chair**

### **FAQs**

- How Are These Roles Selected: The Nominating Committee advertises Chair roles and collects interest, but positions are appointed by the incoming elected Board.
- What Do These Roles Do? Committee chairs take the lead running important (and fun) aspects of the PTA's work.
- Who Do These Roles Work With? Chairs Collaborate with Officers and volunteers.
- What is the Time Commitment? Chairs make a regular time commitment related to their specific area—some are intermittent and others are year-round.
- Is Board Meeting Attendance Required? Monthly Board meeting attendance is optional but encouraged. (Usually the first Tuesday of the month, at school or virtually, in the evening.)

### **School Representatives**

- 25. Principal**
- 26. Staff Representative**

### **Additional Volunteer Roles**

- 27. Art Auction Committee Member**
- 28. Strawberry Street Festival Committee Member**
- 29. Family Events Committee Member**
- 30. Community Engagement Committee Member**
- 31. Merchandise Committee Member**
- 32. Garden & Grounds Committee Member**
- 33. Communications & Marketing Committee Member**
- 34. Lost & Found support**
- 35. Teacher Appreciation Committee Member**

## **36. Soccer Program Lead(s)**

## **37. Tree Sale Lead(s)**

### **Job Descriptions**

#### **Board Officer Descriptions**

**1 - President:** Supervises the business affairs of the Association; Acts as signatory for contracts and second signatory on checks. Presides at the PTA Board and General Meetings; submits reports to the state PTA and coordinates the work of the officers and committees and activities of the Association; represents Fox at Richmond Council of PTAs meetings; Signing authority.

**2 - Executive Vice President:** Manages recruitment of new PTA board members and the nominations process, serves on the budget committee, assists with volunteer development, and leads Back to School Night planning. This position should have previously been an officer or led a committee or major event. Fills in for President, if needed. Signing authority.

**3 - Treasurer:** Maintains accounting system with an accurate record of the income and expenses of the PTA; presents the Treasurer's Report at all PTA Board Meetings; adds his/her name at the bank for authorization to sign PTA checks; pays all bills, reconciles bank accounts monthly and makes sure 2 authorized people sign each check; obtains a receipt for every bill paid; deposits PTA monies in PTA account; works with PTA Board members to develop a budget for the new school year; prepares annual tax return for Organization Exempt From Income Tax (Form 990); organizes all financial information at year-end and submits it to auditor for annual audit; in charge of collection all cash from booths at the Strawberry Street Festival and other fundraising events.

**4 - Secretary:** Accurately records, maintains, and distributes meeting minutes (including board actions and key decisions); and presents minutes for approval at subsequent meetings. The Secretary supports the President in drafting meeting agendas, understands and upholds VAPTA and local PTA bylaws and governance practices for meetings and records, and maintains organized board records and materials in the shared drive. The Secretary also supports onboarding of new board members and plans the leadership crossover meeting with the incoming President. Signing authority.

**5 - Vice President of Communications:** Writes correspondence for the PTA board as requested; manages and maintains PTA website; develops and distributes weekly PTA newsletters; manages PTA communication with general membership including social media posts and hard copy; develops and maintains guidelines for use of PTA social media presence (Facebook, Instagram); works with other board and committee members to publicize PTA events and engage families. Maintains public facing Google Calendar and drafts PTA communications for the Principal.

**6 - Vice President of Fundraising:** Responsible for general oversight of all fundraising chairs and activities. They should help recruit fundraising chairs, if not yet already

appointed, and then check in regularly with committee chairs regarding plans and goals for each event. Ensure budgets and funds are appropriately handled; conducts after-action meetings and maintain proper shared files to continually improve events and support future chairs. (Also serves as a chair of one of Fox's main fundraising events: Kindness Counts, Tree Sale, Auction, or Strawberry St Festival)

**7 - Vice President of Strategic Projects:** Supports and leads PTA special initiatives, including capital campaigns, the art campaign, outdoor maintenance and garden/grounds projects, sponsorships, and grants, in coordination with Chairs. This role works closely with the Treasurer, Budget Committee, and Fundraising team to ensure projects are financially aligned, well-coordinated, and executed effectively. Helps scope projects, track progress, and support volunteers, ensuring initiatives advance PTA priorities and support the school community.

**8 - Vice President of Family Events (formerly Programs):** Leads the planning, organization, and execution of PTA family events, including the Fall Festival. This role oversees event logistics, committee coordination, and on-site execution; ensures event budgets and funds are managed appropriately; supports hospitality efforts to create welcoming events for the school community; and supports General PTA Meetings, including coordinating supplies, setup, and breakdown as needed. Works closely with Communications and Volunteer Teams.

**9 - Vice President of Community Engagement (formerly Membership):** leads efforts to increase and sustain the PTA community by promoting and securing dues-paying memberships (collected via Givebacks) and creating opportunities for meaningful engagement among parents and caregivers. Develops and shares informational materials, supports membership recruitment and engagement activities such as playdates, parent meetups, and teacher appreciation initiatives, in coordination with Committee Chairs. The Vice President of Engagement reports membership totals to the PTA Board and Virginia PTA (via Givebacks).

### **Appointed Board Director (Committee Chair) Descriptions**

**10 - Budget Chair** – Lead the Budget Committee in June/July which will consist of collecting budget requests, reviewing requests to the Budget Committee and the Board, communicating with requesters afterward throughout the school year. Ideally, the Budget Chair would also shadow the Treasurer to prepare for moving into that role. Duties include performing account reconciliations, assisting the Treasurer with cash collection at SSF, Amazon purchases for approved items, and having regular meetings with the Treasurer to learn the role.

**11 - Art Auction Chair** - leads the planning and execution of Fox's Art Auction by managing a committee of volunteers and coordinating all aspects of the event. This role oversees timelines, volunteer assignments, and event logistics; works with PTA leadership to align the

auction with fundraising goals and budget expectations; and ensures clear communication and smooth execution before, during, and after the event. The Art Auction Chair supports a collaborative committee structure and helps ensure the event is successful, well-organized, and reflective of the school community.

**12 - Kindness Counts Chair** - leads the planning and implementation of Fox's *Kindness Counts* campaign by managing a committee of volunteers. This role coordinates all aspects of the program, including volunteer support, communication with school staff and families, and alignment with PTA budget, fundraising and engagement goals. The Chair helps track participation and impact, supports classroom and school-wide engagement in acts of kindness, and ensures the program is executed smoothly while reinforcing a positive, inclusive school culture.

**13 - Strawberry Street Festival Chair** - leads the planning and execution of Fox's annual Strawberry Street Festival, the school's signature spring community event. This role manages a committee of volunteers, coordinates event logistics and timelines, and works closely with PTA leadership to align the festival with fundraising, budget, and community engagement goals. The Chair oversees planning before the event and supports on-site coordination to ensure a welcoming, well-run festival that brings families, staff, and the broader community together.

**14 - Playdates Chair** - Plans grade level playdates, especially in Sept to help families connect with their new classmates. Collaborate with VP Engagement, Room Parent Chair and Kindergarten Welcome Lead to seed additional opportunities for connection.

**15 - Room Parent Chair** - coordinates and supports classroom-based parent volunteers by recruiting, onboarding, and communicating with room parents across the school. This role ensures room parents have the information and materials needed to share with classroom families in support of PTA initiatives, events, and programs. The Room Parent Chair serves as a liaison between the PTA, school administration, and room parents; supports teacher appreciation and classroom engagement efforts; and helps ensure clear, consistent, and inclusive communication so families are informed and encouraged to participate.

**16 - After School Enrichment Chair(s)**: responsible for organizing 3 sessions (Fall, Winter and Spring), including: identifying vendors to teach courses, coordinating dates and identifying space for programs to be held, preparing course offering documents, managing student registration, preparing rosters to vendors and school staff, billing vendors for services, communicating with vendors and parents. This position may be split into 2 positions, with one handling the vendor side of the program and the other handling the school side of the program. The time commitment is approximately 30-40 hours per session, (60-80 hours per year) but most work can be done in the evening and from home, by email and Givebacks.

**17 - Teacher Appreciation Chair**: oversees committee to run Teacher Appreciation Week, monthly lunches for teachers and staff (traditionally held the Wednesday after School

Events or other special occasions) and Year-End gift collections (taking the lead on one of these three efforts); coordinates with other TA volunteers on meal setup and TA Week activities; liaise with PTA Teacher Reps on other small tokens of gratitude or recognition; all within the allotted budget related to teacher appreciation activities. (Time: monthly, lunches arrive at 10am. Year-end gifts via GiftCrowd; TA Week is typically the first week of May, but we're considering shifting to mid-April.)

**18 - Advocacy Chair:** responsible for keeping the Board apprised of legislative activity that relates to the school or PTA. The chair should work to increase Fox's presence at Virginia PTA day at the General Assembly (usually January), follow and share updates from RPS school board and city representatives, monitor advisory committees (i.e., Special Education Advisory Committee), and promote events where advocacy and representation from families are requested.

**19 - Outdoor Maintenance Chair:** identifies outdoor maintenance needs on school grounds and leads related improvement or repair projects. This role obtains quotes, develops project scopes, submits budget requests for board approval, and ensures expenses remain within approved limits. The Chair coordinates work with volunteer committees and contractors as needed, manages timelines, and oversees project execution to ensure outdoor spaces are safe, functional, and well maintained. Works with garden, grounds, and after school leads to identify and address any issues.

**20 - Let's Play Campaign Chair:** leads the planning and execution of the PTA's capital campaign to raise funds for playground improvements and the implementation of new equipment. This role works with PTA leadership and the fundraising committee to set fundraising goals, develop campaign strategies, and track progress against targets. The Chair helps coordinate donor outreach, sponsorships, and campaign communications; supports board approval and budget oversight; and works with relevant committees and partners to help move the project from fundraising through implementation.

**21 - Let's Create Art Campaign Chair:** leads the planning and implementation of the PTA's art-focused fundraising campaign to support artists-in-residence and expand art creation & installation throughout the school. This role works with PTA leadership and relevant committees to set campaign goals, support fundraising efforts, and help allocate funds toward artist programming and additional artwork. The Chair coordinates planning, communication, and implementation to ensure the campaign enriches the school environment and supports meaningful arts experiences for students.

**22 - Artist in Residence Chair:** coordinates the PTA-supported artist-in-residence program by working with school administration, teachers, and PTA leadership to support visiting artists and related programming. This role helps coordinate schedules, classroom participation, and logistics; supports communication with families and staff; and assists with planning and implementation to ensure a successful and engaging experience for students.

**23 - Merchandise and Spirit Night Chair** - leads the planning and coordination of PTA merchandise sales and spirit night events to support fundraising and school spirit. This role manages merchandise selection, ordering, inventory, and distribution; coordinates spirit night partnerships with local businesses; and works with PTA leadership to align activities with fundraising goals and budgets. The Chair supports promotion and execution of sales and events to encourage broad community participation and school pride.

**24 - Volunteer Chair:** Coordinates volunteer needs for all PTA-sponsored events, working closely with other board members and event chairs to identify volunteer needs; manages volunteer sign-ups using tools such as SignUp and spreadsheets; tracks participation; and communicates clearly with volunteers. Ideal for someone who is detail-oriented, comfortable using organizational tools, and enjoys working with a wide range of families, staff, and community members.

### **School Representatives**

**25 - Staff Representative**

**26 - Principal**

### **Additional Volunteer Roles**

**27 - Art Auction Committee (5+):** helps support the planning and execution of the school's art auction as part of a committee, including members who help solicit art, experiences, dining and more for auction and raffles, manage the auction platform, and support event planning and communications.

**28 - Strawberry Street Festival Committee (5+):** helps support the planning and execution of the school's largest community activity each May on a committee, including members who lead solicitation of raffle items, manage event logistics, develop entertainment programming, coordinate day-of details and volunteers. Over 25 sub-committees plan the event and over 300 volunteers are needed the day of the event to staff booths, games, rides, grills and more.

**29 - Family Events Committee (3+):** support VP Family Events, set-up and serve food like pizza at GM meetings, hot dogs at Fall Festival, cookies at Student Concerts, etc.

**30 - Community Engagement Committee (5-6):**

- Room Parents (for each classroom)
- Kindergarten Welcome Lead
- Moving-On Reception Lead

- School Dance Lead
- 5th Grade Grad Party Lead
- Middle School Liaison

**31 - Merchandise Committee (2):** helps set-up merch sales at events, manage inventory, etc to support Merch & Spirit Chair.

**32 - Grounds & Gardens Committee (3):** Time: occasional, as needed, approx 1-2hrs monthly. In coordination with Outdoor Maintenance Chair, oversees the ongoing care and upkeep of the school's outdoor spaces, as needed, between RPS maintenance such as:

- mowing, weeding, planting, and general tidiness;
- works with volunteers to support seasonal upkeep; and helps maintain welcoming, attractive outdoor areas.
- Ideally, organizes one fall and one spring clean-up day and supports hands-on community involvement in caring for school grounds.

**33 - Communication & IT Committee (3):** Work with the communications director as part of a committee to support various communications activities, including: help with Givebacks website and other IT systems, social media, graphic design, print production, etc. based on experience, interest, and needs for PTA fundraisers, events, and outreach.

**34 - Lost & Found Committee (2):** Twice per year, review items and return to classrooms if labeled, or hang and photo items for publication to parents & caregivers so they can claim items. Provide additional support, if requested by Admin. (Time: 1-2 hours in early November and early March, before holiday breaks.)

**35 - Teacher Appreciation Committee (3+):** Works with the teacher appreciation chair as part of a committee to help with monthly lunch pick-up, set-up, clean-up for teachers and staff; support teacher appreciation week; coordinate holiday and year-end gifts via GiftCrowd; other tokens of appreciation or acknowledgement, as they arise and budget allows.

**36 - Soccer Program Lead(s) (2):** organize 2 sessions (Fall and Spring) of U6, U8, U10, and U12 soccer. Recruit coaches, manage registration, answer questions by email, assign teams, make practice schedules, manage uniform supply and equipment, replenish as needed and distribute to coaches, lead orientation for new coaches, collect background checks for new coaches.

Because the program is partially run through City Parks & Rec, the chair must also attend city soccer meetings throughout the year. The chair manages a significant budget. Due to the heavy workload during registration and session start, it is highly recommended that the chair has an assistant or co-chair to help with time-sensitive responsibilities.

The time commitment is approximately 40 hours during each registration cycle and 5-10 hours a week during the season. Each season lasts approximately 9 weeks. Total time

commitment is around 200-250 hours/year, but most work can be done in the evening from home.

The ideal chair will be highly organized, an excellent communicator, and have a passion for you

th sports. While no in-depth soccer experience is required, it is helpful to have someone on your team who is knowledgeable in the rules and logistics of the game.

**37 - Tree Sale Lead(s) (2)** - manages the annual Christmas Tree Sale and winter market using existing vendors and process. Collaborates with Volunteer Chair to ensure adequate hands-on support.

**Additional resources:**

[2025-2026 FOX EVENT CALENDAR](#)

[2025-2026 FOX PTA BUDGET](#)

Email [wfoxpta@gmail.com](mailto:wfoxpta@gmail.com) with any questions. Thank you!