

2024-2025 SGES PTA Executive Board and Committee Descriptions

We are recruiting volunteers for SGES PTA Executive Board & Committee Positions for 2024-25!! Please consider volunteering for a role today! **Deadline to submit is February 23rd.** Nomination forms can be filled out online here:

https://docs.google.com/forms/d/e/1FAIpQLScBCNF2KPbeU88az1JbkVZ4YMddWHA_tQgdwlm1oyCkq1Edhw/viewform?usp=sf_link

Email shadygrovepta@gmail.com for any questions you may have. We would love to have you! Volunteers should be available to attend monthly PTA Board meetings. Executive Board & Committee descriptions are below; please note the roles include but are not limited to the following:

EXECUTIVE BOARD

President: Time Commitment: 2-3 hours/week. Presides at Board meetings, general membership meetings, and other Board activities. Prior PTA experience is beneficial. Should be comfortable speaking in public. Responsibilities include: coordinating monthly Board and general membership meetings, working with the school administration and staff, and coordinating with committee chairs, coordinators, and Executive Board for PTA programs, updating PTA website. Attendance at all Executive Board meetings and General Membership meetings is required.

President-Elect: Time Commitment: 1 hour/month. The President-Elect is considered as the training role for the Presidency. This is a 1 year role and the following year they will start the role of President. Supports and learns the aspects of the role of President. Prior SGES PTA Board experience is beneficial. Attendance at all Executive Board meetings and General Membership meetings is required.

Secretary: Time commitment: 1 hour/month. Responsible for keeping accurate records and recording the minutes of PTA proceedings, Executive Board meetings and general membership meetings. Attendance at all Executive Board meetings and General Membership meetings is required. Responsible for coordinating and overseeing the Thomas B. Fernald Scholarship.

Treasurer: Time commitment: 2 hours/week. Responsible for the maintenance, tracking and reconciliation of all funds of the association including all receipts and related expenditures. Responsible for compiling a monthly Treasurer's report and filing an IRS Return of Organization Exempt from Income Tax Form 990. Attendance at all Executive Board meetings and General Membership meetings is expected.

VP Finance/Fundraising: 1 chair Time Commitment: 2 hours/month. Responsible for the fundraising efforts for SGES PTA. The Finance role includes oversight, communication and coordination of monthly spirit nights, and any local sponsorships such as Papa John's, Kroger etc. The role coordinates obtaining and distribution of the Cardinal Donor magnets for the fall check writing campaign. The VP of Finance also serves on the budget committee. Attendance at all Executive Board meetings and General Membership meetings is expected.

VP Programs: 2 co-chairs Time commitment: 2 hours/month. Manages and implements programs to involve parents/guardians in student activities such as the Trunk or Treat, Cardinal Cultures Night, and Bingo Night. New program ideas welcome! Responsible for planning and organizing at least 2 PTA events throughout the school year. Attendance at all Executive Board meetings is expected.

VP Membership: 1 chairperson Time Commitment: 1 hour/month Aug-Nov. Responsible for the Fall Membership Drive Campaign at the beginning of the year which includes creating flyers for Open House and Back to School Night. Planning and executing grade level competitions for most PTA members joined and announcing winners and prizes. Attendance at all Executive Board meetings and General Membership meetings is expected.

VP Volunteers: 1 chairperson Time Commitment: 1 hour/month. The Volunteers position is a role that includes opportunities throughout the year to manage volunteer groups for the school such as Office Helper and School Store. Other periodic involvement is needed for school events such as managing volunteer groups for the Cardnival. Most of the role is done online with creating sign up genius forms for events. Attendance at all Executive Board meetings and General Membership meetings is expected.

VP Publicity/Technology: 1 chairperson Time Commitment: 1 hour/week. Gather information submitted by PTA officers and committee chairpersons. Manage PTA Facebook page and create email blasts and newsletters to membership. Attendance at all Executive Board meetings and General Membership meetings is expected.

Lay Advisory/Parliamentarian Chairperson: 1 chairperson Time Commitment: 1 hour/month Review PTA bylaws and standing rules to ensure PTA business is conducted properly. Assist PTA officers and committees in conforming to all bylaws and standing rules.

County Council Delegate Chairperson: 1 chairperson Time Commitment: 1 hours/month Attend all County Council meetings (virtually in the evening, a few meetings per school year) and report back information and events to PTA Executive Board.

STANDING COMMITTEES

Cultural Arts & Sciences: 1 chairperson Time Commitment: 1 hour/month. Responsible for procurement of Cultural Arts and Science programs for all grade levels. Role is performed throughout the year but majority of work takes place during the summer setting up the school events before school starts in the fall.

Hospitality: 2 co-chairs Time Commitment: 3 hours/month Schedule regular teacher/staff appreciation events such as lunches and/or dinners during teacher workdays, as well as treats

for staff meetings and lunchroom for holidays with the help of Committee. Coordinate with Room Parent Coordinator to assist with Teacher Appreciation Week luncheon.

Reflections: 2 co-chairs Time Commitment: 2 hours/month, Aug - Feb. Distribute Reflection forms to students in the Fall. Collect student submissions and coordinate judges. Schedule and run Reflections awards ceremony.

Grounds: 1 or 2 co-chairs Time Commitment: 2-4 hours in the Spring (typically April). Organize and coordinate a Spring Grounds Clean Up at Shady Grove for students and their families and volunteers to attend to weed/clean up the flowerbeds at school and help spread mulch.

Cardnival: 2 co-chairs Time commitment: 1-2 hours/month, Jan-April to plan and execute details pertaining to the Cardnival with a committee, specifically fundraising leading up to Cardnival and the details of the celebration for the day of the event. Money raised supports the Thomas B. Fernald Scholarship Fund for senior SGES alumni and the SGES PTA.

Room Parent Coordinator: 1 chairperson Time commitment: 1 hour/month. Solicit interested parents to act as room parents. Help train new room parents for use of the signup genius tool and answer questions as they arise. Keep room parents informed of all pertinent information from the PTA Executive Board, responsible for coordinating with the Hospitality Committee & Principal for Teacher Appreciation Week activities for teachers & staff.

Spirit Wear Coordinator(s): 2 co-chairs Time commitment: 2 hours/month. Work with vendor to create spirit wear designs, manage online spiritwear store, coordinate and deliver all orders to school. (SGES spirit wear, House shirts, and Cardnival shirts), Attend PTA events such as Open House in August to sell spirit wear items. New design ideas welcome!

Diversity, Equity & Inclusion: 1 chairperson Time commitment: 1 hour/month. Works with VP Programs co-chairs, Carnival co-chairs and the President to ensure that all PTA Programs and events throughout the year are inclusive to all and provides guidance and recommendations for each PTA sponsored event. May also coordinate DEI events, workshops, communications, and/or training for parents, PTA volunteers and leaders.

Yearbook Design: 2-3 co-chairs Time commitment: 2 hours/week. Take pictures at school-wide events and work with yearbook vendor to create yearbook pages, including the cover and layout of the classroom pages. Work with school support staff and team lead teachers as necessary to gather photos and information to be added to the yearbook.

Yearbook Sales: 1 co-chairs Time commitment 2 hours/month Coordinate and Provide information to parents about ordering yearbooks and deadlines throughout the school year. Distribute yearbooks to the students at year-end.

5th Grade Celebration Committee: 2-3 co-chairs Time commitment: 1 hour/month, Feb - May. Work with a committee of other 5th grade parents in partnership with 5th grade teachers to plan

a weeklong celebration for the 5th grade students including picnic lunch, classroom rotation of fun activities, decorations and activities for 5th graders for their moving-up ceremony in May. Must be a parent of a rising 5th grader.

Welcome Committee: 1-2 co-chairs Time commitment: 1 hour/month. On a monthly basis, contact the main office for a list of new students. Plan and host several new family coffee's and family meet & greets throughout the year open to all grade levels.