

NewCastle Elementary PTSA

Parent Teacher Student Association

2014-2015: Community & Service



RESPONSIBILITIES OF EXECUTIVE COMMITTEE MEMBERS

WORKING WITH COMMITTEE CHAIRS:

- 1) Contact Chairpersons and introduce yourselves.
- 2) Meet with each Chair – give them committee notebooks or updates, review procedures & guidelines, go over plan for the year/event. Do/review **Committee Plan of Actions (POAs)** together. These should include a timeline of the event or program and budget information.
- 3) Check in with Chairs on a regular basis (minimum of once a month) – need monthly committee reports for board & general meetings. If theirs is a solo position, ask if they need help. We also have an “as needed” volunteer list – the Chair can contact Allison for a list of volunteers. Tasks are more fun when working with someone else!
- 4) A **communications plan** should be included as part of the Committee POA. Committees should utilize all methods of communications as applicable to their committee. EC Members should have this plan and follow up with Chair to be sure information is submitted in timely manner, paying special attention to newsletter deadline and giving enough lead-time to get flyers approved before distributing. All communications for committees should go through the corresponding EC member.
 - a) **Flyers** – Chair will email to you – after you approve, email to JuliAnne for approval from Rich.
 - b) **Cub News** – Chair will email blurb to you – after you approve, email to Sangeet and Eileen.
 - c) **Egroups/Weekly Calendar** – Chair will email you – after you approve, email Sangeet & cc Eileen.
 - d) **Website** – Chair will email you – after you approve, email Sangeet and cc Eileen.
 - e) **Bulletin Board** – Chair will contact Bulletin Board chair to advertise/promote program.
 - f) **Poster/Signs** – Chair will contact Poster/Sign committee if help is needed in creating posters and signs for the school.
 - g) **Room Parent Coordinator** – Chair will email you – after you approve, email Room Parent Coordinator and cc Eileen.
- 5) Planning meetings for committees should be advertised in the newsletter and Egroups. Other people may want to help out, even if they didn't sign up on the volunteer form.
- 6) **Plan of Action** at *beginning of school year* for all chair positions. **Evaluations** at the *end of activity or end-of-year* for year-long activities from all chairs.
- 7) **Budget** – Please see **Procedures for Handling Committee Funds**. All **check requests** need to be approved by 2 people – the Committee Chair + 1 EC member. *It is the Chair and the EC member's responsibility to be sure committee is within budget.*
- 8) For all PTSA activities that take place at the school (including planning meetings,) please complete a **facility use application** to reserve space through ISD. Check with Michelle if you have any questions or want to make sure a room/space has been reserved.
- 9) Handwritten thank you notes should be given to all chairs at end of activity or at end of year for year-long activities.

OTHER:

- 10) Attend all Executive Committee, Board and General Membership meetings.
- 11) Communicate with other EC members and keep President up-to-date.
- 12) **All Executive Committee members are required to attend at least 1 regional training meeting.** This may be the Region 2 fall conference in August, PTA & the Law or other Council trainings.
- 13) All contracts need two signatures and four copies – two copies to the secretary (one for the main legal notebook & one for the legal notebook kept in the PTSA office) and then a copy for you and one for your chair.