

## Longfellow PTA Position Descriptions

All PTA Board members are expected to execute the responsibilities of their positions and to be active participants in the PTA. They should attend general membership meetings of the PTA where they can discuss and vote on the organization's activities. Some board members may be asked to attend special meetings of the Executive Committee for planning and coordination purposes. Committees meet on an as-needed basis depending upon the seasonal demands of their roles. The responsibilities and time demands of board positions are described below.

### **PTA Executive Committee**

President-Elect is responsible for learning the position of the president with the goal of being PTA president the next year. Should be involved in all aspects of the PTA and support the president in the execution of his/her duties. MAY take on a special project and is expected to fill in for the president when necessary. Should work on building a relationship with school staff and administration. Works hand and hand with the current president.

2<sup>nd</sup> Vice President (Fundraising) is responsible for the broad management of matters related to fundraising and for overseeing PTA activities as deemed appropriate by the president. The 2<sup>nd</sup> VP also serves as an aide to the president and may perform the duties of the president in his or her absence. Requires a high level of involvement throughout the year, including summer months.

Treasurer is responsible for the planning, monitoring, execution, and management of all PTA financial functions. The treasurer has custody of all funds; reviews, approves and makes disbursements; prepares and reconciles monthly financial statements; prepares and presents written financial reports at every meeting; and maintains both hardcopy and online files ensuring that they are up to date. At the close of the fiscal year, prepares annual financial reports, coordinates a year-end audit, and prepares and files annual tax returns. Requires a high level of involvement throughout the year, particularly when preparing annual budgets in the summer, collecting dues/donations early in the school year, and closing the books at the end of the fiscal year.

Secretary produces minutes for all PTA meetings, records all documents and communications issued by the PTA and keeps an official copy of the PTA bylaws. Ensures that approved meeting minutes are forwarded to website manager to post online. Prepares gift cards and thank-you notes for school staff at PTA appreciation events and sends thank-you notes to PTA meeting guest speakers. Requires a moderate level of involvement throughout the school year.

## **PTA Administration and Support**

Membership Coordinator recruits members, collects dues and assembles and maintains a computer database of members. Requires some involvement during the summer months in preparation for registration, followed by a high level of involvement at the beginning of the school year. There continues to be a light level of work throughout the remainder of the year.

Communications Assistant oversees the operation of and timely modifications to the PTA website. Also, assists with the bi-weekly newsletter. Requires a moderate, consistent level of involvement throughout the school year with emphasis on updating the website in August and September in preparation for the new school year and throughout the year helping with the newsletter.

## **Committee Chairs**

8<sup>th</sup> Grade Party Committee plans and executes the end-of-year party for the 8<sup>th</sup> grade class as they prepare to leave Longfellow. Requires a high level of involvement during May and June.

Curriculum Night Committee provides PTA presence and support at an evening event (usually in February) that introduces rising 7<sup>th</sup> grade parents to the curriculum and electives available at Longfellow. Hosts food and spirit wear sales, and supports student volunteers to welcome and direct families around the school as requested by school administrators. Requires a moderate level of involvement during January and February.

Directory Committee manages data collection and publishes – online – a directory of contact information for Longfellow students and faculty. Work begins in the late summer, and then requires a high level of activity in the fall. One or two co-chairs needed as we are going online only this year.

Fundraising Committee, headed by the 2<sup>nd</sup> VP, coordinates all Longfellow PTA fundraising efforts, including the annual armchair fundraiser, locker organizer sales, spirit wear sales, merchant fundraising opportunities available through Amazon, Marketplace and Bonus cards, and any other fundraising activities deemed necessary by the PTA. Requires a high level of activity in August and September, followed by a moderate level of involvement throughout the school year, dependent upon the fundraising needs of the association.

Locker Organizer Coordinator – Places order for locker organizers for new students and is in charge of sales during Open House, Back to School Night and other events that may take place near the beginning of the year.

Hospitality Committee hosts breakfasts and luncheons for faculty and staff (typically 10 per year) and provides occasional appreciation gestures to outstanding members of the Longfellow staff. Requires a moderate level of involvement throughout the school year. Best with three people and one for decorations.

Heritage Night Committee hosts a school-wide celebration of the food and cultures found in the countries and regions of Longfellow's varied student body. The event is done in coordination with the ESOL and foreign language teachers. Requires a moderate level of activity in the winter and spring leading up to the event. Two co-chairs is ideal for this event.

International Parent Coffee provides a forum for international families to meet, socialize, share information and develop a better understanding of Longfellow and the broader community. Usually takes place in September or October and administrative staff come totalk with new parents.

Lancers at the Movies Committee organizes a fall movie day with AMC Tysons 16 at the mall. Online tickets are sold to students with a list generated for check in. Requires communication with students via school news show and with parents via PTA and school newsletter. Must choose an age-appropriate movie to appeal to all students and get approval from principal on the choice. At day of movie, set up table (donated by theater) outside movie theater to check in students who bought tickets. Modest level of work in the fall.

Longfellow Love Committee works with the school counselors to raise funds for our families in need at Longfellow. With the funds donated online by parents, the volunteers purchase gift cards, which are distributed anonymously to the families in need. Last year, Longfellow worked to take care of more than 80 families. Modest level of activity around the holidays and in the spring.

Open House Committee works with school administrators to assist with open house for new and returning students in August, immediately prior to the beginning of the new school year. This committee also helps develop and package "start up" PTA materials with coordination from the PTA President, Membership Chair, and the fundraising committees for a summer mailing to all Longfellow families. Requires a high level of involvement during the summer months, culminating with Open House at the end of August.

Reflections Committee oversees Longfellow students' participation in an annual creative expression competition. Requires a brief period of activity in the fall prior to the event as well as intermittent activity in the early winter. The committee advertises, collects and judges submissions, and registers winners with the school and county.

### **School Liaisons**

Elementary School Liaison initiates communications between the Longfellow PTA and Chesterbrook, Franklin Sherman, Haycock, Kent Gardens, Lemon Road, Timber Lane, Westgate, Spring Hill, Churchill Road and Colvin Run elementary schools. The liaison also serves on the PTA Nominating Committee to help recruit parents of rising 7<sup>th</sup> graders. Requires very brief periods of activity throughout the school year.

Special Education Liaison attends meetings of the Fairfax County Advisory Committee for Students with Disabilities, provides periodic reports to the Longfellow PTA and works with Longfellow's special education department to support its program. Last year's chair organized a special lunch for the special education teachers during Teacher Appreciation Week. Requires a modest level of activity throughout the school year.

### **Community Liaisons**

Safe Community Coalition (SCC) Liaison attends meetings of the SCC (4 per year), provides occasional reports to the Longfellow PTA and assists in the coordination of joint SCC/PTA projects. Requires a modest level of activity throughout the school year.

Fairfax County Council of PTAs (FCCPTA) Liaison attends meetings of FCCPTA (4 per year) and provides occasional reports to the Longfellow PTA. Requires a modest level of activity throughout the school year.

McLean Citizen's Association Education and Youth Committee communicates activities and meetings of this community association.