



Amherst PTA Position Description Sheet

Attic Resources Chair

Duties:

To oversee and coordinate the Attic Resources committee. To attend monthly PTA and PTSA meetings or appoint a committee representative to attend.

Description:

Attic Resources posts items in the Bellringer that teachers request on a donation basis.

Responsibilities:

Before the 15th of each month, contact the PTA representatives from each school and ask for any requests posted in the Bellringer. Those request are then forward onto the Bellringer Coordinator for publication.

At the end of the year, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

Bellringer Layout and Production

Duties:

To oversee the publication of the PTA newsletter. To attend monthly PTA meetings or appoint a committee representative to attend.

Description:

The Bellringer provides parents and teachers with pertinent PTA news, activities, and information. It is published monthly from September to June (no December issue) and most articles are submitted by PTA committee members. The chair must, however, make sure that the Bellringer is an accurate and complete record of PTA news as possible, which does mean writing an occasional article.

Responsibilities:

The Bellringer Layout and Production person's responsibilities include:

- Production
 - The Bellringer is created using Microsoft Publisher. Layout Chair should have knowledge of this program.
 - The Layout Chair receives all newsletter copy from the Bellringer Chair. The Chair is then responsible for developing the monthly newsletter including layout, editing, and proof-reading.
 - When completed, the Bellringer is forwarded to the Vice President for final review.
- Distribution
 - The goal for distribution is the first week of every month, September to June. There is no edition in December.
 - Once approved by the Vice President, the Layout Chair transfers the file to .pdf format and forwards the file to Kathy Johnson (kjohnson@sprise.com) at Wilkins School, Terry April (tapril@sprise.com) at Clark School, and Laurie Holbrook (lholbrook@sprise.com) at AMS for distribution through the school e-mail lists.
 - Twenty hard copies are printed (may use Wilkins copier) and delivered to the SAU offices at the Brick School.
 - Copies are also e-mail to a variety of members of the community, including School Board members, the Superintendent of Schools, Amherst Citizen, and officers of the NH State PTA Board.

At the end of the year, the committee will need to:

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- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

Bellringer Chair

Duties:

To oversee the publication of the PTA newsletter. To attend monthly PTA meetings or appoint a committee representative to attend.

Description:

The Bellringer provides parents and teachers with pertinent PTA news, activities, and information. It is published monthly from September to June (no December issue) and most articles are submitted by PTA committee members. The chair must, however, make sure that the Bellringer is an accurate and complete record of PTA news as possible, which does mean writing an occasional article.

Responsibilities:

The Bellringer Chair's responsibilities include:

- Overseeing the committee in tasks such as typing, copying, collating, and distribution.
 - E-mail all committee chairs for article input
 - Collect the articles and format them into a word document with the same print and print size
 - List the "dates to remember" for each month
 - Check for a president's letter
- Tracking expenses.
- Setting the schedule of deadlines and issue dates.

The Chair should send out reminders during the first week of each month asking for items. All items are sent to the Bellringer layout person by the middle of the month. Once the Bellringer is completed, it is given to the schools to be sent out via e-mail. Twenty hard copies should be made for each of the following locations: Clark School, Wilkins School, AMS, and the Brick School.

At the end of the year, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

Clark / Wilkins Book Fair Chair

Duties:

To work with the school library staff to schedule and coordinate volunteers for the twice-yearly book fairs. To attend monthly PTA meetings or appoint a committee representative to attend.

Description:

The Book Fairs are organized by the school library staff. The Book Fair committee provides volunteer support. The Book Fair Chair oversees the Book Fair committee, works with the library staff, and schedules volunteers to work during the book fair. A list of volunteers is provided via the PTA volunteer forms.

Responsibilities:

The Book Fair Chair's responsibilities include:

- Meeting with library staff for book fair dates and volunteer needs.
- Working with the Book Fair committee to phone volunteers.
- Collating student letters and attachments to be sent home.
- Working with the library staff to set up the book fair.
- Handling cash receipts.
- Advertising the book fair through the Bellringer and local papers.

At the end of the year, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

Curriculum Enrichment Chair

Duties:

To oversee the Curriculum Enrichment committee and to work with teachers and staff in scheduling curriculum related programs. To attend monthly PTA meetings or appoint a committee representative to attend.

Description:

The Curriculum Enrichment committee brings outside enrichment programs to the schools. The committee traditionally has one member working with each grade at AMS, plus one chair each for Clark and Wilkins Schools. The individual chairs also coordinate enrichment programs for the different specials at each of their schools. The chair oversees the entire committee to ensure communication and coordination of efforts. The committee discusses the choices and budgets with the teachers and then schedules the programs as determined.

Responsibilities:

The Curriculum Enrichment Chair's responsibilities include:

- Organize and schedule CE committee meetings as necessary.
- Presenting the pending slate of programs for the year at the October PTA meeting.
- Overseeing the committee and yearly budget.

At the end of the year, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

Curriculum Enrichment Chair

Duties:

To oversee the Curriculum Enrichment committee and to work with teachers and staff in scheduling curriculum related programs. To attend monthly PTA meetings or appoint a committee representative to attend.

Description:

The Curriculum Enrichment committee brings outside enrichment programs to the schools. The committee traditionally has one member working with each grade at AMS, plus one chair each for Clark and Wilkins Schools. The individual chairs also coordinate enrichment programs for the different specials at each of their schools. The chair oversees the entire committee to ensure communication and coordination of efforts. The committee discusses the choices and budgets with the teachers and then schedules the programs as determined.

Responsibilities:

The Curriculum Enrichment Chair's responsibilities include:

- Organize and schedule CE committee meetings as necessary.
- Presenting the pending slate of programs for the year at the October PTA meeting.
- Overseeing the committee and yearly budget.

At the end of the year, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

Curriculum Enrichment – 5th Grade

Duties:

To research and book performers/educators and to work with teachers and staff in scheduling curriculum related programs. To attend monthly PTA meetings or appoint a committee representative to attend.

Description:

The Curriculum Enrichment committee brings outside enrichment programs to the schools. At AMS, the committee traditionally has one member working with each grade. The 5th Grade Chair and committee discuss the choices and budgets with the teachers and then schedules the programs as determined. The Chair, along with the other grade level chairs, also coordinates enrichment programs for the different specials at AMS.

Responsibilities:

The Curriculum Enrichment Committee's responsibilities include:

- Review programs done in previous year.
- Meeting with teachers to discuss appropriate programs.
- Previewing performers and programs, as possible.
- Scheduling rooms and times for programs with the appropriate school personnel.
- Handling deposits and payments for performers.
- Attending and assessing scheduled programs.

At the end of the year, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

Curriculum Enrichment – 6th Grade

Duties:

To research and book performers/educators and to work with teachers and staff in scheduling curriculum related programs. To attend monthly PTA meetings or appoint a committee representative to attend.

Description:

The Curriculum Enrichment committee brings outside enrichment programs to the schools. At AMS, the committee traditionally has one member working with each grade. The 6th Grade Chair and committee discuss the choices and budgets with the teachers and then schedules the programs as determined. The Chair, along with the other grade level chairs, also coordinates enrichment programs for the different specials at AMS.

Responsibilities:

The Curriculum Enrichment Committee's responsibilities include:

- Review programs done in previous year.
- Meeting with teachers to discuss appropriate programs.
- Previewing performers and programs, as possible.
- Scheduling rooms and times for programs with the appropriate school personnel.
- Handling deposits and payments for performers.
- Attending and assessing scheduled programs.

At the end of the year, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

Curriculum Enrichment – 7th Grade

Duties:

To research and book performers/educators and to work with teachers and staff in scheduling curriculum related programs. To attend monthly PTA meetings or appoint a committee representative to attend.

Description:

The Curriculum Enrichment committee brings outside enrichment programs to the schools. At AMS, the committee traditionally has one member working with each grade. The 7th Grade Chair and committee discuss the choices and budgets with the teachers and then schedules the programs as determined. The Chair, along with the other grade level chairs, also coordinates enrichment programs for the different specials at AMS.

Responsibilities:

The Curriculum Enrichment Committee's responsibilities include:

- Review programs done in previous year.
- Meeting with teachers to discuss appropriate programs.
- Previewing performers and programs, as possible.
- Scheduling rooms and times for programs with the appropriate school personnel.
- Handling deposits and payments for performers.
- Attending and assessing scheduled programs.

At the end of the year, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

Curriculum Enrichment – 8th Grade

Duties:

To research and book performers/educators and to work with teachers and staff in scheduling curriculum related programs. To attend monthly PTA meetings or appoint a committee representative to attend.

Description:

The Curriculum Enrichment committee brings outside enrichment programs to the schools. At AMS, the committee traditionally has one member working with each grade. The 8th Grade Chair and committee discuss the choices and budgets with the teachers and then schedules the programs as determined. The Chair, along with the other grade level chairs, also coordinates enrichment programs for the different specials at AMS.

Responsibilities:

The Curriculum Enrichment Committee's responsibilities include:

- Review programs done in previous year.
- Meeting with teachers to discuss appropriate programs.
- Previewing performers and programs, as possible.
- Scheduling rooms and times for programs with the appropriate school personnel.
- Handling deposits and payments for performers.
- Attending and assessing scheduled programs.

At the end of the year, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

Curriculum Enrichment – Clark School

Duties:

To research and book performers/educators and to work with teachers and staff in scheduling curriculum related programs. To attend monthly PTA meetings or appoint a committee representative to attend.

Description:

The Curriculum Enrichment committee brings outside enrichment programs to the schools. The Clark School Chairperson and committee discuss the choices and budgets with the teachers and then schedules the programs as determined. The Chair also coordinates enrichment programs for the different specials at Clark School.

Responsibilities:

The Curriculum Enrichment Committee's responsibilities include:

- Review programs done in previous year.
- Meeting with teachers to discuss appropriate programs.
- Previewing performers and programs, as possible.
- Scheduling rooms and times for programs with the appropriate school personnel.
- Handling deposits and payments for performers.
- Attending and assessing scheduled programs.

At the end of the year, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

Curriculum Enrichment – Wilkins School

Duties:

To research and book performers/educators and to work with teachers and staff in scheduling curriculum related programs. To attend monthly PTA meetings or appoint a committee representative to attend.

Description:

The Curriculum Enrichment committee brings outside enrichment programs to the schools. The Wilkins School Chairperson and committee discuss the choices and budgets with the teachers and then schedules the programs as determined. The Chair also coordinates enrichment programs for the different specials at Wilkins School.

Responsibilities:

The Curriculum Enrichment Committee's responsibilities include:

- Review programs done in previous year.
- Meeting with teachers to discuss appropriate programs.
- Previewing performers and programs, as possible.
- Scheduling rooms and times for programs with the appropriate school personnel.
- Handling deposits and payments for performers.
- Attending and assessing scheduled programs.

At the end of the year, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

Executive Board: President

Duties:

To oversee the business and direction of the Amherst PTA. To act as community spokesperson for the PTA. To preside over the monthly PTA meetings and meetings of the Executive Board.

Description:

The President serves as the head of the PTA in all its school and community activities. The role of PTA President is to provide direction for the Amherst PTA and, with the support of the Executive Board, promote the welfare of children locally and beyond.

It is the President's role to oversee the PTA events, act as liaison between the PTA and school administration, and represent the PTA and its interests to the Amherst community.

Responsibilities:

The President's responsibilities include:

- Overseeing the monthly PTA and Executive Board meetings.
- Acting as liaison between the PTA and school administration.
- Representing the PTA in the community.
- Supporting and promoting PTA programs and activities.
- Acting as liaison between the Amherst PTA and the state and national PTA's.
- Advising and supporting PTA committees.
- Working with the Executive Board in making decisions.

The following is the President's schedule for the year:

Late June

- Calendar input for the year. Contact person is Heather Hector. Provide dates for all PTA events and names and phone numbers for the committee chairs.
- Make room reservations for the year with each school and communicate information to committee chairs for review

July

- Check with Membership, OMDR, Directory, Family Information Fair committees to make sure they are up and running. Provide support as needed.
- Be sure Membership has forms for registration day (enrollment form, directory form, and information sheet -- update these forms as needed).
- Information (job description, treasurer's information, committee lists) provided for the committee chairs over the summer months with secretary.

August

- Attend the NH State PTA District meeting.
- Help as needed at the school registration day.
- Introduce self to the staff at the AMS, Clark, and Wilkins teacher meetings.
- Establish schedule for monthly board meetings.
- Complete and submit insurance information.

September

- Contact Reflections State Winners regarding the November PTA convention luncheon.
- Confirm that Fall Grants are up and running.
- Maintain close relationship with Membership Committee to ensure success and confirm Directory publication.

October

- NH PTA Convention registration needs to be turned in.
- Follow through on Fall Grants if applicable.

November

- NH PTA State Convention.

December

January

- Packet from State arrives for June due date.
- With Membership Committee, prepare information for distribution to new parents at Kindergarten Registration.
- Aid the start of the nominating committee.

February

- Confirm that the Grant Committee has begun preparations for Spring Grants. Maintain close relationship with committee throughout process.

March

- Message from the President for the Playbill due in mid-March.

April

- PTA Play – provide thank you's during the performances, attend Cast Party to thank everyone or designate Board Members to do.
- Attend two Spring Grant Meetings.

May

- With Membership Committee, prepare information for distribution to parents of incoming Mont Vernon 6th graders.
- Start officer's list and award forms for NH State PTA.

Early June

- Provide school administrators (Principals and Secretaries) with list of approved grants.
- Officer's list and award forms due to State PTA June 10.
- Present Grants to Amherst School Board.

Each Month

- Prepare agenda for monthly meetings – general meetings and board meetings.
- Preside over monthly meetings.
- Invite special guests to General Meetings as necessary.

- Write President's letter for the Bellringer (due 15th of each month for next month's issue).
- Attend scheduled events as practical and/or arrange for others members of the board to attend.
 - September – Family Information Fair
 - October – Magazine Drive
 - November – Family Science Day, Fall Book Fairs
 - December – No meetings, Holiday Story Time
 - January – Reflections Awards Night, Family Math Night
 - February – no events
 - March – Health Fair
 - April – PTA Play
 - June – Ice Cream Social

As needed

- Coordinate with teachers to purchase grant items with PTA credit card.
- Call board meetings. (Prepare Agenda a week in advance and solicit input from Board members.)
- Follow through on or delegate responsibility for each issue that arose during Board meeting.
- Answer telephone and e-mail inquiries regarding PTA.
- Check in with committee chairs as events approach to see if there are questions.
- Problem solve as issues arise, both from within the PTA and from outside organizations.
- Consult with administrators at all three schools as issues arise.
- Review by-laws and update as needed. Revisions required by State every three years. Next update required Fall 2010.
- Work closely with Treasurer to provide information to create annual budget.

At the end of the year, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

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To oversee the business and direction of the Amherst PTA. To act as community spokesperson for the PTA. To preside over the monthly PTA meetings and meetings of the Executive Board.

Description:

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It is the President's role to oversee the PTA events, act as liaison between the PTA and school administration, and represent the PTA and its interests to the Amherst community.

Responsibilities:

The President's responsibilities include:

- Overseeing the monthly PTA and Executive Board meetings.
- Acting as liaison between the PTA and school administration.
- Representing the PTA in the community.
- Supporting and promoting PTA programs and activities.
- Acting as liaison between the Amherst PTA and the state and national PTA's.
- Advising and supporting PTA committees.
- Working with the Executive Board in making decisions.

The following is the President's schedule for the year:

Late June

- Calendar input for the year. Contact person is Heather Hector. Provide dates for all PTA events and names and phone numbers for the committee chairs.
- Make room reservations for the year with each school and communicate information to committee chairs for review

July

- Check with Membership, OMDR, Directory, Family Information Fair committees to make sure they are up and running. Provide support as needed.
- Be sure Membership has forms for registration day (enrollment form, directory form, and information sheet -- update these forms as needed).
- Information (job description, treasurer's information, committee lists) provided for the committee chairs over the summer months with secretary.

August

- Attend the NH State PTA District meeting.
- Help as needed at the school registration day.
- Introduce self to the staff at the AMS, Clark, and Wilkins teacher meetings.
- Establish schedule for monthly board meetings.
- Complete and submit insurance information.

September

- Contact Reflections State Winners regarding the November PTA convention luncheon.
- Confirm that Fall Grants are up and running.
- Maintain close relationship with Membership Committee to ensure success and confirm Directory publication.

October

- NH PTA Convention registration needs to be turned in.
- Follow through on Fall Grants if applicable.

November

- NH PTA State Convention.

December

January

- Packet from State arrives for June due date.
- With Membership Committee, prepare information for distribution to new parents at Kindergarten Registration.
- Aid the start of the nominating committee.

February

- Confirm that the Grant Committee has begun preparations for Spring Grants. Maintain close relationship with committee throughout process.

March

- Message from the President for the Playbill due in mid-March.

April

- PTA Play – provide thank you's during the performances, attend Cast Party to thank everyone or designate Board Members to do.
- Attend two Spring Grant Meetings.

May

- With Membership Committee, prepare information for distribution to parents of incoming Mont Vernon 6th graders.
- Start officer's list and award forms for NH State PTA.

Early June

- Provide school administrators (Principals and Secretaries) with list of approved grants.
- Officer's list and award forms due to State PTA June 10.
- Present Grants to Amherst School Board.

Each Month

- Prepare agenda for monthly meetings – general meetings and board meetings.
- Preside over monthly meetings.
- Invite special guests to General Meetings as necessary.

- Write President's letter for the Bellringer (due 15th of each month for next month's issue).
- Attend scheduled events as practical and/or arrange for others members of the board to attend.
 - September – Family Information Fair
 - October – Magazine Drive
 - November – Family Science Day, Fall Book Fairs
 - December – No meetings, Holiday Story Time
 - January – Reflections Awards Night, Family Math Night
 - February – no events
 - March – Health Fair
 - April – PTA Play
 - June – Ice Cream Social

As needed

- Coordinate with teachers to purchase grant items with PTA credit card.
- Call board meetings. (Prepare Agenda a week in advance and solicit input from Board members.)
- Follow through on or delegate responsibility for each issue that arose during Board meeting.
- Answer telephone and e-mail inquiries regarding PTA.
- Check in with committee chairs as events approach to see if there are questions.
- Problem solve as issues arise, both from within the PTA and from outside organizations.
- Consult with administrators at all three schools as issues arise.
- Review by-laws and update as needed. Revisions required by State every three years. Next update required Fall 2010.
- Work closely with Treasurer to provide information to create annual budget.

At the end of the year, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

Executive Board: Secretary

Duties:

To handle the minutes and correspondence of the PTA. To attend monthly PTA general and boards meetings or appoint a committee representative to attend.

Description:

The Secretary takes minutes at each PTA meeting, writes letters and notes, and keeps all correspondence records as needed. The Secretary also oversees the nominating committee which fills PTA committee positions for the upcoming year. PTA committee chairs are responsible for asking their committee members about staying on or changing positions. Any vacancies are then handled by the Nominating Committee. This involves contacting and encouraging parents to take an active PTA role. The PTA board often provides suggestions for potential volunteers.

Responsibilities:

The Secretary's responsibilities include:

- Record monthly minutes of the meetings of this organization,
- Have a current copy of the bylaws,
- Maintain a membership list,
- Serve as the chair of the nominating committee,
- Complete necessary correspondence for the PTA.

The following is the Secretary's schedule for the year:

July and August

- Attend monthly PTA meeting and Executive Board meeting
- Transcribe meeting notes
- Copy and distribute meeting notes at each PTA meeting
- Send reminders of PTA meetings to the committee chairs
- Compile master lists of committee chairs and aid in filling empty committee positions

September

- Attend monthly PTA meeting and Executive Board meeting
- Transcribe meeting notes
- Copy and distribute meeting notes at each PTA meeting
- Send reminders of PTA meetings to the committee chairs
- Compile fall volunteer request sheets and distribute to the schools. Send request sheets to the PTA Volunteer Coordinator for compiling
- Committee Chair thank you notes: Family Information Night, Membership, Volunteer Coordinator

October

- Attend monthly PTA meeting and Executive Board meeting
- Transcribe meeting notes
- Copy and distribute meeting notes at each PTA meeting
- Send reminders of PTA meetings to the committee chairs
- Committee Chair thank you notes: Magazine Drive

November

- Attend monthly PTA meeting and Executive Board meeting
- Transcribe meeting notes
- Copy and distribute meeting notes at each PTA meeting
- Send reminders of PTA meetings to the committee chairs
- Committee Chair thank you notes: Family Science Day

December

January

- Attend monthly PTA meeting and Executive Board meeting
- Transcribe meeting notes
- Copy and distribute meeting notes at each PTA meeting
- Send reminders of PTA meetings to the committee chairs
- Committee Chair thank you notes: Directory

February

- Attend monthly PTA meeting and Executive Board meeting
- Transcribe meeting notes
- Copy and distribute meeting notes at each PTA meeting
- Send reminders of PTA meetings to the committee chairs
- Committee Chair thank you notes: Chili Cook-Off, Family Math Night, Reflections

March

- Attend monthly PTA meeting and Executive Board meeting
- Transcribe meeting notes
- Copy and distribute meeting notes at each PTA meeting
- Send reminders of PTA meetings to the committee chairs
- Committee Chair thank you notes: Health Fair

April

- Attend monthly PTA meeting and Executive Board meeting
- Transcribe meeting notes
- Copy and distribute meeting notes at each PTA meeting
- Send reminders of PTA meetings to the committee chairs
- Attend grant meetings
- Check with each committee chair to check on the following year's status
- Compile a completed list of returning committee chairs and committee members
- Compile a list of needed committee chairs
- Committee Chair thank you notes: Kids Art

May

- Attend monthly PTA meeting and Executive Board meeting
- Transcribe meeting notes
- Copy and distribute meeting notes at each PTA meeting
- Send reminders of PTA meetings to the committee chairs
- Work with Executive Board to fill open committee positions
- Compile spring volunteer request sheets and distribute to the schools. Send request sheets to the PTA Volunteer Coordinator for compiling
- Committee Chair thank you notes: Curriculum Enrichment, Grant Committee, Hospitality, PTA Play, PTA Playbill, Staff Appreciation, PTA/PTSA Representative

June

- Attend monthly PTA meeting and Executive Board meeting
- Transcribe meeting notes

- Copy and distribute meeting notes at each PTA meeting
- Send reminders of PTA meetings to the committee chairs
- Present board with a complete list of committee chairs for the following school year
- Committee Chair thank you notes: Attic Resources, Bellringer, Book Fairs: Wilkins, Ice Cream Social, PTA Website

At the end of the year, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

Executive Board: Treasurer

Duties:

To oversee all the financial concerns of the PTA and to advise the Executive Board concerning PTA financial affairs. To attend monthly PTA general meetings and executive board meetings.

Description:

The Treasurer oversees all the financial aspects of the PTA such as monthly financial reports, tax forms, yearly audit, checking account, and all other financial records or accounts held by the PTA.

Responsibilities:

The Treasurer's responsibilities include:

- Scheduling the annual budget meeting.
- Submitting a monthly income and expense report at each PTA meeting.
- Assisting all fundraising committees in depositing and recording income.
- Providing cash boxes as necessary.
- Tracking committee expenses and writing reimbursement checks.
- Paying all PTA bills and dues.
- Filing tax reports (due in December).
- Scheduling and preparing the books for the year-end audit in July.
- Writing checks, paying bills, and reconciling financial statements.
- Picking up mail from the postal box and handling/distributing as appropriate.

The following is the Treasurer's schedule for the year:

- July and August
 - Complete year-end financial report for the previous year (this is the same as the June financial statement).
 - Take books to the auditor.
 - Schedule a meeting of the executive board to draft a budget. The final budget is presented at the September general meeting.
 - Get new signature card for the checking account, which should have your name and the current president as signers.
- September
 - Membership Drive
 - The Membership Committee keeps a daily tally of memberships and money received, but turns over the money to you for deposit.

- Magazine Drive
 - The Magazine Drive committee is responsible for making and recording all their deposits, and then turning over the deposit receipts to you. They will need at least 2 bank stamps, and at least 2 booklets of deposit slips. (Make sure you hang onto 1 bank stamp and some deposit slips so you can make deposits during this time, too.)
 - The magazine company (QSP, Inc.) bills the PTA directly for the subscriptions. We typically receive 2-3 separate invoices for each school's subscriptions (Wilkins and AMS). The PTA keeps approximately 40% of the money raised. In addition to the subscriptions, the PTA pays for the prizes offered to the students as incentives. This bill is reviewed first by the magazine drive committee for accuracy.
 - Throughout the year, additional subscriptions are credited to our account, via the MagNet program. QSP will periodically send us checks for this.
- October
 - Fall Grants
 - The amount of money allocated for Fall Grants is determined when the budget is set. However, if more funds are needed, funds can be moved from Spring Grants.
 - Make a spreadsheet for the Fall Grant items, and keep track of them as the funds are expended.
- November
 - Bonding and Liability Insurance
 - Send bonding & liability insurance premium by Nov 18th.
 - IRS Form 990
 - IRS Form 990 (for the previous fiscal year) is due by November 15th.
 - Order IRS Forms
 - Order tax forms W9, 1096, and 1099-Misc. Forms can be ordered online: www.irs.ustreas.gov and click on "Forms and Publications"
- December
 - State PTA Dues
 - State PTA dues must be paid by December 10th. Fill out the form (they send us one every year) and mail it along with our dues. We do not pay national dues or member insurance premiums directly. We pay the state and they pay national PTA and our group insurance. For 2002-2003 we will pay the state PTA:
 - \$2.50 dues per member
 - \$0.50 insurance per member
 - \$3.00 per member
 - IRS Form W-9
 - If there are any performers who have been paid \$600 or more during the calendar year, and for whom you do not have a tax-payer id number: send them a W-9 (request for tax-payer id number).
- January
 - IRS Forms 1099-Misc and 1096
 - Any performer paid \$600 or more during the *calendar* year must receive a *1099-Misc* form by January 31st. Those forms, plus the accompanying *1096* form must be sent to the IRS by Feb 28th. See above section "IRS Forms 1099-Misc and 1096" for more information.
 - Play and Playbill
 - The play and playbill are the spring fundraisers. Starting sometime in January, these two activities get underway. You should contact the play producers and the playbill chair to clarify how they can contact you for reimbursements and/or deposits. The checks for play tickets and playbill advertisements are collected by the committees, and turned over to the treasurer for deposit.
- February
 - A quiet month. Enjoy.

- March
 - State PTA Dues
 - Any dues collected after December 10th must be sent to the state PTA by March 10th
- April
 - Play
 - You are responsible for depositing all ticket money collected for advance sales and at the door sales.
 - Spring Grants
 - Calculate amount available for Spring Grants:
 - Take the current bank balance
 - Subtract all remaining expenses for the year (contact committee chairs to find out if they have more receipts to submit)
 - Subtract \$2000 for start-up for next year
 - The remainder is the amount available for Spring Grants.
- May
 - Update Budget
 - Update budget to indicate actual income/expenses for the fund-raisers: magazine drive, membership, play, and playbill.
- June
 - After the June statement is received, prepare the June financial statement (it's the same as every other month except it doubles as the year end statement). The year end statement is presented at the first meeting of the next year.
 - Audit
 - Prepare the books and arrange for the audit.
 -
 - Planning for next year
 - A continuing treasurer can start planning the next year's budget. An outgoing treasurer should meet with the new treasurer and get new signature cards for the bank account.
 - The PTA tries to carry a balance of \$2000 start-up for the following year plus any additional money to cover unpaid expenses. This is usually Spring Grants that have not been billed yet.
 - Any funds carried over from one year to the next are listed as "General Funds". All outstanding bills from the previous year (except Spring Grants) are debited from this line item.
 - IRS Form 990
 - You have 5 months to file the IRS form 990.

At the end of the year, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

Executive Board: Vice-President

Duties:

To aid the President in effective operation of the PTA and to prepare for the role of President the following year. To attend monthly PTA meetings or appoint a committee representative to attend.

Description:

The Vice-President serves as a back up to the President's Role. Each year, Presidential responsibilities may be divided between the President and Vice-President. In preparation for the following year as President, the Vice-President should be prepared to fill in for the President at meetings and forums, etc. as necessary.

Responsibilities:

In addition to serving as back up to the President's role, the VP coordinates the Public Relations activities. These responsibilities include:

- Web site overview – Periodically review web site content and forward changes or additions to the Web Master.
- Bulletin boards – Maintain bulletin board at Clark (and other schools as appropriate) displaying current and upcoming events, meetings and news.
- E-Mail announcements – As needed, prepare email announcements for distribution through the schools.
- Bellringer – Review Bellringer before distribution for content and corrections. Prepare articles as necessary to insure all meetings, events, etc, are announced.
- Local newspapers – Prepare and distribute press releases (and photographs when available) to local newspapers. The primary news outlet is the Amherst Citizen. Information with broader interest can also be sent to the Milford Cabinet and the Nashua Telegraph. Invite the Amherst Citizen to send a reporter/photographer to cover events, as appropriate.
- Maintain periodic contact with Committee Chairs to determine PR needs.
- Pick up the PTA mail at Clark, Wilkins, and AMS on a regular basis, or designate a person to do so. Distribute mail as appropriate.

At the end of the year, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

Executive Board: Advisor

Duties:

To aid the president and other board members with any questions or concerns that may arise regarding the effective operation of the PTA. To attend monthly PTA general meetings and board meetings.

Description:

The Advisor lends his/her expertise and experience to help the PTA run smoothly. It is important for the advisor to be available to answer questions and give advice to members of the board, especially the president, in a timely manner. Advisor attendance at the executive board and monthly meetings crucial.

Responsibilities:

The Advisor's responsibilities include:

- Attend monthly PTA general meetings and executive board meetings.
- Be available to aid the president in his/her role.
- To answer questions from board members regarding the effective operation of the PTA
- To serve as a member of the executive board and assume all responsibilities of a board member

At the end of the year, the advisor will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

Family Information Night Chair

Duties:

To coordinate volunteers to contact organizations to participate in the Family Information Night. To attend monthly PTA meetings or appoint a committee representative to attend.

Description:

The Family Information Night committee runs the Family Information Night held in mid-September. Family Information Night is a forum sponsored by the PTA to introduce community members to many services, sports programs, and clubs available in our area. The Family Information Night Chair oversees the committee and coordinates the organizations invited to the event.

Responsibilities:

The Family Information Night committee usually begins its work in early August. Local organizations and PTA programs are contacted and informed of the event time, date, and location. The Family Information Night is usually held in mid-September at the Wilkins Cafeteria from 6.30 – 8.00 pm.

In preparation for the event, the Family Information Night committee needs to:

- Arrange for PTA representation at the event. Designate a table for the PTA. Invite committee chair-people to attend or provide information about the committees and events.
- Call the clubs, programs, and community service organizations to invite them to the event. A list of past attendees will be provided. It is important to get a commitment from the different groups to allot for space. Also, it is important to see if any special equipment (extra table space, floor space, proximity to outlets, etc.) is needed.
- Contact potential entertainment. In the past, Girl Scouts have provided face painting, and performances have been provided by Souhegan High School students or Amy Conley.
- Contact the Hospitality committee to provide refreshments for the event.
- Create two raffle items – a gift certificate from the Toadstool Bookshop in Milford, and a backpack filled with school supplies or similar prizes.
- Work with the vice-president to arrange for publicity for the event, including advertising in the Bellringer, the Amherst Citizen, and the Milford Cabinet. An information flyer will need to be distributed at Clark, Wilkins, and AMS and posted on the PTA website and PTA bulletin board.
- Invite school personnel – superintendent, principals, and faculty – to the event.
- Contact custodians at Wilkins to coordinate the numbers of tables and space arrangements needed.
- One week prior to the event, the committee will need to:
 - Follow up with various clubs and organizations to verify attendance.
 - Make a list of attendees to hand out to guest as they enter the event.
 - Make a layout for tables based on attendees and space needs.

- Make signs for each table to identify the participating organization.
- Confirm with Hospitality and all invited entertainment.
- Purchase table coverings for the tables.
- Construct a poster to hang on an easel outside the door to welcome people to the event.
- Purchase items for the raffles and make raffle entry forms for participants.
- On the evening of the event, the committee will need to:
 - Arrive one hour early with committee members to set up tables, place tablecloths and table signs.
 - Set up raffle items and entry forms on a raffle table.
 - Place an easel with the Welcome sign near the entrance.
 - Place the list of participants near the entrance. It is recommended to have just one entrance to the event to ensure that all the tables are reached.
 - Make sure to select two names from the raffle entries to determine the winners. You can call them the next day with the good news.
- After the event, the committee will need to:
 - Submit all necessary vouchers within 30 days to the treasurer.
 - Write all necessary thank you notes.
 - Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.

The Family Information Night is the PTA's first big event of the year, so we like to promote the PTA as much as possible. Because it has been successful in the past, an organized committee should have no problem putting it together for another great year!



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Amherst PTA Position Description Sheet

Family Math Night Chair

Duties:

To plan and coordinate the Family Math Night program. To attend monthly PTA and PTSA meetings or appoint a committee representative to attend.

Description:

Family Math Night provides games and activities, grades 1 – 4, and an adult partner to play and discover new ways to use and enjoy math. Family Math Night typically occurs over two nights; one for 1st and 2nd graders and one for 3rd and 4th graders. The committee is responsible for all aspects of the event, including game selection and new development, advertising (with assistance from the vice-president), supply purchasing and borrowing, set up and decorating, working the event, and clean up. The committee also works with teachers for input.

Responsibilities:

The Family Math Night committee's responsibilities include:

- November/ December
 - The committee meets once to determine the theme, discuss new game development, and choose existing games to alter.
- December
 - Submit articles to the publicity sources
 - Notify the Recreation Department and After-School Programs about the theme and dates
- January
 - The committee meets to delegate tasks including:
 - Advertising, including newspaper articles, newsletters, posters, and flyers.
 - Develop the Game Chart and certificate.
 - Finalize game selection and new games.
 - Volunteer sign up and reminder calls.
 - Decorations.
 - Purchase supplies.
 - Gather math supplies borrowed from teachers at Wilkins and AMS.
 - Transport supplies and games to the school.
 - Clean up – returning supplies, thank you's, articles, etc.

At the end of the year, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
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Amherst PTA Position Description Sheet

Family Science Day Chair

Duties:

To plan and coordinate the Family Science Night program. To attend monthly PTA meetings or appoint a committee representative to attend.

Description:

The purpose of the Family Science Day is to provide an interactive and enriching science experience for students grades K – 4 and an adult partner to play and discover new ways to use and enjoy science.

Responsibilities:

The Family Science Day Chair's responsibilities include:

- Meet with the committee to select a theme.
- Work with the committee to select and develop experiments and activities related to the theme.
- Work with the committee to determine dates and times.
- Coordinate volunteers.
- Delegate and oversee tasks, such as room scheduling, publicity, set-up, materials, and reservation forms.
- Purchase the supplies for all the experiments and activities.

The Family Science Day may use the following schedule:

- Mid September
 - Obtain volunteer list from the PTA and contact committee members.
 - Submit initial article to the *Bellringer* about Science Day, including the theme if known.
- Late September/Early October
 - Meet with committee members on an every other week basis.
 - Determine the following:
 - Science Day theme
 - Experiments and activities based on the theme
 - Outside supplements (ie: local science museums, nature programs, prizes, etc)
- October
 - Send in articles to the Amherst Citizen and the Milford Cabinet with assistance from the vice-president.
 - Send in a second article to the *Bellringer* with theme and additional information.
 - Prepare a handout to be sent home with children two weeks prior to the event with the registration form.
- Early November
 - Develop a plan to maximize the flow of people from station to station.

- Finalize the plans for each station.
- Create a shopping list for “day of event” items.
- Print participation certificates.
- Week before the event
 - Purchase “day of event” supplies.
- Night before event
 - Set up at Wilkins School from 6 – 10pm
- Day of event
 - Finalize preparations at each station.
 - Assign a “runner” if more supplies are needed during the event.
 - Sessions run from 10am – 12pm and 1pm – 3pm. 12pm – 1pm is a time to clean each station and restock supplies.

At the end of the year, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

Grant Committee Chair

Duties:

To coordinate the Fall and Spring Grants Process. To attend monthly PTA meetings or appoint a committee representative to attend.

Description:

Fall and Spring Grants ask teachers and staff to submit requests for materials, programs, and other items for the classroom or grade level use. The Grant committee consists of the Executive Board, a teacher representative at each school, the committee chair, and a member-at-large. The teacher representatives and the member-at-large should be new people each year as to provide a fresh perspective.

Responsibilities:

The Grant Committee Chair's responsibilities include:

- Distributing and receiving grant request forms to/from all participating teachers at Clark, Wilkins and AMS.
- Setting deadlines.
- Notifying teachers and staff of the grants criteria and deadlines. Teachers and staff should be encouraged to solicit feedback from their school principal before completing and submitting a grant request.
- Scheduling and conducting two grants committee meetings prior to the May PTA meeting (Spring Grants).
- Preparing and distributing Spring Grants press releases to the Bellringer and the Amherst Citizen.
- Notifying teachers and staff about the final status of the grant requests.

At the end of the year, the committee will need to:

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Amherst PTA Position Description Sheet

Health Fair Chair

Duties:

To help the school nurses and coordinate volunteers for the Health Fair. To attend monthly PTA meetings or appoint a committee representative to attend.

Description:

The Health Fair is organized and run by the school nurses. A variety of participants are invited to have tables set up at the Fair. Volunteers aid the school nurses making sure that the day runs smoothly. The Health Fair is usually held in March and is done every other year. The next school year for the Health Fair is the 2008 – 2009 school year.

Responsibilities:

The Health Fair chair contacts the school nurses to see what volunteers are needed. Volunteer lists are provided after sign ups at the beginning of the school year. Volunteers will need to be informed of time, location, and duties that need to be covered.

At the end of the year, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

Hospitality Chair

Duties:

To coordinate volunteers to provide refreshments for PTA and other scheduled events. To attend monthly PTA meetings or appoint a committee representative to attend.

Description:

The Hospitality committee provides refreshments and a friendly face at many PTA and school events. The Hospitality Chair oversees the committee and keeps the calendar of Hospitality events.

The Hospitality Chair's responsibilities include:

- Keeping the master schedule of Hospitality events.
- Working with the committee to phone volunteers for baking and supplies.
- Delegating and overseeing tasks such as setup/cleanup, coffee pots and inventory.

Responsibilities:

Hospitality is responsible for refreshments at various PTA events throughout the year. The three most important events are Family Information Night (September), the Reflections Program (January), and the annual PTA play (April). Additional needs may arise throughout the year. The Hospitality Committee Chairperson will be contacted by the coordinators of each event with information pertaining to time, location, type of refreshments, and number of needed volunteer servers.

The Hospitality Chairperson will be given a list of volunteers to call on for donations of baked goods, beverages, refreshments, paper products, etc. When an event coordinator contacts the Hospitality Chairperson, the committee will contact volunteers to help:

- provide food and beverage items;
- set up refreshments for the event;
- serve the refreshments;
- attend to the clean-up after the event.

There are a number of supplies, punch bowls, coffee urns, table skirts, and paper goods in the storage bins at the PTA storage area at Countrywide Storage. Contact the Board President for the key to access the storage area.

After each Hospitality event, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.

The Hospitality committee may be called on to help with other events throughout the school year, and other committees may contact the chairperson for supplies only. This is a great opportunity to get to know people in the community. Other programs that may require Hospitality include the Health Fair, Mont Vernon incoming student night, and other programs.



Amherst PTA Position Description Sheet

Ice Cream Social Chair

Duties:

To organize and run the Ice Cream Social. To attend monthly PTA meetings or appoint a committee representative to attend.

Description:

The Ice Cream Social occurs at the end of the school year as a thank you to parents and students. Box Tops for Education are also collected and given to the Box Top coordinator at the schools.

Responsibilities:

The Ice Cream Social Chair's responsibilities include the following schedule:

- September
 - Confirm event date and contact volunteers.
- April
 - Create flyers to be hung around town and organize publicity.
 - Make flyers to be sent home with students.
 - Designate one person to organize the gift basket. This should include purchases by the PTA and donations from local businesses, including gift certificates, ice cream bowls, scooper, toppings, etc.
- May
 - Write article for Bellringer and AMS newsletter.
 - Meet with Jake's Ice Cream or other ice cream vendor to firm up contract, date, etc.
 - Fill out PTA voucher and get check for the vendor.
 - Talk to janitor at Wilkins to confirm help with set up.
- A week before the event
 - Ask schools to send out e-mails about the event with assistance from the vice-president.
 - Distribute flyers to all classes.
 - Give check to vendor and confirm.
 - Confirm with janitor at Wilkins.
 - Confirm volunteers.
 - Order balloons and purchase tablecloths, napkins, cups, spoons, whipped cream and bowls.
- Day of the event
 - Pick up ice cream.
 - Set up at Wilkins.
 - Tablecloths and balloons.
 - Raffle table with gift basket.
 - Basket for collecting Box Tops for Education.
 - Enjoy!!

At the end of the year, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

Magazine Drive Chair

Duties:

To oversee and coordinate the Magazine Drive committee and act as a liaison between the PTA and the magazine company (QSP). To attend monthly PTA meetings or appoint a committee representative to attend.

Description:

The biggest PTA fundraiser, the Magazine Drive, provides the money that makes most of the PTA sponsored programs and events possible. Students collect orders from family, friends, and relatives and receive prizes and incentives. The magazine drive is held in early October and planning needs to be begin before school opens. The Magazine Drive chair arranges organizational meetings for the committee and contacts QSP to coordinate dates, prizes, and other details. A list of volunteers to help with processing orders and handling prizes is provided via the PTA volunteer forms.

Responsibilities:

The Magazine Drive committee begins work in the spring for scheduling and prize selection and may meet briefly prior to the opening of school. The committee is responsible for the accounting, processing, and filing of magazine orders for students and teachers. The committee also schedules and participates in all magazine drive related contests, stores, races, and activities. By mid-September, preparations are being made for the drive but most of the work is done the first two weeks of October. The drive itself lasts two weeks.

The Magazine Drive Chair's responsibilities include:

- Scheduling the Magazine Drive committee meetings.
- Scheduling the Magazine Drive kick-off and dates.
- Working with the committee to coordinate volunteers, order processing, and prize distribution.
- Contacting appropriate school personnel to arrange times for the kick-off assembly.
- Acting as a liaison with the magazine company (QSP).

At the end of the Magazine Drive, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

Member Services Chair

Duties:

To oversee and coordinate the Member Services Committee, including Membership, Directory, and OMDR.
To attend monthly PTA meetings or appoint a committee representative to attend.

Description:

The Member Services Chairperson position is designed to oversee and coordinate several committees: Membership Drive, Online Dues Membership Reporting (OMDR) and Directory. Because there is much overlap in these committees, a Chairperson has been designated to help coordinate the scheduling and the flow of information among these groups.

Responsibilities:

The Member Services Chair's responsibilities include:

- Member Services Chairperson will meet with the Membership Drive, OMDR and Directory Chairpeople during the summer months to coordinate efforts.
- During the first part of the school year, the Member Services Chairperson will maintain contact with the subcommittees and facilitate the flow of information (ie various membership and directory forms) from the Membership Drive Chairperson to the OMDR and Directory Chairpeople.
- In addition to the coordinating role, the Member Services Chair will also be responsible for communicating the benefits and services of the National PTA to our general membership throughout the school year. This includes researching the benefits and services available (much information from the State and National PTA organizations will be forwarded to the Chairperson by the President) and communicating through articles in the Bellringer or other methods.

At the end of the year, the committee will need to:

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Amherst PTA Position Description Sheet

Membership Chair

Duties:

To oversee and coordinate the Membership committee and the Membership Drive. To attend monthly PTA meetings or appoint a committee representative to attend.

Description:

The Membership committee begins the membership drive in August at the Registration Day. The Membership committee meets over the summer to organize the drive and to prepare the PTA packet that the parents receive. The Membership committee:

- Obtains and records PTA family memberships for the new school year.
- Prepares all membership family packets for distribution at beginning of school year.
- Collects all incoming membership forms and delivers to Member Services or OMDR chair for inputting in database.
- Organizes a teacher/staff membership drive including raffle prizes.
- Collects all membership payments.
- Reports all membership results to treasurer.
- Coordinates the November donut parties for the classes with a 100% response to the membership drive.

Responsibilities:

The Membership committee coordinates the membership drive for the students and the faculty. The committee also runs the donut parties for the classes with a 100% response to the membership drive.

Prior to Registration Day, the Membership Committee needs to:

- Purchase colored paper for membership packet preparation. Different colors for different forms.
- Purchase prizes to go with memberships. We used Dum Dum lollipops for both Registration Day and in the teacher envelopes.
- Obtain items for teacher raffle at Staff Breakfast (day before school starts).
- Review prior year forms for date changes or changes in program.
- Dependent on whether the registration is taking place at the end of the summer or if all of the forms go home the first week will determine the number of membership envelopes you need. You don't need envelopes for Registration Day signups.
- Obtain student enrollment data from administrators at Clark, Wilkins, and AMS.
- Make copies of membership drive forms (membership signup, directory form, volunteer form and any others). This project can take at least two half days at Wilkins copier. Beware late in the summer this copier is in high demand. Review class lists prior to printing to determine best you can as to the number of packets needed.

- Staple membership packets! Have a stapling party with all your closest friends. Many hands make the work go fast.
- If signups are at Registration Day, bring all of the completed packets to the administrators to insert in the student's folders a few days before. Ask them when they need them by.

At Registration day, the Membership committee will need to:

- Staff a table with 3 committee members or volunteers for the entire registration time. Have the PTA table skirt and signage available. Bring a sealed container for membership payments (cash and checks) and a box for completed membership signups. We stamped paid for those received on that day. Separate out the directory and volunteer forms as they come in.
- Be prepared to answer all of the directory questions that come up, including why there was no directory in 2005 - 2006! Directory forms must have a signature. It's easier to get it while they are standing in front of you.
- At the end of this day, go through the folders for families that didn't attend and collect all membership packets. *Note: Everyone is anxious to leave after a long registration day and the administrators pack up their boxes early. If you aren't able to, collect your forms you will have to go to the individual schools the next day. Remove the membership signup form that looks like the envelope and attach the envelopes to go home the first week of school. These completed packets must be returned to the administrators at each school.

At the Staff Breakfast, the Membership committee will need to:

- Have a table (with signs and table skirt) set up in the lobby at SHS outside of the cafeteria. Check with administration on the time of breakfast. Karen Reed at SAU can put a blurb in the staff newsletter regarding PTA signups at Staff breakfast. You want to be there while they are chatting before the meeting starts. Call ahead to the custodians to setup the table for you. Sign up as many staff members as you can as they are coming into the lobby and chatting with their colleagues. Make sure you have a valid staff list at all three schools to check off their names (this list is all staff-not just teachers). Be sure to note those staff members that also have family memberships. Have cash available to make change. Enter all participants in the raffle. In 2005 we had donations from The Black Forest Café and LaLa Beads.
- At beginning of presentation in the auditorium arrange to go up with the superintendent and draw the prizes for the raffle. You should probably plan to thank all those staff members who participate. If the current year president plans to make a presentation, then have that person introduce you to draw the raffle winner.

The first week of school, the Membership committee will need to:

- Provide each school with an envelope/ class to return their daily signups. Tally the returns for both registration and envelopes close to the end of the drive for the teachers. The teachers need to know who have not returned the forms.
- Post bulletin board displays to encourage membership with extra sign-up sheets.
- Once the school year begins go to each school (assign committee members to different grades if possible) to collect and tally the daily receipts. Cash and checks are delivered to the treasurer periodically utilizing the deposit form on the Amherst PTA website. The chairperson should keep a master list of all of the classes sorted by class and by last name. The committee members should also have this same list for their respective grades. The list should be marked 10, P, or N. Mark the 10 (dollars) next to one sibling (usually the youngest) and then mark P (paid) for the other siblings. N for any returned envelope that does not want to join. Do not fill in anything if nothing was received back.
- Provide a list of members to the treasurer including the number of families that have joined.
- Provide a list of 100% returns classes for the donut parties. Let the teachers know who won as well. They may find some envelopes collecting dust!

In November, the Membership committee will need to:

- Work with the schools to schedule and coordinate the donut parties for the classes that had 100% returns.
- Pick up/purchase the juice and donuts. In the past, the committee has asked for donations from Dunkin Donuts, Shaws, and Walmart.
- Highlight those classes that attained 100% response to the membership drive.

At the end of the Membership drive, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

Membership Chair

Duties:

To oversee and coordinate the Membership committee and the Membership Drive. To attend monthly PTA meetings or appoint a committee representative to attend.

Description:

The Membership committee begins the membership drive in August at the Registration Day. The Membership committee meets over the summer to organize the drive and to prepare the PTA packet that the parents receive. The Membership committee:

- Obtains and records PTA family memberships for the new school year.
- Prepares all membership family packets for distribution at beginning of school year.
- Collects all incoming membership forms and delivers to Member Services or OMDR chair for inputting in database.
- Organizes a teacher/staff membership drive including raffle prizes.
- Collects all membership payments.
- Reports all membership results to treasurer.
- Coordinates the November donut parties for the classes with a 100% response to the membership drive.

Responsibilities:

The Membership committee coordinates the membership drive for the students and the faculty. The committee also runs the donut parties for the classes with a 100% response to the membership drive.

Prior to Registration Day, the Membership Committee needs to:

- Purchase colored paper for membership packet preparation. Different colors for different forms.
- Purchase prizes to go with memberships. We used Dum Dum lollipops for both Registration Day and in the teacher envelopes.
- Obtain items for teacher raffle at Staff Breakfast (day before school starts).
- Review prior year forms for date changes or changes in program.
- Dependent on whether the registration is taking place at the end of the summer or if all of the forms go home the first week will determine the number of membership envelopes you need. You don't need envelopes for Registration Day signups.
- Obtain student enrollment data from administrators at Clark, Wilkins, and AMS.
- Make copies of membership drive forms (membership signup, directory form, volunteer form and any others). This project can take at least two half days at Wilkins copier. Beware late in the summer this copier is in high demand. Review class lists prior to printing to determine best you can as to the number of packets needed.

- Staple membership packets! Have a stapling party with all your closest friends. Many hands make the work go fast.
- If signups are at Registration Day, bring all of the completed packets to the administrators to insert in the student's folders a few days before. Ask them when they need them by.

At Registration day, the Membership committee will need to:

- Staff a table with 3 committee members or volunteers for the entire registration time. Have the PTA table skirt and signage available. Bring a sealed container for membership payments (cash and checks) and a box for completed membership signups. We stamped paid for those received on that day. Separate out the directory and volunteer forms as they come in.
- Be prepared to answer all of the directory questions that come up, including why there was no directory in 2005 - 2006! Directory forms must have a signature. It's easier to get it while they are standing in front of you.
- At the end of this day, go through the folders for families that didn't attend and collect all membership packets. *Note: Everyone is anxious to leave after a long registration day and the administrators pack up their boxes early. If you aren't able to, collect your forms you will have to go to the individual schools the next day. Remove the membership signup form that looks like the envelope and attach the envelopes to go home the first week of school. These completed packets must be returned to the administrators at each school.

At the Staff Breakfast, the Membership committee will need to:

- Have a table (with signs and table skirt) set up in the lobby at SHS outside of the cafeteria. Check with administration on the time of breakfast. Karen Reed at SAU can put a blurb in the staff newsletter regarding PTA signups at Staff breakfast. You want to be there while they are chatting before the meeting starts. Call ahead to the custodians to setup the table for you. Sign up as many staff members as you can as they are coming into the lobby and chatting with their colleagues. Make sure you have a valid staff list at all three schools to check off their names (this list is all staff-not just teachers). Be sure to note those staff members that also have family memberships. Have cash available to make change. Enter all participants in the raffle. In 2005 we had donations from The Black Forest Café and LaLa Beads.
- At beginning of presentation in the auditorium arrange to go up with the superintendent and draw the prizes for the raffle. You should probably plan to thank all those staff members who participate. If the current year president plans to make a presentation, then have that person introduce you to draw the raffle winner.

The first week of school, the Membership committee will need to:

- Provide each school with an envelope/ class to return their daily signups. Tally the returns for both registration and envelopes close to the end of the drive for the teachers. The teachers need to know who have not returned the forms.
- Post bulletin board displays to encourage membership with extra sign-up sheets.
- Once the school year begins go to each school (assign committee members to different grades if possible) to collect and tally the daily receipts. Cash and checks are delivered to the treasurer periodically utilizing the deposit form on the Amherst PTA website. The chairperson should keep a master list of all of the classes sorted by class and by last name. The committee members should also have this same list for their respective grades. The list should be marked 10, P, or N. Mark the 10 (dollars) next to one sibling (usually the youngest) and then mark P (paid) for the other siblings. N for any returned envelope that does not want to join. Do not fill in anything if nothing was received back.
- Provide a list of members to the treasurer including the number of families that have joined.
- Provide a list of 100% returns classes for the donut parties. Let the teachers know who won as well. They may find some envelopes collecting dust!

In November, the Membership committee will need to:

- Work with the schools to schedule and coordinate the donut parties for the classes that had 100% returns.
- Pick up/purchase the juice and donuts. In the past, the committee has asked for donations from Dunkin Donuts, Shaws, and Walmart.
- Highlight those classes that attained 100% response to the membership drive.

At the end of the Membership drive, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

Online Membership Dues Reporting (OMDR) Chairperson

Duties:

To maintain the PTA's membership database using the National PTA's Online Membership Dues Reporting (OMDR) system. To attend monthly PTA meetings or appoint a committee representative to attend.

Description:

The OMDR system is an online database program designed and offered by the National PTA. The database allows better management and maintenance of the Amherst PTA's membership information.

Responsibilities:

- In August, work with Member Services Chairperson and Membership Chairperson to prepare enrollment forms for the Membership Drive which begins on Registration Day.
- Receive enrollment forms from Membership.
- Enter, or have a team enter, all information into the OMDR database.
- Update changes or additions throughout the school year.
- Maintain *confidential* access to OMDR database.
- Prepare the membership cards (received from the president) to attach with the annual directory.

At the end of the year, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

Original Art Chair

Duties:

To oversee and coordinate the Original Art committee. To attend monthly PTA meetings or appoint a committee representative to attend.

Description:

Original Art is a fundraiser at Clark and Wilkins Schools. Students design artwork that is sent into the company and can be made into a variety of gifts, including notecards, coffee mugs, t-shirts, and others. This fundraiser is done in the winter so that the final products are deliverable by Mother's Day.

Responsibilities:

The following is a schedule for the tasks necessary for this committee:

- Schedule Art Class time
- Collect artwork
- Organize by classroom
- Send to Original Art Works
- Return of sample packets
- Distribute to students
- Collect orders
- Organize orders by classroom
- Process orders
- Ship to Original Art Works
- Process received orders
- Distribute orders
- Clean up orders

At the end of the year, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

Original Art Chair

Duties:

To oversee and coordinate the Original Art committee. To attend monthly PTA meetings or appoint a committee representative to attend.

Description:

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The following is a schedule for the tasks necessary for this committee:

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- Return of sample packets
- Distribute to students
- Collect orders
- Organize orders by classroom
- Process orders
- Ship to Original Art Works
- Process received orders
- Distribute orders
- Clean up orders

At the end of the year, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

PTA Play Liaison

Duties:

To act as a liaison between the Amherst PTA and the PTA Play producers and director. To attend monthly PTA meetings or appoint a committee representative to attend.

Description:

The position of liaison keeps open communication between the PTA and the producers and directors of the PTA Play. The liaison attends the PTA monthly meetings and various play rehearsals and meetings. Questions and concerns raised by both parties can be communicated through the liaison. The PTA Play liaison is also in charge of requesting proposals for future PTA productions

Responsibilities:

The PTA/PTSA Liaison's responsibilities include:

- Attending meetings.
- Acting as an information link between the two groups.
- Requesting proposals for future PTA productions.
 - Advertising and publicizing the need for proposals.
 - Making sure the proposal forms are on the website.
 - Collecting the proposals by the due date.
 - Presenting the proposals to the PTA Executive Board.
 - Informing the chosen producers of the selected play and helping them through the royalties request process.

At the end of the year, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

PTA Playbill Chair

Duties:

To oversee and coordinate the Playbill committee to produce the annual Playbill for the Amherst PTA play. To attend monthly PTA meetings or appoint a committee representative to attend.

Description:

The PTA Playbill is a fundraiser as well as the program handed out at the annual PTA play. The Playbill Chair works with the committee to contact local businesses and solicit advertisements. The committee also solicits family and individual sponsorships for the Playbill through notices in local papers, on the Play website, with emails that go home to parents, in the Bellringer and in the Principals' newsletters. The Playbill committee's work begins in January and the playbill goes to the printers in March/April, depending upon the date of the play.

Responsibilities:

The Playbill Chair's responsibilities include:

- Scheduling organizational meetings for the committee.
- Setting deadlines in conjunction with person(s) responsible for the layout of the Playbill.
- Setting advertisement and sponsorship rates.
- Updating all forms and letters from the previous year.
- Attending Play rehearsals to solicit advertisements and sponsorships from cast and crew.
- Organizing the mailings and follow-up with local businesses.
- Arranging for emails to go out through the schools to all Clark, Wilkins and AMS families.
- Publicizing the playbill in the Bellringer, the principals' newsletters and local papers.
- Transporting all ads and sponsorships to the layout person in a timely manner.
- Proofreading the rough draft of the Playbill for accuracy.

At the end of the year, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

PTA Volunteer Coordinator

Duties:

To oversee the volunteer request lists. To attend monthly PTA meetings or appoint a committee representative to attend.

Description:

During September and June, PTA volunteer request sheets will be sent home with students. The Volunteer coordinator will distribute the completed volunteer request sheets to the Volunteer committee to compile so that the different PTA committees will have complete volunteer lists.

Responsibilities:

The Volunteer Coordinator's responsibilities include:

- Getting the Volunteer Request Forms from the secretary to distribute to the committee.
- Distributing the request sheets to committee members.
- Compiling finalized lists of volunteers for each of the PTA committees.
- Providing the secretary with the finalized lists.

At the end of the year, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

PTA Website Chair

Duties:

To coordinate the PTA Website. To attend monthly PTA meetings or appoint a committee representative to attend.

Description:

The PTA Website serves as another source of information for parents, staff, and community as to the events and activities of the PTA.

Responsibilities:

The PTA Website Chair's responsibilities include:

- Maintaining an updated website for the PTA.
- Periodic review of web site content to insure information is current and up-to-date.

At the end of the year, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

PTA / PTSA Liaison

Duties:

To act as a liaison between the Amherst PTA and the Souhegan PTSA. To attend monthly PTA and PTSA meetings or appoint a committee representative to attend.

Description:

The position of liaison keeps the two PTA organizations in touch with each other. The liaison attends the monthly meetings of both organizations, gives a general report of current and upcoming activities, and answers any questions that many arise about either organization.

Responsibilities:

The PTSA meetings are the second Monday of the month at SHS.

The PTA/PTSA Liaison's responsibilities include:

- Attending meetings.
- Acting as an information link between the two organizations.

At the end of the year, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

Reflections Chair

Duties:

To oversee and coordinate the Reflections committee and act as a liaison between the PTA and PTSA Reflections committees. This is a jointly sponsored event. To attend monthly PTA and PTSA meetings or appoint a committee representative to attend.

Description:

Reflections is a program of the National PTA. The National PTA announces a yearly theme which students use as a basis for creative expression. Entries are judged and can go on to state and possibly national judging. Both the PTA and PTSA sponsor Reflections. The Reflections Chair oversees the Reflections committee and works with the PTSA to coordinate entries, judging, and an awards night. The program is usually kicked-off in November, and the awards ceremony is held in late January.

Responsibilities:

The Reflections Chair's responsibilities include:

- Organizing meetings for the committee.
- Setting the schedule of dates and times.
- Scheduling judges.
- Delegating and overseeing tasks such as set up and publicity.
- Working with the committee to promote the program in the schools.
- Arranging for winning entries to go to the state competition.

A schedule for the Reflections year is as follows:

- September
 - Send your e-mail address to the NH PTA Office (NHPTA1@aol.com) to let them know who your school's Reflections Chairperson will be.
 - Attend a school staff meeting to explain what the Reflections program is all about.
 - Copy and hand-out the Reflections packet. See the President for the packet and PTA ID#.
 - Set deadline for when the work needs to be turned in.
- October
 - Start strategizing how to display children's artwork.
- December
 - Select judges.
- January
 - Prepare and mail invitation to the ceremony.

- Double check all entry forms for completeness. Any area missing information will automatically make the entry ineligible at the state level.
- Sort the work into appropriate categories.
- Label work for judging.
- Confirm judges and have works judged.
- Notify the press of winners and date of evening display.
- Arrange for photographs of all visual art work.
- Display work at the evening event.
- Contact Hospitality Chair for refreshments for the evening program.
- February
 - Recheck all entry forms for completeness.
 - Pack and mail winners to the State Office by deadline date.
 - Send out notification to parents announcing State Reflections Exhibit date and location. Include website (www.NHPTA1.org) in announcement.
- March
 - Attend the NH PTA Reflections Exhibit.
- April
 - State office will notify local Reflections Chairperson of any winners.
 - Reflections Chair will be notified by the District Director about return of Reflections artwork for their school.

At the end of the year, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

Reflections Chair

Duties:

To oversee and coordinate the Reflections committee and act as a liaison between the PTA and PTSA Reflections committees. This is a jointly sponsored event. To attend monthly PTA and PTSA meetings or appoint a committee representative to attend.

Description:

Reflections is a program of the National PTA. The National PTA announces a yearly theme which students use as a basis for creative expression. Entries are judged and can go on to state and possibly national judging. Both the PTA and PTSA sponsor Reflections. The Reflections Chair oversees the Reflections committee and works with the PTSA to coordinate entries, judging, and an awards night. The program is usually kicked-off in November, and the awards ceremony is held in late January.

Responsibilities:

The Reflections Chair's responsibilities include:

- Organizing meetings for the committee.
- Setting the schedule of dates and times.
- Scheduling judges.
- Delegating and overseeing tasks such as set up and publicity.
- Working with the committee to promote the program in the schools.
- Arranging for winning entries to go to the state competition.

A schedule for the Reflections year is as follows:

- September
 - Send your e-mail address to the NH PTA Office (NHPTA1@aol.com) to let them know who your school's Reflections Chairperson will be.
 - Attend a school staff meeting to explain what the Reflections program is all about.
 - Copy and hand-out the Reflections packet. See the President for the packet and PTA ID#.
 - Set deadline for when the work needs to be turned in.
- October
 - Start strategizing how to display children's artwork.
- December
 - Select judges.
- January
 - Prepare and mail invitation to the ceremony.

- Double check all entry forms for completeness. Any area missing information will automatically make the entry ineligible at the state level.
- Sort the work into appropriate categories.
- Label work for judging.
- Confirm judges and have works judged.
- Notify the press of winners and date of evening display.
- Arrange for photographs of all visual art work.
- Display work at the evening event.
- Contact Hospitality Chair for refreshments for the evening program.
- February
 - Recheck all entry forms for completeness.
 - Pack and mail winners to the State Office by deadline date.
 - Send out notification to parents announcing State Reflections Exhibit date and location. Include website (www.NHPTA1.org) in announcement.
- March
 - Attend the NH PTA Reflections Exhibit.
- April
 - State office will notify local Reflections Chairperson of any winners.
 - Reflections Chair will be notified by the District Director about return of Reflections artwork for their school.

At the end of the year, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

Staff Appreciation Chair

Duties:

To oversee and coordinate the Staff Appreciation committee. To attend monthly PTA meetings or appoint a committee representative to attend.

Description:

Staff Appreciation is a program sponsored by the National PTA which plans events for the teachers and staff during the year. Each school has a Staff Appreciation committee and the chair oversees coordination of dates and activities. In the past there has been a Fall breakfast, a mid-winter lunch, and a Teacher Appreciation Week in May. A list of volunteers to help with baked goods and supplies is provided via the PTA volunteer forms.

Responsibilities:

The Staff Appreciation Chair's responsibilities include:

- Scheduling organizational meetings for the committee.
- Setting the schedule of dates and events.
- Working with the committee to phone volunteers for baking and supplies.
- Delegating and overseeing tasks such as setup/clean up, coffee pots, and inventory
- Working with the committee to develop themes or ideas for each event.

In the past, the following schedule has been adhered to:

- September / October
 - Back to School event with baked goods and donations of supplies to fill in what the teachers need.
 - Take goodies to the bus company to give to each bus driver the following day.
- November
 - Provide lunch for the staff at three schools on early release conference day. Hospitality traditionally provides drinks.
- December
 - Provide baked goods around the holidays.
- February
 - Provide chocolate for Valentine's Day.
- May
 - Three events during Teacher Appreciation Week
 - Breakfast for the schools on Monday
 - Provide lunch on Wednesday
 - Fancy desserts on Friday

At each event except for the bus drivers and Valentine's Day, we have a raffle for the staff to participate in.

There are separate committee heads for each of the individual schools: Clark, Wilkins, and AMS. The Committee Chair needs to communicate with each school head to coordinate activities.

At the end of the year, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

Staff Appreciation Committee – AMS

Duties:

To oversee and coordinate the Staff Appreciation at AMS. To attend monthly PTA meetings or appoint a committee representative to attend.

Description:

Staff Appreciation is a program sponsored by the National PTA which plans events for the teachers and staff during the year. Each school has a Staff Appreciation committee and the chair oversees coordination of dates and activities. In the past there has been a Fall breakfast, a mid-winter lunch, and a Teacher Appreciation Week in May. A list of volunteers to help with baked goods and supplies is provided via the PTA volunteer forms.

Responsibilities:

The Staff Appreciation responsibilities include:

- Scheduling organizational meetings for the committee.
- Setting the schedule of dates and events.
- Working with the committee to phone volunteers for baking and supplies.
- Delegating and overseeing tasks such as setup/clean up, coffee pots, and inventory
- Working with the committee to develop themes or ideas for each event.

In the past, the following schedule has been adhered to:

- September / October
 - Back to School event with baked goods and donations of supplies to fill in what the teachers need.
 - Take goodies to the bus company to give to each bus driver the following day.
- November
 - Provide lunch for the staff at three schools on early release conference day. Hospitality traditionally provides drinks.
- December
 - Provide baked goods around the holidays.
- February
 - Provide chocolate for Valentine's Day.
- May
 - Three events during Teacher Appreciation Week
 - Breakfast for the schools on Monday
 - Provide lunch on Wednesday
 - Fancy desserts on Friday

At each event except for the bus drivers and Valentine's Day, we have a raffle for the staff to participate in.

There are separate committee heads for each of the individual schools: Clark, Wilkins, and AMS. The Committee Chair needs to communicate with each school head to coordinate activities.

At the end of the year, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

Staff Appreciation Committee – Clark

Duties:

To oversee and coordinate the Staff Appreciation at Clark School. To attend monthly PTA meetings or appoint a committee representative to attend.

Description:

Staff Appreciation is a program sponsored by the National PTA which plans events for the teachers and staff during the year. Each school has a Staff Appreciation committee and the chair oversees coordination of dates and activities. In the past there has been a Fall breakfast, a mid-winter lunch, and a Teacher Appreciation Week in May. A list of volunteers to help with baked goods and supplies is provided via the PTA volunteer forms.

Responsibilities:

The Staff Appreciation responsibilities include:

- Scheduling organizational meetings for the committee.
- Setting the schedule of dates and events.
- Working with the committee to phone volunteers for baking and supplies.
- Delegating and overseeing tasks such as setup/clean up, coffee pots, and inventory
- Working with the committee to develop themes or ideas for each event.

In the past, the following schedule has been adhered to:

- September / October
 - Back to School event with baked goods and donations of supplies to fill in what the teachers need.
 - Take goodies to the bus company to give to each bus driver the following day.
- November
 - Provide lunch for the staff at three schools on early release conference day. Hospitality traditionally provides drinks.
- December
 - Provide baked goods around the holidays.
- February
 - Provide chocolate for Valentine's Day.
- May
 - Three events during Teacher Appreciation Week
 - Breakfast for the schools on Monday
 - Provide lunch on Wednesday
 - Fancy desserts on Friday

At each event except for the bus drivers and Valentine's Day, we have a raffle for the staff to participate in.

There are separate committee heads for each of the individual schools: Clark, Wilkins, and AMS. The Committee Chair needs to communicate with each school head to coordinate activities.

At the end of the year, the committee will need to:

- Submit all necessary vouchers within 30 days to the treasurer.
- Write all necessary thank you notes.
- Submit an end-of-the-event evaluation to the secretary for the Nominating Committee files.



Amherst PTA Position Description Sheet

Staff Appreciation Committee – Wilkins

Duties:

To oversee and coordinate the Staff Appreciation at Wilkins School. To attend monthly PTA meetings or appoint a committee representative to attend.

Description:

Staff Appreciation is a program sponsored by the National PTA which plans events for the teachers and staff during the year. Each school has a Staff Appreciation committee and the chair oversees coordination of dates and activities. In the past there has been a Fall breakfast, a mid-winter lunch, and a Teacher Appreciation Week in May. A list of volunteers to help with baked goods and supplies is provided via the PTA volunteer forms.

Responsibilities:

The Staff Appreciation responsibilities include:

- Scheduling organizational meetings for the committee.
- Setting the schedule of dates and events.
- Working with the committee to phone volunteers for baking and supplies.
- Delegating and overseeing tasks such as setup/clean up, coffee pots, and inventory
- Working with the committee to develop themes or ideas for each event.

In the past, the following schedule has been adhered to:

- September / October
 - Back to School event with baked goods and donations of supplies to fill in what the teachers need.
 - Take goodies to the bus company to give to each bus driver the following day.
- November
 - Provide lunch for the staff at three schools on early release conference day. Hospitality traditionally provides drinks.
- December
 - Provide baked goods around the holidays.
- February
 - Provide chocolate for Valentine's Day.
- May
 - Three events during Teacher Appreciation Week
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