

Quarton School
PTA Position Descriptions
2019-2020



Officers/Executive Board

President

- Preside at all meetings of the Quarton PTA and the Executive Board
- Attend meetings of the Birmingham PTSA Council or arrange for an alternate to attend
- Serve as a member ex-officio of all PTA committees
- Communicate regularly with the Quarton Principal
- Represent the PTA at school events such as curriculum nights, Kindergarten Round-Up, New Family Orientation, etc.
- Ensure PTA meets requirements of "good standing" with the State and National PTAs
- Oversee volunteer recognition and appreciation
- Develop future PTA leadership
- Host PTSA Council meetings as rotation requires

Vice President

- Support the PTA President in his/her duties and committee work
- Attend PTA Executive Board and General PTA meetings
- Coordinate Room Parent selection and orientation at the beginning of the school year and provide ongoing support of the Room Parents, as needed
- Chair the Big MAC Committee which reviews individual teachers and staff members' requests for Big MAC funds to purchase desired classroom equipment and supplies
- Coordinate events for a school-wide Teacher Appreciation Week including individual classroom activities for teachers and staff-wide luncheon and acts of recognition
- Attend Kindergarten Round-Up

Treasurer

- Responsible for insuring the proper handling of the PTA funds
- Maintain accurate books and records
- Issue reimbursement checks
- Collaborate with other PTA members to prepare an annual budget
- Comply with applicable federal and state laws

Assistant Treasurer

- Responsible for submitting Treasurer's Remittance Forms by the 28th of each month to the State PTA. This includes Membership reports and dues for Quarton families, teachers and staff.
- Responsible for submitting the initial Membership Remittance for Eligibility form to the State PTA by December 31st of each year
- Assist Treasurer with duties such as processing receipts and disbursements as needed

Recording Secretary

- Attend all monthly executive board meetings and bi-monthly meetings of the Quarton PTA

- Record detailed minutes of the meetings and prepare typed copies for review by the PTA President and the Principal
- Copy and post the minutes for distribution at the General PTA meetings and to the Quarton website

Legislative Liaison

- Attend all monthly executive board meetings and PTA general meetings.
- Keep abreast of pending legislation relating to education and disseminate this information to the Quarton community.
- Encourage Quarton parents to sign occasional online petitions or contact government offices when necessary

Social Events Chairperson

- Attend all monthly executive board meetings and provide board with updates on all social events.
- Communicate with all social event chairs (New Families Dinner, Ice Cream Social, Bingo Night, Special Person's Dance, etc.). Monitor budget and ensure that chairs follow Quarton PTA event planning protocols.
- Coordinate STEAM Night with the 5th Grade teachers,

Communications Director

Formerly My School Anywhere Website Administrator, Including Quarton Directory –

- Work with the PTA Treasurer to set up and manage the PTA online “marketplace” on our My School Anywhere website. This website gives parents the option to pay online for various PTA-related items (dues and fees, bagel sales, yearbooks, spirit wear, etc.)
- Facilitate production of the annual school directory, also using the My School Anywhere online program
- Work with the BPS Print Shop to print and distribute a paper copy of the directory to students by mid-October
- Create an additional online directory for all Quarton parents to access
- Assist with marketing needs including web, email and social media

Academic Enrichment Programs Committee Chairs

Imagineers Coordinator

- Work with Community School Organizer to organize and coordinate Knex program with Oakland University Engineering students
- Organize parent volunteers to assist engineering students with this before school program

Reflections Chairperson

- Reflections is a National PTA sponsored themed art competition which accepts entries in visual arts, literature, photography and music.
- The Chairperson is responsible for running all facets of the competition at the local PTA level, forwarding award winning entries to the state and, perhaps, National PTA competitions.
- Running the competition includes: presenting the program to the students, collecting entries, arranging for judging, awarding certificates & ribbons, recognizing winners/participants, and displaying entries.
- Chairperson needs to verify that our PTA is in “good standing” at the State and National PTA level, make sure all paperwork & other requirements have been met, and have the entries delivered to Lansing.

Health & Wellness Coordinator

- This committee is comprised of parents interested in spreading the word about allergies and other health issues which our students face. They will help room parents disperse information and work closely with the principal supporting the needs of all students.

Summer Skills Coordinator

- Oversee a committee of parent volunteers to purchase and distribute summer learning workbooks.
- Create and distribute order forms for all students (Feb/March)
- Collect and organize order forms and payment (April)
- Place order with GRASP company (April)
- Organize and distribute GRASP materials when they arrive (May-June)

Academic Enrichment Programs Committee Chairs

Quarton Cares Chairperson

- Help plan and coordinate a grade-specific community service activity for kindergarten & first grade
- Work closely with Community School Organizer (CSO)

STEAM Committee Chairperson

- This role, along with a parent committee, will brainstorm and implement STEAM related ideas and activities at Quarton. This is a new position.
- This is an opportunity for the entire school to participate in STEAM activities that foster innovation and teach our children to think both logically and creatively.

4th Grade Disability Awareness Workshop Coordinator

- Work with the District's Disability Awareness Workshop Coordinator to organize this one day event for 4th graders
- Recruit and provide training materials to approximately 20 parent volunteers

Character Education Liaison

- Work together with the Character Ed Committee on activities, lesson plans and events centered on Quarton's Character Education Program

BEF Liaison

- Assemble and deliver a gift basket on behalf of the Quarton PTA for the annual February BEF fundraiser auction.
- Gift basket delivery to BEF office @ Groves HS in January
- Gift basket can be any theme. Suggestions and guidelines are emailed to the PTA president in October.

Publications Committee Chairs

Yearbook Chairperson(s)

- Oversee the production of the annual Quarton Yearbook and ensure it is accurate, includes all students and staff, and correctly reflects school life at Quarton
- Duties include: coordinating and overseeing a committee of parent volunteers, taking and collecting photos throughout the school year, managing the yearbook publisher relationship, layout and design, timing and deadlines, and final editing

Yearbook Photography Coordinator

- Manage classroom and event photographers
- Create Sign-Up Genius for Event Photographers for all-school events (Fun Run, Halloween Parade, Jump Rope for Heart, etc)
- Work with Room Parents to organize Classroom Photographers
- Facilitate instructions for uploading photos

Yearbook Sales Chairperson

- Finalize contract with yearbook publisher
- Communicate instructions for ordering yearbooks to parents
- Place yearbook order
- Distribute yearbooks

Volunteer Coordination Committee Chairs

Nominating Committee Chairperson

- Committee consists of chairperson, 2 executive board members and 2-3 members at large to recruit and build the PTA slate for the following calendar year. Committee members should serve 2 years and the rotation of members should be staggered.
- Nominating information & the online nomination system is communicated by late February and the slate is presented to the Executive Board for preliminary approval in early April.
- A copy of the slate is posted for the entire Quarton parent population in April for review.
- Final approval is voted on at the May General PTA Meeting one month after it is posted.

Band Aid Center Coordinator

- The coordinator generates the yearly Band-Aid Center Schedule which includes organizing volunteers into shifts.
- The office staff maintains the first aid supplies.
- The coordinator informs the volunteers of the Policies and Procedures of the center.
- Correspondence between the coordinator and the volunteers is done primarily through the Sign Up Genius system.

Office Volunteer Coordinator

- This position will coordinate shifts of office volunteers who will work in shifts to help Linda Sackett with basic office tasks.
- As coordinator, you will need to meet with Mrs. Sackett to go over responsibilities, and then hold a brief meeting at the beginning of the year to train volunteers. You will also create a sign up genius to schedule shifts and manage that sign up throughout the school year.

Playground Equipment Coordinator

- Obtain a list of needed outdoor recess equipment from teachers
- Purchase, label and distribute equipment

Seasonal Plantings Coordinator(s)

- Assist with beautifying and maintaining Quarton School grounds
- Plant flowers/plants in the pots at the various entrances to Quarton
- Organize students (often from Leadership Team) to water the plants on a regular basis

Media Center Coordinator

- Organize volunteers to help in the Media Center using Sign Up Genius.
- Help schedule volunteers for the Book Fairs during the Fall and Spring Conferences.

Promise to Participate Coordinator

- Coordinate volunteers for the PTA using Sign Up Genius
- Distribute a list of volunteers to the committee chairs as needed

Dad's Club Chairperson (Grizzly Bears)

- Identify and coordinate activities for Quarton's dad's club "Grizzly Bears"

Fundraising Committee Chairs

Bagel Sales Coordinators (2)

- Coordinate a volunteer schedule for the year using Sign Up Genius
- Bagel orders must be called in every Wednesday
- Be at Quarton for delivery of the order about 8:30 a.m. Thursday morning and pays for the order at that time.
- Separate the order onto 2 carts - one for the first floor and one for the second floor.
- Coordinate volunteers for the after-school sale of remaining bagels also using Sign Up Genius

Quarton Money for Education Coordinator

- Coordinate and communicate to Quarton parents the various ways they can earn money for the school (Box Tops, Kroger Card, restaurant fundraisers, Amazon Smiles, etc.)
- Work with the classroom Box Top volunteers to organize the collection of the Box Tops in the classrooms, gather them and count them.
- Submit Box Tops to General Mills
- Most of the work can be done at home.

School Supplies Coordinator

- Obtain supply lists from teachers and work with the School Supply program office of choice on all matters
- Send out supply order information to parents in spring as directed by the program Quarton is using
- Check on the status of the orders throughout the summer and possible send another request to gather additional orders in late summer
- Coordinate supply delivery to classrooms in August

School Supplies Assistant

- Work with the School Supplies Coordinator on aspects of the program in preparation to become the coordinator in the 2020-2021 school year.

Spirit Wear Coordinator

- Organize the sale of Spirit Wear
- Responsibilities include ordering, selecting and pricing items, coordinating and distributing the Spirit Wear. Spirit Wear is typically offered for sale at the beginning of the year and during fall/spring conferences.

4th Grade Fundraising Event Coordinator

- The fourth grade fundraiser is an opportunity for the fourth grade to raise money to help offset the cost of fifth grade camp the following year.
- Responsibilities include coordinating all aspects of the fundraiser and recruiting volunteers

Social Events Committee Chairs

Ice Cream Social Chairperson(s)

- The Ice Cream Social is held early in the school year to welcome families back to Quarton.
- Advertise and coordinate the entertainment (ice cream, music) and volunteers. Set up and clean up are also required.

Hospitality Coordinator(s)

- This committee provides refreshments for flag raising ceremony, teacher conference dinners in the fall and spring and one luncheon during Teacher Appreciation Week for the entire Quarton staff.

New Families Welcome Chairperson(s)

- Organize a New Family dinner prior to the first day of the school year to welcome and orient new families to the school.
- Please note: this job requires that the Chair is available during the last two weeks of summer vacation.

Fifth Grade Farewell Chairperson(s)

- Fifth Grade Farewell is a ceremony and reception held the last full day of school.
- The responsibilities include: setting a budget and meeting schedule, working with all volunteers to develop a theme, facilitating and monitoring the progress and budget of each aspect of the celebration.
- The chairperson(s) will need several sub-committee chairs.

5th Grade/Special Person Dance Chairperson(s)

- Plan and oversee dance with a parent committee, within budget.
- Dance should be held at an agreed upon time during the winter months.

Family Night Chairperson(s)

- Create an evening event which will include our preschool – 5th grade families. The event will take place sometime between late January & early March.
- Responsibilities include: adhering to the budget, developing the event, completing the marketing and hosting the event at Quarton.
- Some years this event may be Science Night, as determined by the principal and the PTA.