

DILWORTH PTA BOARD POSITION DESCRIPTIONS 2018/19

(Members serving on the board should be registered PTA members.)

President	Theme, Board Meetings (including babysitting), Registration, School Apparel, Administrative
President Elect	Duties Legislative Liaison, follows current events bringing appropriate issues to the attention of the PTA as well as the school as is necessary.
Secretary	E-mail reminders for meetings, etc. Mass E-mail Thank You Notes & Gifts PTA Minutes distribution (e-mail teacher/faculty for posting on website) Work with Carolyn on parent/student directory
Treasurer	Budget, Check Requests Accounting (checking account, taxes) Year End Financials (audits)
Activities Chair	Help sell spirit apparel at Back to School registration and Night. Movie Night (Sep), Field Day(May), email parent coordination for Lip Sync (March)
Academic Support Chair	Book Fairs (Oct/Jan),, Reading Weeks and Celebration Event (March).
Health, Safety and Environment Chair	Red Ribbon Week & Assembly (Oct) Eye Screening School Emergency/Preparedness Student kits (Aug), Idle Free program (Jan)
Individual Development Fine Arts – Art & Music	Reflections Jr. Achievement
Support Services & Hospitality Chair	Kindergarten Welcome (Aug) First Faculty Meeting Breakfast (Aug) SEP Dinners (Oct, Jan) Teacher Appreciation Week (April) STEM Concessions (Feb) Kindergarten Orientation (Feb) Teacher Retirement (May/June)
Membership & Volunteer Chair	Membership at Back to School Registration & Night (Aug), Room Parents (make sure they know \$reimburse) Event Volunteers (create master list) Volunteer Hours (record & submit using front office printouts) School Pictures Volunteer Coordinator (Sep)

Art Night Chair	Art Night (May)cupcakes, student art, silent auction, dinner, drinks, performers/activities
Marketing and Memories Chair	Manage social media (facebook/instagram). Use photos to create a power point slide show for last day of school. Work with graphic artist to create branded print materials for PTA events and communication Work with individual officers to determine needs and the SLCSD for printing.
Yearbook	Coordinate getting parent photos of classrooms, pages for year book. Organize & order year book.
Community Involvement	Corporate Sponsorships, Restaurant nights out (Chipotle, Pizza Studio, Chick-fil-a) Oversee Fundraising Bins (Smiths, Albertsons, Dan's, Box Tops),
Grant Specialist	Grant research and submissions
Fundraising Specialist	Organize fall & early spring fundraisers. Coordinate volunteers, dates and promotion.
Teacher Representative	Liaison between faculty & PTA
Dilworth Representative	Administration & Support

The PTA (Parent-Teacher Association) is the parent organization for the District. The PTA is a national partner of public education, bringing into closer relation the home and the school to cooperate in the education of children and youth

