

## **COMMITTEE CHAIRS and DESCRIPTIONS**

### **Advocacy Chair**

Informing members of legislative issues and positions critical to the goals of the association; attending workshops on how to lobby and advocate; responding to official requests by legislative bodies for information or for testimony on the association's position regarding a matter; endorsing or opposing the school budget. Advocacy for local units may focus only on that particular school's needs. *For example: a local unit may advocate for a much needed covered walkway to protect students from the elements of the weather when entering/exiting the building to reach the bus parking lot.*

**Experience Needed:** Able to choose important timely issues

**Minimum Time Commitment:** 1 hour per month (outside of regularly scheduled meetings/events)

### **Audit Chair**

Coordinate monthly financial bank reviews; conduct and complete annual financial review/audit at the end of fiscal year and/or anytime the executive board or association requests; monitor deposits, withdrawals, check signatures/approvals, good banking practices, access to funds and any outstanding bills or debts owed.

**Experience Needed:** Able to perform basic accounting functions

**Minimum Time Commitment:** 1 hour per month (outside of regularly scheduled meetings/events)

### **Awards Chair**

The chair is responsible for the management of the awards program held at the end of the year to recognize excellence; solicit judges to determine award recipients; prepare, develop and recommend plans for the awards event/gala/program; make recommendations on matters concerning awards, including proposals for new awards and guidelines.

**Experience Needed:** Able to plan events

**Minimum Time Commitment:** 40 hours for the year (outside of regularly scheduled meetings/events)

### **Communications/Webmaster Chair**

Oversee website maintenance, updates and upgrades; email council newsletters quarterly; take photographs at all council programs/events and post to website; also include current photos in council newsletters when possible. All pictures and written documents are reviewed and approved by president before publication and posting.

**Experience Needed:** Comfortable using social media and cameras

**Minimum Time Commitment:** 2 hours per month (outside regularly scheduled meetings/events)

### **Fund Development Chair**

According to National and State PTA guidelines, monies should be raised to fund enrichment programs for students, parent education, and PTA leadership training. The chair will be responsible for coordinating the solicitation of corporate sponsors and small businesses as well as other community organizations and foundations to obtain donations, gifts and grants for the council; develop corporate sponsor program(s) and refine solicitation letters; send thank you notes to corporate and other donors; works very closely with the council president and treasurer as needed.

**Experience Needed:** Ability to identify opportunities, being resourceful, dealing effectively with people and detailed follow-up

**Minimum Time Commitment:** 2 hours per month (outside of regularly scheduled meetings/events)

### **Leadership Development Chair**

Serves the council by developing and implementing leadership development training for current and incoming leaders; direct and manage the tasks of the leadership development once approved by the board; develop a leadership development training curriculum for officers and chairs that align with the goals of National and North Carolina PTA for the current year;

**Experience Needed:** Inspired to challenge conventional thinking, confront problems head-on and put groundbreaking ideas into action with confidence.

**Minimum Time Commitment:** 2 hours per month (outside of regularly scheduled meetings/events)

### **Local Unit Delegates (at least 2 per unit)**

Serve as primary communications link between the local PTA unit and PTA Council.

**Experience Needed:** Member of local PTA unit

**Minimum Time Commitment:** Regularly scheduled meetings/events

### **Male Involvement Chair**

Educate dads, granddads, uncles and others on the importance of their involvement; increase male membership and engagement in schools and communities; work with schools and communities to provide programs that engage fathers and positive male figures in the educational and social development of children; develop male leaders who work with fathers and male role models to enhance positive male parenting and involvement with youth; act as a resource for families, communities and schools on fatherhood initiatives and issues; increase the visibility and outreach of the quality programming of the council.

**Experience Needed:** Have a desire to increase male involvement

**Minimum Time Commitment:** 1 hour per month (outside of regularly scheduled meetings/events)

### **Membership Chair**

The primary responsibility of the Membership Chair is to build an informed, active membership which is familiar with the mission, purposes, policies and programs of the PTA and how it affects local concerns. Membership should be a year-round process targeting small businesses, corporate organizations, citizens of the community and other potential members.

**Experience Needed:** Have a desire to increase membership

**Minimum Time Commitment:** 2 hours per month (outside of regularly scheduled meetings/events)

### **Nominating Chair**

Nominating committee is charged with the mission to nominate a slate of officers for the coming year. How well it does its job will determine the future effectiveness of the council. Ensure all nominating committee meetings are closed to everyone except the committee members; verify nominees are current members of the PTA; stress to committee that all discussions must be kept confidential.

**Experience Needed:** Human Resources or prior nominating committee experience highly desired, but not required

**Minimum Time Commitment:** 1 hour per month (outside of regularly scheduled meetings/events)

### **Publicity Chair**

Works with the committee to develop and implement a strategy that promotes awareness and participation in the GCC of PTAs throughout the year; promote community programs and resources; create and submit press releases to media; serve as the main media contact for event coverage/promotions; coordinate with president regarding the using of social media, PTA banners, announcements, flyers at community gatherings/sporting events/church bulletins/public service announcements; responsible for "day-of-event" signage; thank all media/press coverage that attend or promote events/programs with a personalized "Thank You" note as well as an invitation to the event the following year; assist with identifying and training your successor

**Experience Needed:** Organized, pro-active and detail-oriented

**Minimum Time Commitment:** 40 hours for the year (outside of regularly scheduled meetings/events)

### **Reflections Chair**

Coordinates this National PTA program encouraging students to create original works of art based on the selected theme for the year. Responsibilities include promoting the program to parents and students, identifying judges for entries; participate in annual program training; provide entry forms and guidelines to students/families, submitting student entries; plan and host a student recognition ceremony.

**Experience Needed:** N/A

**Minimum Time Commitment:** Early Fall: 6-8 hours to participate in training, review program guidelines, prepare entry forms for students, identify judges, promote the program with social media, news and e-flyers. October/November: 4-6 hours preparing student works for submission to ensuring all necessary paperwork is accurate, on hand, and in accordance with program guidelines, and submit works. December/January: 6-10 hours to plan student recognition ceremony including a PowerPoint presentation highlighting the works of all participants, distribute invitations, order ribbons, and prepare certificates, request equipment and room configuration, purchase and setup refreshments. Also, coordinate to display artwork; announce results; March: 3 hours to collect student artwork, arrange for return of works/awards to students. May: 2 hours to promote Reflections theme for upcoming school year. Encourage students to work on their entries over the summer.

### **S.P.I.C.E. Grants Chair**

Strengthening Parent Involvement in Children's Education: The S.P.I.C.E. Grants grew out of a community planning effort by the Community Foundation of Greater Greensboro to help families and communities improve education. GCC of PTAs and Community Foundation of Greater Greensboro joined together to promote the National PTA Standards for Family-School Partnerships. The chair will encourage local units to submit entries as well as identify judges; provide entry forms and guideline to local unit leaders; plan and host local unit recognition ceremony.

**Experience Needed:** N/A

**Minimum Time Commitment:** 2 hours per month (including regularly scheduled meetings/events)

### **Volunteer Chair**

Determine volunteer needs for the year; reach out to local PTAs and community asking if anyone is interested in assisting; make volunteers feel appreciated; develop a volunteer data to appropriately match volunteers with council needs (events, programs and hospitality).

**Experience Needed:** Positive disposition

**Minimum Time Commitment:** 1 hour per month (outside of regularly scheduled meetings/events)

### **Administration Representative (One)**

Serve as primary communications link between the local school administration and PTA Council.

**Experience Needed:** Administration

**Minimum Time Commitment:** Regularly scheduled meetings/events

### **At -Large Representatives (Three)**

The member At-Large Representatives includes individuals who do not have children in a PTA school or have access to a local unit. Being an At-Large Representative gives concerned adults a way to continue to serve as advocates for children.

**Experience Needed:** N/A

**Minimum Time Commitment:** Regularly scheduled meetings/events

### **Say Yes to Education Representative**

Say Yes to Education is a nonprofit that encourages communities to make the goal that every student in the public school system graduates high school; helps those students access, afford and complete a college or other post-secondary education. Also provides “wrap-around” services such as medical care and counseling to help students reach graduation. Serve as primary communications link between the council and Say Yes to Education committee.

**Experience Needed:** Previous executive board council experience required

**Minimum Time Commitment:** TBD

### **Teacher Representative (One)**

The Teacher Representative will serve as primary communications link between the Local PTA Unit and PTA Council.

**Experience Needed:** N/A

**Minimum Time Commitment:** Regularly scheduled meetings/events

**All committee chairs will be responsible for submitting a monthly report to the council as well as recruit volunteers for their respective committees.**