

WOODLIN ELEMENTARY SCHOOL PTA  
JOB DESCRIPTIONS

BOARD MEMBERS

	Job Description	Time of Year When Active	Requires work during school hours?
All Board Members	Each board members, in addition to her/his specific duties, serves as an advisor on all issues discussed at meetings. Each committee chair represents her/his own committee, but also the school as a whole. Board members are responsible for the organizational and financial management of the PTA, and vote on changes/additions to the membership-approved budget to the extent allowed in the Bylaws.		
President	With input from board, establishes agendas for monthly board and membership meetings; presides over meetings; serves as a member ex officio on all PTA committees (except the nominating committee); writes monthly newsletter column; meets monthly with Principal/Asst. Principal; represents the PTA at other meetings; other duties as specified in MCCPTA documents.	Ongoing	Occasional meetings during the school day are required
Vice President	Presides at monthly PTA meetings in the absence of the PTA President, serves as an aide to the President, oversees committees or events as determined jointly with the President	Ongoing	Only if filling in for the President at a daytime meeting
Secretary	Records the minutes of all meetings of the PTA and of the executive board, attends to correspondence as deemed necessary, handles reservations of the school for PTA events	Ongoing	No
Treasurer	Has custody of all funds of the PTA, keeps a full and accurate account of all receipts and expenditures in accordance with the budget, makes disbursements as authorized by the President or the executive board, presents a financial statement at every meeting of the PTA.	Ongoing	No
Committee Chairs	Each committee chair is responsible for overseeing the work of his/her committee. The committee chair reports on the work of his/her committee at board meetings, and provides guidance or support to each lead volunteer as needed.	Ongoing	???
MCCPTA Reps. (2)	Serve as Woodlin PTA's representatives for the work of the Montgomery County Council of PTA. Attend monthly MCCPTA delegate meetings and report back to the Board and/or the membership.	Ongoing	No
Principal's Designees (2)	Communicate issues to the board from the administration when the Principal and/or Asst. Principal do not attend. Communicate issues from the staff. When the board is discussing various issues, in addition to providing their insights as individuals, provide the board with the perspective of school staff.	Ongoing	n.a.

MEMBERSHIP COMMITTEE JOB DESCRIPTIONS

	Job Description	Time of Year When Active	Requires work during school hours?
Membership Comm. Chair	Coordinates with members of the committee to ensure that everyone has the contact information and procedures in place to meet the timetables set for their individual duties. Committee Chair organizes the beginning of the year membership flyer and letters, and the distribution of those documents. The Chair provides monthly updates to the Board regarding the number of memberships and donations that come through membership flyers. (See detailed document for more information.)	Most active in first few months of school, but some work throughout	No work during school hours, except possibly to drop off materials
<i>Lead Volunteers:</i>			
Membership	Coordinate the annual PTA membership drive, including collecting and recording membership list.	Most active in the fall, some work throughout the year	??
Directory	Compile an alphabetical listing of students and families. Update handbook, calendar, and information portion. Arrange for directory printing and distribution.	Fall	No
Newsletter Coordinator	Issue reminders for newsletter articles, receive articles, pass on to layout / editor volunteer	Once per month, September – June	
Newsletter Layout / Editor	Receive articles from Newsletter Coordinator, prepare camera-ready copy.	Once per month, September – June	
Photocopying Volunteers (2)	Photocopy the newsletter and other PTA materials (fliers, registration forms) as needed, and distribute to classroom teachers for distribution to students	Ongoing; each month, 1 newsletter plus up to 2 other items	
Webmaster	Manage PTA web page. Post PTA calendars and news to site. Important for this person to monitor the listserve and add information as it becomes available.	All year	No
ListServ	<p>1. Approve requests to join the listserve. This is the one thing that needs to be done fairly quickly or people start jumping up and down and calling the PTA President. But this is so easy -- you just have to reply to the email sent.</p> <p>2. Add new members via the website. This is for people who can't figure out how to send an email to join the listserve. Again, it needs to be done pretty quickly. Woodlin parents are not a patient bunch.</p> <p>3. Manage the bouncing emails via the website.</p>	All year	No

	<p>Once or twice a month for this is fine.</p> <p>4. Publicize HOW to join the listserv at the beginning of the school year. There are several ways to do this: distribute flyers at Kindergarten Parent's Night and Back to School Nights; send a flyer home to everyone; put an article in the newsletter. I have copies of a flyer to pass on.</p> <p>5. Address controversy or inappropriate emails on listserv. Chris liked to do this himself. If Perry doesn't want to do this, then the job will fall to the moderator, but this only happens a couple times a year. Again, though, the response needs to be timely.</p> <p>6. Notify listserv members of the listserv guidelines. This should be more than just referring users to the guidelines on the PTA website. We found it more effective to send out a series of emails in October on the listserv outlining the rules and how to use the listserv. It is all in the Listserv Guidelines approved by the Board and would just be a cut-and-paste thing. I also put articles in the newsletter, but this is probably not necessary.</p>		
Room Parent Coordinator	<p>Recruit 1 or 2 room parents for each class. Create a list of room parents including emergency contact information (Mrs. Hale needs a copy of this info.). Create an e-mail list to send reminders &amp; updates. Hold orientation meeting to explain room parent's job, which is as follows: 1 – organize Halloween &amp; Valentine's day parties; 3 – coordinate the end of the year thank you for the teacher.</p>	Ongoing. Most active during September & October. Reminders & Updates are sent all year.	Very little – communication with Mrs. Hale needs to be done during the day.
PTA Childcare			
PTA Meeting Hospitality	<p>Help coordinate pizza, food and drinks for the general meetings. You would need to be available from about 5 PM on nights of the general meetings, of which there is one a month. We have already been brainstorming ideas to streamline this process, so it</p>	Ongoing	See description

	may not be too labor-intensive.		
Spanish Translation, Meetings ***	For every PTA meeting, either attend the meeting to provide Spanish translation (using the PTA-owned translation equipment), or arrange an alternate. Help provide multiple individuals for selected events, especially back-to-school nights.	Ongoing	No
Spanish Translation, Written ***	Develop a team of volunteer translators. Receive written material from other PTA volunteers to be translated into Spanish. With team of volunteer translators, arrange translation.	Ongoing	No
Phone Translation ***	Develop a team of bilingual volunteers willing to participate in occasional 3-way phone calls during which they will translate between an English-speaking parent and a parent who speaks another language. Organize, publicize, and manage this system	Ongoing	No (ideally, some volunteers available during weekdays, but coordinator does not have to be available during weekdays)
SIP Representative (2)	Attend all or most of the monthly SIP meetings to represent parent concerns, report information to board and/or membership as appropriate	Monthly	SIP meetings are early mornings (end by 8:50) on weekdays

\*\*\* Proposed new job

ENRICHMENT COMMITTEE JOB DESCRIPTIONS

	Job Description	Time of Year When Active	Requires work during school hours?
Enrichment Comm. Chair			
<i>Lead Volunteers:</i>			
After School Clubs Coord.	For each session of clubs, develop the list of clubs to be offered, develop and distribute the registration forms, submit payments to the Treasurer, obtain rooms for classes, coordinate with (paid) safety coordinator, manage the coordination of clubs, HOS, and FLES		
Hands on Science Coord	Coordinate after school science program, including registration and class assignments.	Early fall, early Dec., and late Feb. (??)	
FLES Coord, Spanish	Coordinate after-school Spanish-language program, including registration and class assignments; notify parents of schedule changes	Fall	No
FLES Coord, French	Coordinate after-school French-language program, including registration and class assignments; notify parents of schedule changes	Fall	No
Junior Great Books coordinator(s)	<p>JGB Training Coordinator: Schedule the training date and time, advertise the program and recruit the volunteers, and dealt with payment to JGB for training and materials.</p> <p>JGB Volunteer Coordinator: develop the schedule based on the availability of the trained JGB volunteers, coordinate with Teacher/School coordinator, ensure volunteers have needed materials they need.</p> <p>Teacher/School Coordinator: coordinate with classroom teachers to determine need for volunteers, reading selections, schedule, and student participants. Locate and assign space for JGB sessions.</p>	Depends on time of year selected by the school for JGB sessions	<p>Training coordinator: No</p> <p>Volunteer coordinator: Yes</p> <p>Teacher/school coordinator: Yes</p>
Cultural Arts	Attend County Showcase in early fall. Together with the staff member handling Cultural Arts, choose and schedule cultural performances; (2) If staff chooses to organize an Arts Bowl, help organize any needed parent support; (3) Help organize/support other arts-related activities, such as Project Quality Time	Summer and fall (??)	

Reflections Coordinator	Coordinate the national PTA's Reflections program at Woodlin (Students create and submit original art—visual art, photography, dance, film/video, music, or literature—related to a theme that changes annually. Selected items may move on to county, state, or national judging.)	Fall and winter	
Geography Bee	Organize and coordinate all aspects of the Geography Bee. In consultation with school administration, review all plans (how to distribute packets, how to recognize students who complete packets, how to choose teams, dates for final bees). Could also consider pursuing grant funding to augment PTA budget. Specific tasks: Starting from existing materials, update as needed (Dec./Jan.); arrange for copying and assembly of study packets (late Feb.); publicize event (starting early March); order prizes and certificates (April); organize final bees (May); have plaque engraved with winners' names (June).	Winter and spring	Lead organizer is generally at school during all three Bees (three different afternoons in May)
Math Night Organizer	<ol style="list-style-type: none"> <li>1. Meet with staff to decide on format for Math Night.**</li> <li>2. Order items and assemble Math "goodie bags".</li> <li>3. Copy grade level Math Packets.</li> <li>4. Set up and clean up.</li> </ol> **Cnsider changing format or updating/changing Math Packets for next year. Consider having grade levels meet in individual classrooms to reduce noise/activity level in APR.	Takes place during a PTA meeting; decide date with Exec. Board.	Requires one or two meetings with Staff Math Committee – usually right before school starts. Need to copy and distribute flyers.
Community Service	Initiate and lead activities to promote Woodlin ES involvement in its local community		
Costume Closet	Solicit donations of gently used Halloween costumes (many costumes available from prior years). On the day of the Halloween party, help children who want a costume to select one for the parade.	October	Yes, on the day of the Halloween party only

OUTREACH COMMITTEE JOB DESCRIPTIONS

	Job Description	Time of Year When Active	Requires work during school hours?
Outreach Comm. Chair			
<i>Lead Volunteers:</i>			
Volunteer Coordinator	<p>To find volunteers for teachers &amp; staff. Gather volunteer forms &amp; provide lists of volunteers (from those forms) for special events. Maintain logbook &amp; keep track of volunteer hours. Report volunteer hours to county each month. Coordinate (with Mrs. Rosemberg) &amp; hold orientation. Post volunteer needs, hours, reminders in the newsletter &amp; on listserv. Assist with Volunteer Appreciation Week (April).</p> <p>**There is confusion about this job within the PTA. PTA members who need volunteers should do their own recruiting. The volunteer coordinator does not do this. The coordinator provides lists of volunteers (from the volunteer forms) to PTA members organizing special events – spring fair, winter festival, book fair, etc.</p>	Ongoing, but most active at start of the school year.	<p>Yes. Requires coordination with Mrs. Rosenberg &amp; teacher/staff who need volunteers. Orientation is held in the morning – usually the end of September.</p> <p>Mrs. Rosenberg is the staff representative for Volunteer Coordination</p>
Advocacy	<p>When a decision is made by the Woodlin PTA and/or MCCPTA that the Woodlin community should advocate for a particular outcome on a school or community issue, the Advocacy volunteer spearheads that effort. Examples of advocacy issues from past years are: (1) deciding both on boundaries and on the choice mechanism when the Downcounty Consortium went into effect; (2) lobbying (unsuccessfully, so far) for a traffic light at Brookville Road, in connection with a proposal to change the bus drop-off plan for Woodlin; (3) lobbying (successfully) for additional teacher resources at Woodlin to provide for three fifth grade classes this year. The work may involve meetings with Einstein cluster coordinators, MCPS representatives, neighborhood civic associations, Woodlin administration, and/or county representatives; surveying the Woodlin community; and organizing letter-writing campaigns. The Advocacy volunteer may also provide advice to the PTA Board and other parents on ways to approach an issue.</p>		
Special Needs Liaison	Represent Woodlin at MCCPTA special-needs meetings, provide information to the school as appropriate, serve as a point of contact for parents needing information		
NAACP Representative	Represent Woodlin on the Montgomery County NAACP Parent's Council. Work to improve communication between the school, the county, and the NAACP.		

Black History Month coordinator ***	Advertise for other parents to join this sub-committee. Committee proposes activities to committee chair and school administration, organizes and carries out selected activities.	Fall through February	
Hispanic Heritage Month coordinator ***			
Latino Liaison	This person works to encourage Spanish-speaking parents to be involved in the school, through PTA meetings and other school events. This may involve personal phone calls and conversations during events. <i>NOTE: This is from Anna's description of what she has done. Anna also said she did a lot of translations last year. How do we want to define this job vs. translation jobs?</i>		
Gifted/Talented Liaison	Through the listserv and newsletter, help make parents aware of the range of gifted and talented programs offered to Montgomery County Public School (MCPS) students. Serve as a resource for parents wishing to learn more.		
Kindergarten Liaison	Organize the K family picnic within first few weeks of school; answer questions from K families as needed		
Staff Appreciation	Organize refreshments for periodic staff birthday luncheons. Organize other opportunities for staff "thanks you".	Ongoing, but most active at start and end of school year (??)	
Sligo Representative	Organize the program for a PTA meeting program focused on Sligo, at the request of the Board. Inform Woodlin families about Sligo activities that may be of interest, via listserv and/or PTA newsletter. Be available to answer questions about Sligo as needed.		
Einstein Representative	Inform Woodlin families about Einstein activities that may be of interest, via listserv and/or PTA newsletter. Be available to answer questions about Einstein as needed.		
Spring Fair (2 volunteers)	Organize and coordinate all aspects of the Spring Fair, including ????		
International Night	International Night is a family event that often includes table displays of family heritage, entertainment and a potluck dinner.  Main duties: Send out flyers soliciting family displays and potluck donations two or three weeks before the event so you have an idea of how many tables to set up. Order tables through main office. If desired, book entertainment. Purchase paper goods for dinner and provide water. On night of event, set up and decorate all-purpose room. Clean up.		

Woodlin Dance	Organize an evening dance at Woodlin; past dances have had a disco theme. Coordinate all publicity, decorations, and refreshments, within the available budget. Arrange for sound and light equipment (has been provided free in the past by a former Woodlin family).	Depends on timing of the dance	No
Welcome Wagon ***	Prepare materials and/or events to help welcome new families to Woodlin, both those who register during the summer and those who come during the school year. (Note: Kindergarten liaison handles new K families who begin school at the start of the year.)	Most work at start of school year, but some work throughout school year	No

\*\*\* Proposed new job

FUNDRAISING COMMITTEE JOB DESCRIPTIONS

	Job Description	Time of Year When Active	Requires work during school hours?
Fundraising Comm. Chair	Oversee all fundraisers. The chair should be involved in any fundraising decisions and should be cc'd by the lead volunteers on progress of events and any issues that need to be addressed.	All year	yes
<i>Lead Volunteers:</i>			
Sally Foster (up to 3 people)	Coordinate the gift-wrap and chocolates fundraising program. Work involves: sending several flyers, promoting the sale (including at back to school nights), entering completed orders, collecting the money and submitting to the treasurer, distributing the merchandise.	fall	Yes. Involves flyer distributions, picking up completed order forms, meeting the truck on delivery day and delivering the completed orders.
Winter Festival	A master document has been developed on the board web site that includes a 'how-to' on running the winter festival. This person should have good management skills as this is really a management position. Most of the areas are already defined, it's just implementing them.	Winter	no
Silent Auction Co-Chairs (2)	The chairpersons of the Silent Auction oversee the entire auction process. Tasks include: (a) promoting the auction to listserves, newspapers and newsletters; (b) coordinating the mailings to businesses; (c) picking up or receiving donated merchandise; (d) putting together a catalog describing all donations; (e) organizing all merchandise, gift certificates, etc. to be brought to the auction; (f) coordinating the setup and all auction processes on the day of the auction; (g) coordinating volunteers for the day of the auction. The auction co-chairs should set up a committee to help with all of the above.	Fall and winter	One co-chair must check the mailbox daily during the weeks prior to auction
Flower Sale	The flower sale is held during the spring fair. Before the sale, the lead volunteer contacts a nursery to provide the plants, distributes the order forms, collects and catalogs the order forms, and submits the order to the nursery (including ordering extra plants for people who didn't pre-order). On fair day, the sale organizer must be present at the school in the morning for the delivery of the plants, which are then separated into individual orders. The organizer (with help from other volunteers) distributes the pre-ordered plants and sells the remaining plants.	Spring	No

Book Fair	Coordinate a book fair to stimulate interest in books as well as to raise funds	Spring	Yes
Election Day Bake Sale(s)	Solicits volunteers to bring items for the bake sale, schedule volunteers for the sale day.	Fall	No
Box Tops for Education	Collects box tops and mails them in. Handles the checks that are mailed back. Promotes the box tops program including the box tops on-line Marketplace.		
Sniders Receipts	Collects Sniders receipts throughout the year. Two batches of receipts are submitted to Sniders during the school year. The receipts need to be reviewed for the appropriate year, completeness and stacked in groups of \$1000. Sniders is extremely particular about the organization of them and will toss any stacks that aren't valid. This is a great job to do on one's own time at home, but the person needs to be organized.	All year	Need to check the drop off box.
Giant & Safeway Program	Promotes these programs at the beginning of school and during the fall via PTA meetings, backpack flyers, newsletters. Brings the forms to the stores, contact point for any questions.	Fall	Need to check the box at school.
Cartridge Recycling Programs	Promotes the program to the school. Sets up a box for drop offs in the mail room at school. Mails in the collections and oversees that the checks are processed.	All year	Need to occasionally check the box at school.
School Spirit	Coordinate selling of Woodlin t-shirts and other spirit items. Order additional shirts as needed. Develop new shirt as needed. Shirts should be sold during major school events (winter festival, spring fair), some PTA meetings and the Kindergarten meeting at the beginning of the school year.	All year	no
Dining-out fundraisers	Coordinates with restaurants that are willing to participate. Promotes the restaurant nights through a flyer, list serves, newsletter. Follows up with the restaurant afterwards.	Having 3 throughout the year is preferable, more if they want.	No

HEALTH AND SAFETY COMMITTEE JOB DESCRIPTIONS

	Job Description	Time of Year When Active	Requires work during school hours?
Health, Safety, Outdoors Comm. Chair			
<i>Lead Volunteers:</i>			
Indoor Recess			
Outdoor Recess			
Woodlin Moves			
Woodlin Outdoors			
Health and Nutrition	Attend MCCPTA meetings related to health and nutrition issues of interest to Woodlin community, keep Woodlin informed of events and issues, may propose activities or programs related to health and nutrition		
Safety and Security	Attend MCCPTA meetings related to safety and security issues of interest to Woodlin community. Attend meetings of Woodlin staff concerning safety and security. Serve as point-person when issues arise.		
Environment / Earth Day <i>(see note below)</i>	Arrange and coordinate a school activity to celebrate Earth Day. (Activities during the school day must be approved by and planned with the involvement of the school administration.) More generally, help foster environmental awareness and stewardship at the school and PTA activities.	Spring (Earth Day is in late April)	

NOTE on Earth Day: I spoke with Julie Kaplan about whether Earth Day fits better with Enrichment or Outdoor. Although Earth Day will be very connected with the Outdoor committee this year, it might not always be. In either committee, the Earth Day/Environment person could always coordinate with the other committee. No strong feelings. Maybe one argument for Outdoor is that Enrichment is so big!