**PTA Roles & Responsibilities – Committees**

**Website** - Maintain Manning PTA website.

Chair: Laura Freeman

Time Commitment: 2-3 hours, month

Committee Size: 1

* Create and/or post information related to PTA activities and events
* As needed, update membership and other online forms accessed via PTA website

**Membership** - Drive PTA membership growth and retention among Manning families and staff.

Chair: Open

Time Commitment: 10-20 hours, total beginning in August with the bulk of the work completed by the end of October

Committee Size: 1+

* Creating and implementing a membership plan,
* Collecting dues,
* Promoting membership throughout the year, and
* Providing membership reports at PTA meetings

**Fundraising** - Plan and organize fundraising activities

Chair: Open

Time Commitment: 8-10 hours

Committee Size: 1+

* Focus on raising the funds needed to meet the budget goals- activities include: restaurant nights, auction, etc.
* Present reports on proposed fundraising activities at board meetings for approval

**Student Appreciation –** Organize and oversee student appreciation events throughout the year.

Chair: Open

Time Commitment: 10-15 hours, total

Committee Size: 1+

**Staff Appreciation –** Organize and oversee staff appreciation events throughout the year.

Chair: Open

Time Commitment: 1-2 hours, month

Committee Size: 2+

* Coordinate meals for back to school and parent teacher conferences
* “Load the Lounge” – gather drinks and treats for the staff lounge
* Organize and provide daily treats during Teacher Appreciation Week

**8th Grade Continuation & Picnic** - Work with Manning office staff to plan and organize continuation and picnic for 8th graders.

Chair: Open

Time Commitment: 5-6 hours, including picnic

Committee Size: 1+

* Plan and organize 8th grade picnic
* Order treats to be served at continuation
* Organize volunteers

**Battle of the Books** – Assist Manning staff sponsor with literary competition

<https://sites.google.com/jeffcoschools.us/manninglibrary2018/home>

Chair: Open

Time Commitment: 6-8 hours, total

Committee Size: 1+

* Assist in grading answers and monitoring of the “battle”
* Organize end of competition party and gift cards

**Reflections** - Oversee planning and implementation of the Annual PTA arts program

<http://www.jcpta.org/programs/reflections/reflections-local-chairs/>

Chair: Open

Time Commitment: 8-10 hours, total

Committee Size: 1+

* Register your PTA online.
* Work with Secretary to promote the Reflections program to local students, teachers, parents, and the community as a whole thru flyers and weekly online newsletters.
* Establish a program timeline; when do you plan on passing out the flyers to students, when will art work deadline for submittal be due among other dates.
* Recruit other committee members, Reflections judges, and volunteers as needed.
* Distribute and answer questions about the rules, deadlines, and student entry forms.
* Collect student entries and verify they meet all eligibility requirements.
* Coordinate the local judging process.
* Host recognition activities for participants and winners.
* Return entries to students.
* Evaluate the process at the end of the year and make recommendations for improvements.

**Scholarship**- Publicize and solicit applications and making awards based on the applicants' responses

Chair: Open

Time Commitment: 2-4 hours, total

Committee Size: minimum 3 recommended

* Update scholarship application and provide updates for PTA website
* Publicize scholarship to high schools, etc
* Gather completed applications
* Set meeting with committee to review applications and make awards
* Notify winners
* Provide winner information to Treasurer

**Yearbook Well Wishes –** Work with staff to solicit 8th grade “ads” for the yearbook

Chair: Open

Time Commitment: 6-8 hours

Committee Size: 1+

* Create announcements to 8th grade families to be included in newsletter, PTA website, PTA Facebook page, etc
* Send out reminder emails to 8th grade families to complete well wishes by deadline