

Position	Description & Expectations	Availability Outside School Hours / During School Hours	Time Commitment
5th Grade Activities	Coordinate 5 th Grade Activities including: end of year celebration, t-shirts, field trips, information night, and final walk.	Both	Heavy
Bingo Night	Secure bingo and raffle permits. Solicit donations for prizes, order bingo materials and coordinate volunteers.	Outside	Moderate
Book Fair	Plan and set up Scholastic Book Fair in the Fall and Spring. Set up SignUpGenius for volunteers to staff the book fair and ensure adequate volunteer coverage.	Both	Heavy (2 weeks in Fall / 2 weeks in Spring)
Box Tops	Collect, sort, count, and submit box tops twice per school year. Create and implement incentive program to increase participation.	Both	Heavy (week of collection)
Community Outreach	Priority Chair Position. Expected at PTSA bi-weekly board meetings. Develop relationships with businesses in the area to secure sponsorships and donations. Identify needs in our school and community.	Both	Moderate (Heavy in Summer/Fall)
Cookies with Santa	Set up SignUpGenius for families to visit Santa. Purchase cookies and cocoa for sale during event. Decorate media center stage and cafeteria; coordinate chorus and Grinch performances.	Outside	Moderate
Cultural Fair	Plan and implement a schoolwide fair that celebrates diverse cultures.	Both	Moderate
Fall Movie Night	Secure movie screen over the summer. Solicit donations of food to sell at the event and set up food tables prior to event.	Outside	Minimal
Fall Auction	Organize SignUpGenius with basket themes. Work with Room Parent Liaison to ensure signup is sent out in a timely manner. Set up cafeteria prior to auction, collect payment for baskets.	Outside	Heavy (month prior to and month of event)
Family Engagement	Priority Chair Position. Expected at PTSA bi-weekly board meetings. Oversee events that fall under the family engagement category (Fall Movie Night, Talent Show, Cookies with Santa, Bingo Night). Identify ways to increase family participation.	Both	Moderate
Friday Fun Days	Create themes for Friday Fun Days. Staff table from 7:10-7:45 to collect \$1.	Outside	Minimal
Health & Wellness	Priority Chair Position. Expected at PTSA bi-weekly board meetings. Oversee events that fall under the health and wellness category (Still Stampede, Red Ribbon Week, Walk2School Wednesdays). Identify additional opportunities to engage families in health and wellness activities.	Both	Moderate
Hospitality	Acknowledge staff with birthday, congratulations, sympathy cards, etc. Assist with Staff Appreciation Week	Both	Moderate (heavy during conference week)

	breakfasts/luncheons, Read Across America set up, and Conference Week snacks/lunches.		and staff appreciation week)
Legislative	Priority Chair Position. Expected at PTSA bi-weekly board meetings. Responsible for staying informed of current and pending legislative actions that impact our children's education and communicating these to the board. Keep current with Cobb County BOE meetings and decisions. Attend special GA PTA meetings and District PTA meetings as necessary.	Both	Moderate
Membership	Priority Chair Position. Expected at PTSA bi-weekly board meetings. Develop membership packages, order materials, solicit coupons for membership packages, put membership folders together. Work membership table at Sneak-a-Peek, Meet and Greet, etc. Keep records of members to submit to state PTA. Submit records for state awards.	Both	Heavy (Summer and Fall)
Recycling	Review and maintain contract with Dane recycling. Collect and submit ink cartridges and toner. Identify new Recycling Initiatives.	Outside	Minimal
Red Ribbon Week	Plan and implement Red Ribbon Week activities in conjunction with Administration.	Outside	Moderate (month prior to event)
Reflections Art Competition	Collect, sort, and display Reflections entries. Arrange for judges for each category. Plan and execute awards ceremony for all participants; ensure winning entries are transported to District Competition.	Both	Moderate
Room Parent Liaison	Coordinate activities of room representatives, including Grade Level Coordinators. Serve as the main point of contact for room reps with questions regarding PTSA events and help the PTSA Board recruit volunteers for events by sharing information in a timely manner.	Outside	Moderate (majority done over email)
Santa's Workshop	Order products for the workshop. Decorate and set up workshop. Create and maintain SignUpGenius for volunteers. Schedule teachers' preview days and shopping days.	Both	Moderate (Heavy in November and December)
School Improvement	Identify ways to improve the school. Solicit bids for approved projects.	Outside	Minimal
School Store	Run the school store Tuesday and Thursday mornings from 7:10-7:45. Order stock. Maintain SignUpGenius for volunteers.	Outside	Minimal
Science Fair	Collect, sort, and display science fair entries. Arrange for judges. Plan and execute awards ceremony for all participants; ensure winning entries are transported to District Competition.	Both	Moderate

Spirit Nights	Over the summer, connect with local restaurants to set up spirit nights throughout the school year. Coordinate Fall and Spring Braves spirit nights.	Outside	Light in Summer/ Moderate for Braves' Nights
Spirit Wear	Develop t-shirt and membership package item designs with input from Administration and the board. Order spirit wear throughout the year as needed.	Outside	Heavy in Summer
Still Stampede	Plan and implement obstacle course run in the spring. Work with local businesses to donate/sponsor obstacles. Recruit volunteers and sponsors. Organize ticket sales and t-shirt orders. Ensure waivers are received from each participant.	Outside	Moderate
Talent Show	Coordinate auditions and judging with school staff. Secure performance space. Sell tickets, create programs.	Outside	Moderate
Valentine's Sale	Select, order, and advertise items prior to and through Valentine's Day. Ensure delivery to students.	Outside	Moderate
Vendor Fair	Secure high quality vendors for the evening of Cookies with Santa. Set up booth spots, arrange vendor logistics. Lead vendor set up. Create flyers and programs for the evening.	Outside	Moderate
Veterans Day Breakfast	Plan the Annual Veterans Day Breakfast in November, including creating the Wall of Honor, programs, soliciting food donations, and securing a speaker. Attend the event held the Friday morning prior to Veterans Day.	Outside	Moderate (Heavy end of October/beginning of November)
Volunteer Liaison	Identify parents, grandparents, etc. in the school that would like to support the PTSA through volunteer efforts. Collect and distribute volunteer information to the appropriate chairs. Answer or direct to the appropriate chair questions about volunteering. Develop ideas to increase volunteer involvement.	Outside	Minimal (Email)
Watch D.O.G.S.	Work with Administration to identify school needs and communicate these to the male volunteers. Organize male volunteers at a kick-off meeting; maintain SignUpGenius.	Outside	Minimal
Walk2School Wednesdays	Work with school staff to implement Walk2School Wednesday once per month. Recruit volunteers and place yard signs.	Outside	Minimal
Winter Dance	Plan, organize, and run the 4 th and 5 th grade winter dance. Develop theme; secure refreshments, DJ, photo booth, etc.	Outside	Moderate
Yearbook	Maintain running list of yearbook orders. Process check requests for refunds. Confirm with Membership Chair all platinum package members to ensure all receive yearbook.	Outside	Moderate