

**Open PTA positions**

**2015-16 School Year**

**Executive Board (elected/appointed positions)**

***Corresponding Secretary:*** This person sends notices of meetings to executive board members and/or association members and writes/sends letters on behalf of the president, as directed.

***Treasurer:*** The treasurer is an elected officer and the authorized custodian of all funds of the unit PTA. The Treasurer makes sure bills are paid on time, council dues are forwarded and member costs are reimbursed in a timely fashion. The treasurer monitors the unit's bank account and presents a monthly financial report at each board meeting. Other duties include helping to develop a carefully considered budget for the year and preparing reports to comply with local, state, and federal laws.

**Committee Chairs**

***Assemblies Chair:*** The Assemblies chairperson is responsible for scheduling assemblies from a pre-established list and working with the companies. They work with the office to select the best dates to hold the assemblies and notify the teachers of the details. They also work closely with the assembly company to determine what school resources are needed (microphone, stage, etc.) and to ensure payment to the assembly company.  The chairperson must be available to attend the assemblies and help set up if needed. Typically there are 2 assemblies per year.

***Spirit Wear Sales Chair:*** This Chairperson is responsible for designing, ordering and distributing Valley Tiger spirit wear through a vendor. This is done once per year in October.

***Workroom Wednesdays Coordinator:*** This Coordinator would organize a schedule for the Workroom Wednesday committee to make sure that each Wednesday there are participants working on the copies, stapling, cutting and laminating work that all the teachers need help with. Ideally this Coordinator would attend the training given by the office staff at the beginning of the year.

**Fundraising Chairs**

***Original Works Chair (2 Chairs Available):*** These chairs are responsible for communicating with the teachers to make sure all student's artwork for Art in the Valley conforms to Original Works standards. They will work with the Art in the Valley committee to collect the artwork that is being turned in for a keepsake order on the night of Art in the Valley (Feb 28th) and the subsequent week. We always have many parent volunteers to help with this event, but it is critical that we have at least one individual (preferably two) to establish a timeline, delegate work to the volunteers and be a contact for the teachers.

***Silent Auction (2 Chairs available):*** The Silent Auction (Co)-Chairs are responsible for planning, coordinating, and promoting the school wide annual Silent Auction which takes place the same day as Art in the Valley (Feb 26th).  They oversee the entire Silent Auction and support all sub-committee leads, including procurement, teacher time, basket building, marketing and PR, and auction close-out. Planning starts in November. Preparation, execution, close out is from Dec-Feb. Wrap up takes place in March.

***Restaurant FUNdraiser:*** This chairperson will choose, coordinate and promote one-time fundraisers with local restaurants, food trucks and/or frozen treat shops several times during the school year. A portion of the sales during these fundraisers is donated back to the school.

***Food Fundraiser Chair:*** This person would coordinate with food fundraising vendors (Popcornopolis, San Diego Pretzel Company, coffee, etc) to pick out 1-2 fundraisers to be held during the year. This chair would distribute flyers/catalogs to the classrooms, collect orders and distribute the food products back to the classroom when they are delivered to the school.

***McTeacher Night:*** This chairperson would work with a local McDonald's and Valley teachers to set up a night where the teachers take over the cashiers and serve food to Valley families. The chair would also make and distribute fliers for the fundraiser. A portion of the sales that night is donated back to the school.

**Program Chairs**

***Valley Variety Show:*** The Variety Show Chair or Co-Chairs are responsible for planning, coordinating, and promoting the Variety Show on Jan 29th, 2016 in the MPR. The Chairperson(s) oversee planning, auditions, dress rehearsal, sound coordination, stage set up, food vendors (optional), tear down. The chair(s) also create and distribute flyers to the classrooms.

***Family Math or Science Night:***This chair would oversee a committee to have a night of fun math games or night of fun science demonstrations at the school.***Author Visit:*** This chair would work with the front office to help bring a local author to talk with the children at the school.

***Canned Food Drive:*** This chair would organize the PTA’s annual food drives for needy families. The food drives takes place in the fall in anticipation of Thanksgiving and the holiday season.

***Please contact Shawna Hamon, the PTA Volunteer Coordinator, at*** [***valleypta@yahoo.com***](mailto:valleypta@yahoo.com) ***if you are interested or with any questions you might have.***