

WOODLIN ELEMENTARY PTA JOB DESCRIPTIONS

BOARD MEMBERS			
Position	Job Description	Time of Year When Active	Requires work during school hours?
All Board Members	Each board member, 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 Woodlin PTA. 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.	Ongoing	Yes, mainly online
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. Handles reservations for PTA events	Ongoing	Only if filling in for the President at a daytime meeting
Secretary	Records minutes of all meetings of all PTA meetings (general, executive), attends to correspondence as deemed necessary,	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 PTA meeting.	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 within their committee as needed.	Ongoing	As needed
MCCPTA Delegates (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

WOODLIN ELEMENTARY PTA JOB DESCRIPTIONS (cont'd)

ENRICHMENT COMMITTEE			
Position	Job Description	Time of Year When Active	Requires work during school hours?
ENRICHMENT COMMITTEE CHAIR	Responsible for the coordination/management and budgetary concerns of its committee and lead volunteers.	Ongoing	Occasionally to support lead volunteers
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	Select months in Fall, Winter & Spring	Mainly for copying & distributing club materials
After School Clubs Foreign Language Coordinator	Coordinate after school club foreign language program, including registration and class assignments	Select months in Fall, Winter & Spring	Mainly for copying & distributing club materials
After School Clubs Fun Coordinator	Coordinate after school fun/physical activity programs, including registration and class assignments.	Select months in Fall, Winter & Spring	Mainly for copying & distributing club materials
After School Clubs Mad Science Coordinator	Coordinate after school science program, including registration and class assignments.	Select months in Fall, Winter & Spring	Mainly for copying & distributing club materials
Cultural Arts Performance Coord.	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	Select months in Fall, Winter & Spring	Mainly for copying & distributing club materials
Geography Bee	Organize and coordinate all aspects of the Geography Bee. In consultation with school administration. 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).	Select months in Fall, Winter & Spring	Lead organizer is generally at school during all three Bees (three different afternoons in May)
STEM Night Organizer	Meet with WES staff & other volunteers to decide on format for STEM Night. Contact vendors and organize program, handle program promotions. Set up and clean up.	Takes place during May PTA meeting	Meetings w/WES & PTA STEM volunteers usually right before school starts.

WOODLIN ELEMENTARY PTA JOB DESCRIPTIONS (cont'd)

EVENTS COMMITTEE			
Position	Job Description	Time of Year When Active	Requires work during school hours?
EVENTS COMMITTEE CHAIR	Responsible for the coordination/management and budgetary concerns of its committee and lead volunteers. Ensure that scheduled events stay 'on schedule.'	Ongoing	Occasionally to support lead volunteers
Black History Month Coordinator	Manage/coordinate/design programs and activities in celebration of Black History Month (February).	January & February	Possibly due to school-related activities
Hispanic Heritage Month Coordinator	Manage/coordinate/design September – October programs and activities in celebration of Hispanic Heritage Month (Sept. 15 - Oct 15)	September & October	Possibly due to school-related activities
International Night Coordinator	International Night (November) 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.	October & November	Some – mainly prep work for event.
Movie Night Coordinator	Organize/coordinate Movie Night (October) event. Reserve film, equipment and WES location. Handle marketing of event. Manage other volunteers. Set-up and clean-up.	Usually scheduled in October	No
Spring Fair Coordinator(s)	Organize and coordinate all aspects of the Spring Fair (May).	March - May	No
Staff Appreciation Coordinators	Organize refreshments for periodic staff birthday luncheons. Organize other staff appreciation opportunities as needed/requested.	Ongoing, but most active at start and end of school year	Yes, during scheduled events
Woodlin Dance Coordinator	Organize an evening dance (January) 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).	January	No

WOODLIN ELEMENTARY PTA JOB DESCRIPTIONS (cont'd)

FUNDRAISING COMMITTEE			
Position	Job Description	Time of Year When Active	Requires work during school hours?
FUNDRAISING COMMITTEE CHAIR	Responsible for the coordination/management of annual PTA fundraisers (i.e. Silent Auction, Sally Foster, Cookie Dough, Spiritwear) and budgetary concerns of its committee and lead volunteers. The chair should be involved in any fundraising	All year	Yes
Book Fair Coordinator(s)	Coordinate a book fair to stimulate interest in books as well as to raise funds	Spring	Yes
Business Partnership Negotiator	Build partnerships with local businesses to create support for PTA activities (i.e. donations, sponsorships. Etc.). Contact/meet with businesses to market PTA program.	Ongoing	No
Dining Outs Coordinator	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
Election Day Bake Sale Coordinator	Solicits volunteers to bring items for the bake sale, schedule volunteers for the sale day.	Fall	No
Flower Sale Coordinator(s)	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
Sally Foster Co-Coordinators	Coordinate the gift-wrap and chocolates fundraising program. Work involves the following: sending flyers, promoting the sale (including at back to school nights), entering completed orders, collecting money and submitting it to the treasurer, distributing the merchandise.	Fall	On occasion
School Spirit Coordinator	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,	All year	No

	spring fair), some PTA meetings and the Kindergarten meeting at the beginning of school year.		
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WOODLIN ELEMENTARY PTA JOB DESCRIPTIONS (cont'd)

FUNDRAISING COMMITTEE (cont'd)			
Position	Job Description	Time of Year When Active	Requires work during school hours?
Silent Auction Coordinator(s)	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
Sniders Receipts Coordinator	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.
Winter Festival Coordinator(s)	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

GREEN & HEALTHY COMMITTEE (cont'd)			
Position	Job Description	Time of Year When Active	Requires work during school hours?
GREEN & HEALTHY COMMITTEE CHAIR	Responsible for the coordination/management and budgetary concerns of its committee and lead volunteers.	All year	Need to check the drop off box.
Community Services Coord.	Organize events that relate to community service activities at Woodlin. Contact vendors to speak/participate at events. Market events to Woodlin elementary families and Woodlin local community	Spring	Occasionally, some events are held during school hours
Woodlin Moves	Organize fitness/exercise activities (i.e., biking,	Fall	No

Coordinator	hiking, walking, yoga, etc.) that can be enjoyed by Woodlin Families.	and/or Spring	
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WOODLIN ELEMENTARY PTA JOB DESCRIPTIONS (cont'd)

MEMBERSHIP COMMITTEE			
Position	Job Description	Time of Year When Active	Requires work during school hours?
MEMBERSHIP COMMITTEE 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. Provides monthly updates to the Board regarding the number of memberships and donations that come through membership flyers.	Ongoing	No work during school hours, except possibly to drop off materials
Directory Coord.	Compile an alphabetical listing of students and families. Update handbook, calendar, and information portion. Arrange for directory printing and distribution.	Fall	No
ListServe	Moderate /monitor PTA listserve to ensure that posted materials are related to Elementary and the Woodlin community. Respond to inquiries forward messages when needed.	Ongoing	No
Membership Drive Coord.	Coordinate the annual PTA membership drive, including collecting and recording membership list.	Ongoing; most active in the fall,	On occasion when needed
PTA Meeting Childcare Volunteer(s)	Provide child care for parents who are in attendance for the monthly PTA general meetings	Monthly during school year	No
PTA Meeting Hospitality Coordinator	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.	Ongoing	See description
Room Parent Coordinator	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 & updates. Hold orientation meeting to explain room parent's job, which is as follows: 1 – organize Halloween & Valentine's day parties; 3 – coordinate the end of the year thank you for the teacher.	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.
Volunteer Coordinator	To find volunteers for teachers & staff. Gather volunteer forms & provide lists of volunteers (from those forms) for special events. Maintain logbook & keep track of volunteer hours. Report volunteer hours to county each month. Coordinate (with Mrs. Rosenberg) & hold orientation. Post volunteer needs, hours, reminders in the newsletter & on listserv. Assist with Volunteer Appreciation Week (April).	Ongoing, but most active at start of the school year.	Orientation is held in the morning – usually the end of September.

Webmaster	Manage/update PTA website. Post PTA information on behalf of volunteers.	Ongoing	No
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WOODLIN ELEMENTARY PTA JOB DESCRIPTIONS (cont'd)

OUTREACH COMMITTEE			
Position	Job Description	Time of Year When Active	Requires work during school hours?
OUTREACH COMMITTEE CHAIR	Responsible for the coordination/management and budgetary concerns of its committee and lead volunteers.	Ongoing	Occasionally
Costume Closet Coordinator	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
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.	Ongoing	No
5 th Grade Parents Liaison	Keep 5 th Grade Woodlin families abreast re 5 th Grade activities/interests. Plan 5 th grade picnic. Assist WES with 5 th grade graduation ceremony. Be available to answer questions from parents re 5 th grade issues as needed.	Ongoing	Yes – mainly to coordinate/attend picnic
LGBT Representative	Act as the LGBT liaison for Woodlin's LGBT families. Provide WES and/or MCPS news/information as it relates to the school's LGBT community. Respond to queries from LGBT and non-LGBT families.	Ongoing	No
MCCPTA Accelerated/ Enriched Liaison	Liaison for those Woodlin families interested in accelerated/enrichment programs. Keep abreast of MCPS news/information/policies re issue. Respond to queries and provide information as needed.	Ongoing	No
MCCPTA Special Needs Liaison	Liaison for those Woodlin families who have special needs children. Keep updated on WES/MCPS policy/education in re to special needs students. Respond to queries and provide information as needed.	Ongoing	No
MCCPTA ESOL Parents Liaison	Liaison for those Woodlin families who have children enrolled in WES' ESOL program. Keep updated on WES/MCPS policy/education in re to ESOL students. And families. Respond to queries and provide information as needed.	Ongoing	No

WOODLIN ELEMENTARY PTA JOB DESCRIPTIONS (cont'd)

OUTREACH COMMITTEE (cont'd)			
Position	Job Description	Time of Year When Active	Requires work during school hours?
Newsletter Coord. /Editor	Draft/publish monthly newsletter. Issue reminders for newsletter articles, receive articles, pass on to layout / editor volunteer. Receive articles from Newsletter Coordinator; prepare camera-ready copy.	Ongoing during school year	No
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.	Ongoing	No
Welcome Liaison (K & New students)	Organize the K family picnic within first few weeks of school; answer questions from K families as needed	Summer months; beginning of school year	No