

PTA VOLUNTEER OPPORTUNITIES

Have some extra time this year to help us out? We have positions open where you can help. Some are 'one and done,' others involve more time within the school year. We'll gladly take 5 minutes, 5 hours, or 5 months if you're willing to step up.

President - The primary responsibility is to manage overall goals and strategies of the PTA and lead the PTA Board in moving forward toward achieving those goals. The president acts as a guide to all VP's and will be responsible for overall PTA budget supervision. This will involve organizing, leading and supporting other officers and committee chairs. The president is an ex-officio member of all standing committees. The president also acts as liaison between parents and principal/staff. Specific regular activities include: creating the agenda and facilitating monthly board meetings and any general membership meetings; speaking as the leader and representative of PTA Board at Back to School, Open Houses and other events as needed; and maintenance of WMS PTA Google Drive. The president also participates in annual activity and budget planning. The president is responsible for reviewing and rewriting by-laws and standing rules and ensuring the completion of annual reports by the Treasurer. The time required weekly for this position fluctuates on needs. Busiest time period is during back to school preparation and early fall, as well as year-end transition.

Co-Vice Presidents, (Elected Position) - Serve as the primary aides to the president.; Perform the duties of the president in the absence or disability of that officer to act; Perform such other duties as may be prescribed in these bylaws or assigned by the association. Organize school functions geared towards reaching out to the school community and getting them involved; Oversee and be point of contact for PTA sponsored events; Works with Volunteer Coordinator and Chairs for each event to ensure adequate volunteers and items are needed are provided; Oversee budgets set forth for each PTA Program event.

Vice President, Communications (Elected Position) - The VP of Communications is responsible for the PTA's communications with our parents, staff, students and community. This VP is responsible for the design, production and distribution of the PTA newsletter and/or e-news updates; for the design, content and maintenance of the PTA website; for utilization of social media; for updates and maintenance of the PTA bulletin board; and for preparation of any general purpose PTA flyers. The PTA newsletter preparation, website content and maintenance, bulletin board and flyers may be produced by other dedicated volunteers, selected by and over-seen by the VP of Communications. The VP of Communications should proofread all flyers produced by other PTA board members to ensure all information needed is included, accuracy, consistency and that appropriate practices are executed. The VP of Communications may produce internal marketing materials for other committees and events at the request of those Officers or Chairs. The VP of Communications will handle all public relations activities: writes articles and press releases announcing and highlighting appropriate PTA events or news for the local media. The time required for including all of these responsibilities averages 15-20 hours per month, with higher activity during preparation of newsletters.

Treasurer (Elected Position)- Maintains permanent records to track unit funds and financial transactions; Chairs budget committee and prepares annual budget for adoption by the

association; Pays all PTA bills as authorized by board or association; Prepares reports for every board and association meeting and an annual financial report; Ensures taxes and reports required by PTA bylaws, insurance or federal and state governments are completed and submitted by the due dates.

Secretary (Elected Position)- Takes minutes at board and association meetings; Co-signs formal papers with president: authorizations for payment, resolutions and formal letters; Handles PTA correspondence as directed by the president; Maintains and preserves PTA records and important documents to pass on at the end of the term.

Membership Chair - The membership chair works with the treasurer to create a list of PTA members at the beginning of the school year. Membership forms are sent in with checks so coordination with the Treasurer is essential.

Webmaster - The PTA website posts PTA meeting calendars, PTA communications, opportunities to get involved and support the PTA, and administrative information. The Website volunteer works in conjunction with the weekly email volunteer to ensure website links are accurate. Estimate 1-2 hours per week.

ACTL Rep - The Advisory Council on Teaching & Learning (ACTL) is made up of representatives from each school and certain community organizations to assist in reviewing the system-wide curriculum and instructional program and in developing recommendations for improvement. Each APS PTA has a representative from their school that attends their monthly meeting.

CCPTA Rep - The goal of the CCPTA is to provide leadership, to serve, to assist and to act as a resource for local PTAs. The CCPTA meets once a month. YHS PTA has one representative who attends the monthly CCPTA meeting and reports back to the membership on matters of interest.

Fundraiser Co-chairs – Help us raise our funding for the year by running the No Frills Fundraiser. No Frills means No Problem! The fundraiser just asks parents to donate what they can to help us pay for our PTA programs and events. Two chairs craft the language and run the campaign. In the past we've had TAs (homerooms) compete against each other to win donut parties, but the chairs decide what will work best for this year. We've also added the Wolfchella Fundraiser in the Spring 2023. The PTA and WMS would like to make this a bi-annual event (Fall/Spring). Duties included finding food truck vendors, working with staff to set up tables and chairs, collect monies for WMS PTA funding streams, and advertising the event.

Hospitality Co-Chairs - This committee is responsible for providing refreshments at specific events at WMS, and is best chaired by two or three volunteers. The main events include the Teacher Snack Attacks, and other ad hoc events. Committee chairs work with Williamsburg staff to organize buffets ranging from simple cheese and cookie platters to warm coffee and breakfasts. Parents are asked to contribute specific food items while the committee chairs will use PTA funds to purchase the remaining items. Sometimes there are smaller events such as School Counselor Coffee sessions and those are handled on an as-needed basis throughout the

year. Will also coordinate doughnuts and juice for PALS day before school starts for the rising 6th graders and their families.

Teacher Grants Co-Chairs - Education Grants are the largest outlay of PTA funds and represent a strong partnership between the school and the parents. Requirements are that they:

Relate to or extend Williamsburg's academic mission;

Benefit a significant number of students within a specific team or program;

Provide a benefit not otherwise funded by Arlington Public Schools or Williamsburg school funds;

Be requested by one or more Williamsburg faculty or staff members.

There is one round of grant approvals in the fall.

After that, if there are available funds and unexpected opportunities, grants can be approved if recommended by the principal and the PTA President.

Grant forms are distributed in the fall. The grants committee reviews them. The grants chair then reviews them with the principal and they are approved and then reported at the October or November PTA meeting.

Audit Committee – Do you have time in the late afternoon/evening of September 7th or 8th? We need you! The WMS PTA is required to have a three-person audit team to review our financials from the previous year. The team cannot include board members. This team reviews our books and completes a form that we then are required to send to the VA PTA to keep our good standing. This is a ONE DAY commitment. As in recent years, this will be done outside and masked. It usually takes an hour or so.

Grade-Level Activity Chairs – The grade-level activity chairs help plan and organize class level events throughout the school year. The funding for these events comes from your class dues/activity fees that you pay when you join the PTA. We've done everything from dances to shaved ice trucks. If you want to make sure your student has some fun things planned for this year, we'd love to have you help out. Also will be responsible for reaching out to their networks within their grade to solicit payment of activity fees at the beginning of the school year.

Book Fair Coordinator - The book fair coordinators work with a book fair vendor, the school librarians and the school principal to coordinate fair promotion throughout the school, book fair delivery, set-up, volunteer coordination to help work the event, tear-down of event and any other items they determine are necessary to help promote and make a successful fair. Work with teachers to choose books appropriate and relevant to the age and grade level of WMS students.

Science Fair Coordinator – This position involves working with the WMS science teachers in organizing the Science Fair. Helping recruit judges, arranging for snacks for participants, and promoting the event are part of this job. Very small time commitment for someone that wants

to volunteer but doesn't have a ton of time. One event and you're done! Can also easily be shared.

Reflections Coordinator - The chairpersons of this committee will work to facilitate Williamsburg's participation in the National PTA's Reflections program. The work generally occurs October- January. The Northern Virginia District PTA website has more information, including instructions and forms:
<http://www.vapta.org/members-only/student-programs/reflections>

Staff and Teacher Appreciation Week Co-Chairs – Organize a committee to spend a week pampering our teachers and staff by arranging for daily treats such as faculty lunches, snack attacks, breakfast and more during one week in May. These chairs plan the events, arrange for volunteers and the donations, and make sure our staff feels our Wolf Pack love. The committee hosts three main events during the year: a back to school breakfast, a holiday snack and 4 days of Teacher Appreciation Week. The snacks and food are on the high end and thoughtfully prepared.

Graduation Hospitality (June - cannot be 8th grade parent) – Another easy lift for someone(s) that doesn't have a lot of time but wants to help. This position involves a 6th or 7th grade parent arranging for food donations and volunteers to provide refreshments outside by the main entrance following the 8th grade promotion ceremony. Another "one and done" role for the PTA. Can easily be shared with a partner/partners.

Directory Coordinator (Fall)- Our printed directory has gone away and will be absorbed by MemberHub

Picture Day Coordinator (Fall) - Coordinate with WMS on determining picture day dates, finding volunteers to assist with picture day on-site, and work with the vendor to schedule make up days.

School Supplies Coordinator (Spring and Summer) - Work with WMS Principal to update school supplies lists with grade-level teams, submit list to vendor, work with vendor to pick a date to deliver school supply kits to the school, distribute kits to classrooms before the start of the school year.