

## **Jones Lane Elementary School PTA Officer and Committee Chair Position Descriptions**

### **Elected Officers (Executive Committee)**

**President** - Presides over PTA meetings, determines monthly PTA meeting agenda, serves as a member ex officio on all PTA committees (except the nominating committee), and represents the PTA at various meetings locally and county-wide.

**1st Vice President** - Presides at monthly PTA meetings in the absence of the JLES PTA President, serves as an aide to the President, oversees all committee related programs and events, and manages the PTA calendar and marquee updates.

**2nd Vice President** - Oversees all volunteers. Coordinates schedules, runs volunteer training, and works with the 1st Vice President and committee chairs to ensure all programs and events are staffed.

**VP of Fundraising** - Oversees all existing PTA fundraising activities by assisting committee chairs with program organization, budgeting and continuity. Evaluates overall effectiveness of PTA fundraising efforts and makes suggestions to the Board for program improvements and the addition or removal of specific fundraising programs.

**Secretary** - Records the minutes of all meetings of the PTA and the executive board, reserves units in the ICB, attends to correspondence as deemed necessary, and gives notice of upcoming PTA meetings. Manage electronic postings to Jones Lane parents to ensure timely communication of school-related news generated by the PTA president regarding news as it relates to the Jones Lane ES community.

**Treasurer** - Maintains 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 meeting of the PTA.

**Financial Secretary (Asst. Treasurer)** - assists the treasurer in all areas as needed; is often the second signature on checks.

### **Board of Directors**

Includes the seven PTA officers, MCCPTA delegates, the principal or a representative, and the Core Chairs. The Core Chairs are chairpersons elected from each grouping of committees set forth below (School Community, Cultural, Educational, Fundraising, Recreation and Family). Considers matters for possible vote between PTA meetings.

### **Committee Chairpersons**

*(Committees marked with \*\* are currently inactive. If you are interested in restarting an inactive committee, please contact the PTA President)*

## School Community

*The PTA serves the Jones Lane school community by including parents, students, faculty, community residents, and institutions in activities which promote the educational objectives of Jones Lane Elementary School.*

**Bilingual Parent Liaison** - Serve as liaison between English and non-English speaking families and the PTA, coordinate bilingual volunteers to address the information and translation needs of parents at school meetings, teacher conferences, and for communication with faculty. Work closely with the JLES PTA Buddy Program and the PTA Parent/Teacher Conference Coordinator to communicate the needs of non-English speaking parents.

**\*\*Buddy Program** - Provide assistance to new parents and new students to help navigate their way and become comfortable with the Jones Lane ES environment.

**Cluster Representative** - Attend monthly Quince Orchard cluster meetings. Vote at such meetings as directed by the PTA. Report on Quince Orchard cluster activities at monthly PTA Executive Board and/or general membership meetings.

**Community Night Out** - Coordinate and promote fundraising events with local businesses throughout the school year.

**\*\*Community Service** - Initiate and lead activities to promote Jones Lane ES involvement in its local community.

**Directory** - Compile an alphabetical listing of students and families. Arrange for directory printing and distribution in early fall. Work with membership chair and directory vendor as appropriate.

**Eat the Rainbow** – Encourage students to eat healthy through a week-long lunch challenge where students who bring in a fruit/vegetable in the rainbow colors (1/day) are applauded and the class with the highest participation percentage gets a healthy reward.

**\*\*Fox Chapel ES (Highly Gifted Magnet Program) Liaison** - Communicate Fox Chapel ES Magnet Program activities by reporting at monthly PTA Executive Board and/or general membership meetings.

**Gardening** – Maintains landscape (annuals) around the flag poles and signs in front of school, also possibly in the dirt area near the black top where the benches are located. General cleanup, recruit scouts and others to help.

**Health** - Assist Health Room Technician with hearing and vision testing in fall; coordinate volunteers to assist the Health Room Technician when necessary. Promote childhood health and wellness to students.

**Kindergarten Orientation** - Provide hospitality and support for orientation program held in the spring.

**Learning Center Liaison** - Provide assistance to new Learning Center families by helping them become comfortable with the JLES environment. Represent LC families and concerns to the larger PTA.

**MCCPTA Delegate** - Serve as Jones Lane ES representative for the Montgomery County Council of PTAs. Attend monthly MCCPTA delegate meetings and report back to the Executive Board.

**Membership** - Coordinate the annual PTA membership drive, including collecting and recording membership list and participation waivers.

**NAACP Representative** – Provide assistance and guidance to families of color. Represent their needs to the larger PTA.

**Newsletter** - Publish PTA Newsletter, the "Jaguar Express," on a bi-monthly basis. Coordinate printing and distribution.

**Parliamentarian** - Monitor parliamentary procedure and voting at Executive Board and general membership PTA meetings.

**\*\*Public Relations** - Write articles about Jones Lane's students and activities and submit to area newspapers. Promote community knowledge of Jones Lane ES.

**Quince Orchard High School Liaison** - Communicate QOHS activities by reporting at monthly PTA Executive Board and/or general membership meetings.

**Ridgeview Middle School Liaison** - Communicate Ridgeview activities by reporting at monthly PTA Executive Board and/or general membership meetings.

**\*\*School Gift** - Work with the PTA Board and school Principal to decide on what amount of PTA money will be "gifted" to the school at the end of the year and for what purpose.

**Sign/Marquee** - Update the outside JLES sign (marquee) to promote JLES and PTA events.

**Staff Appreciation** - Provide refreshments for staff at monthly staff meetings, staff appreciation day, and other events as necessary. Promote a caring relationship between community and staff by noting births, deaths, marriages, illnesses and holidays.

**Summer Jobs** - Organize volunteers for the summer jobs (mid- to late-August) including covering bulletin boards and assembling the back-to-school packets.

**Website** - Manage JLES PTA web page.

**World Fair** - Work with staff to coordinate a night where students and parents represent different countries from around the world through native items, food, music and dress.

**Yearbook** - Organize the preparation of the Jones Lane ES yearbook and coordinate its annual sales.

## **Cultural**

*The PTA sponsors programs designed to enrich the cultural awareness and experience for Jones Lane students beyond those typically provided in the day to day classroom environment.*

**Art to Remember** - Coordinate program with art department to capture student art in various product forms for purchase.

**Cultural Arts** - Attend County Showcase in early fall. Schedule quarterly performances for student assemblies.

**\*\*Reflections** - Coordinate this National PTA arts recognition and achievement program for students in literature, musical composition, photography and visual arts.

## **Educational**

*The PTA supports educational initiatives that supplement the defined K-5 curriculum, as determined jointly by the staff and PTA.*

**Ability Awareness** - Promote the understanding and acceptance of people with physical and/or cognitive disabilities through classroom visits and assemblies. Chairs coordinate activities to raise awareness about vision, hearing, speech, & mobility impairments, awareness of food allergy issues, and learning & cognitive differences.

**Book Fair** - Coordinate the Scholastic book fair during fall to stimulate interest in books and provide shopping opportunity for parents and students.

**\*\*Destination Imagination** - Coordinate Jones Lane ES participation in this state and national program designed to enhance student teamwork, creativity and problem-solving skills through organized, team-based creative problem solving competitions.

**\*\*Gifted and Talented** - Work with faculty to ensure that parents and students are fully aware of the range of gifted and talented programs offered to Montgomery County Public School (MCPS) students. Serve as a resource for parents wishing to learn more about MCPS policies regarding gifted students.

**Outdoor Classroom** - Assist staff in the development and utilization of programs geared to outdoor learning adventures. Help maintain grounds of the outdoor classroom, including bluebird boxes trail.

**Read-Aloud** - Invite select community members to JLES to read books to students on a specified day.

**School Supplies** - Coordinate purchase and distribution of kits with start of year supplies through vendor.

**\*\*Turn Off the TV (Screen-Free Week)** - Organize spring event which encourages children and families not to watch TV (or electronic screens) for one week. The week culminates in an Ice Cream Social to celebrate success.

## **Fundraising**

*The PTA sponsors fundraising initiatives which support the goals of the PTA programs and help fund the objectives established with the school to enhance the educational environment for our children.*

**Fall Fundraiser** - Coordinate the fall fundraising program. Funds are used to support PTA activities.

**\*\*Holiday Shop** – Two options: Coordinate event in November so that students have an opportunity to shop for inexpensive holiday "surprises" for their families. Or, coordinate craft/vendor fair to showcase local businesses and artisans while allowing families to shop for holiday gifts.

**Promotions** - Organize Box Tops for Education collection program and grocery card registration programs. Develop incentive programs and run school-wide contests.

**\*\*Read-a-thon** - Coordinate this week-long event to encourage reading outside the classroom. Volunteers are needed to organize the Read-a-thon, tally progress of students, and plan recognition of students' achievements. Can be used as a fundraiser at the discretion of the Fundraising VP.

**Silent Auction** - Coordinate this spring fundraiser, held in conjunction with JagFest.

**Spirit Wear** - Coordinate selling of JLES logo clothing and other spirit items.

## **Recreation and Family**

*The PTA sponsors programs designed to provide recreational "family time" and create experiences for Jones Lane families which will result in fun and fond memories of family time spent at Jones Lane.*

**Back to School Picnic** - Organize schoolyard, informal picnic during first week of school for JLES families.

**\*\*Bingo/Family Game Night** - Coordinate an event for families to participate in one or more evenings of fun.

**Fifth Grade Farewell** - Coordinate 5th grade graduation program and activities.

**Fire Up Your Feet Liaison** – Coordinate and promote participation in this twice-yearly online contest which rewards students and families for getting moving and logging their activities/exercise on the Fire Up Your Feet website.

**Jagfest** - Organize and coordinate this fun spring evening family picnic and games event.

**Movie Night** – Organize the showing of a feature film at JLES for students and families.

**Rock Hop (School Dance)** - Organize a school dance for students and families.

**\*\*Variety Show** - Organize and direct a show for the students (& staff) to share their many talents with family and friends.

**\*\*Walkathon/Fun Run** - Organize JLES participation in the on-site walk or run to raise awareness in health and fitness. Can be used as a fundraiser at the discretion of the Fundraising VP.