

Positions (2): **President and President Elect**

Category: Executive Board

Reports to: President

Term: 2 years, extending to 3 as Past President

Timeframe: year-round

Time Commitment: Very High

Job Description

Oversee all LLS PTA activities and attend all LLS PTA events. Meet with administrators and superintendent, and represent LLS on town wide educational issues at town meetings when appropriate. Regularly attend monthly PTA president meetings, monthly "brown bag" meetings with the superintendent, the BOE chair and other PTA presidents, and semimonthly Board of Education meetings (President and President Elect can alternate covering BOE meetings). Serve on school Board appointed search committees and review Boards if requested.

Write President's letter for summer mailing. Review all written communications of the LLS PTA (e.g., flyers, press releases, posters, etc.) before they are published. Set agendas for and attend monthly LLS Executive PTA Board meetings as well as all General PTA meetings. Communicate dates and announcements and post the information on the school wide email system, sending updates weekly or as needed. Coordinate information and distribution of first day folders and summer mailings.

This position is a two-year commitment extending to three years since the outgoing President becomes Past President. In order to transition the Co-President role for the incoming year, in years where both President and President Elect are new, we shall nominate a third Co-President to work with both previous year President and President Elect in their second year to transition for the outgoing year.

Oversee all President and President Elect' Committees, which shall include, but not be limited to:

- PTA Membership/Directory
- Cultural Arts
- Food Services/Nutrition Rep
- Permanent Art Collection
- Special Education Parent Rep
- Gifted Services Liaison
- Webmaster
- Gifts & Caring
- Positive Youth Development

LONG LOTS SCHOOL PTA
FUNDRAISING AREA JOB DESCRIPTIONS

- School Climate Representative
- Safe Climate
- School safety committee rep
- Open choice
- K2BK
- Lion's Share
- Nominating
- Tools for Schools Representative

Positions (2): **1st VP of Volunteers & 1st VP Elect of Volunteers**

Category: Executive Board

Reports to: President

Term: 2 years

Timeframe: year-round

Time Commitment: High

Job Description

- Attend all General and Executive Board PTA meetings and attend District wide committees where requested by Presidents.
- Assist at various PTA events throughout the year when requested by the Presidents or another member of the Executive Board, as a general volunteer, where possible.
- Produce volunteer form for summer mailing and manage online sign-up system (Zarca).
- Collect and compile information obtained from online volunteer system (Zarca) and distribute the information to the appropriate committee Co-Chairs at the beginning of the school year.
- Prepare for and conduct June and September Red Folder meetings to inform committee chairs of responsibilities of position.
- Solicit and collect PTA committee reports throughout the year and distribute to the next year's Co-Chairs.
- Oversee all 1st VP Committees, including, but not be limited to:
 - Art Smart
 - August Staff Luncheon
 - Beach Party
 - Beautification
 - Community Outreach
 - Courtyard
 - Fifth Grade Fundraiser
 - Fifth Grade Late Night
 - Fifth Grade Moving Up Ceremony
 - Fifth Grade T-Shirts
 - Go Green
 - Kindergarten Coordinators
 - Library Coordinator
 - Lion's Heart Holiday Program
 - Lost & Found
 - Room Parent Coordinator
 - Staff Appreciation week
 - Staff Appreciation Luncheon
 - Wheeler House

Positions (2): **2nd VP OF FUNDRAISING AND 2nd VP OF FUNDRAISING ELECT**

Category: Executive Board

Reports to: President

Term: 2 years

Timeframe: year-round

Time Commitment: High

Job Description

- Attend all General and Executive Board PTA meetings and attend district wide meetings where requested by Presidents.
- Assist at various PTA events throughout the year when requested by the Presidents or another member of the Executive Board, as a general volunteer, where possible.
- Oversee all 2nd VP Committees, which shall include, but not be limited to:
 - Bingo Night
 - Book Fair
 - Bridgeport Bluefish Night
 - Calendar
 - Election Day Bake Sale
 - Fall Fundraiser
 - Monster Mash
 - Movie Night
 - Parent Social
 - Spring Fundraiser
 - Stop and Shop Cash for Causes
 - any other fundraisers set forth by the PTA Executive Board
- In addition to assisting the 2nd VP of Fundraising in general, the 2nd VP Elect of Fundraising shall oversee the Monster Mash & Bingo Committees, serving as a co chair of those two events and overseeing and coordinating the work of the subcommittees involved.

Position (1): **3rd Communications**

Category: Executive Board

Reports to: President

Term: 2 years

Timeframe: year-round

Time Commitment: High

Job Description

- Attend all General and Executive Board PTA meetings and attend District wide committees where requested by Presidents.
- Assist at various PTA events throughout the year when requested by the Presidents or another member of the Executive Board, as a general volunteer, where possible.
- Arrange for 2-4 guest speakers for General PTA Meetings per year, subject to approval of Executive Board. Speakers should present topic of interest to parents of elementary aged children
- Oversee all 3rd VP Committees, which shall include, but not be limited to:
 - Author Series
 - Birthday Board
 - Book Swap
 - Family Photo Coordinator
 - Fifth Grade DVD
 - Hospitality
 - New Families Coordinators
 - Publicity
 - School Picture Coordinator
 - Staff Banners
 - Yearbook

Position (1): **Treasurer**

Category: Executive Board

Reports to: President

Term: 1 year (following 1 year as Assistant Treasurer; 3rd year as Book Fair Treasurer, IF NECESSARY)

Timeframe: year-round

Time Commitment: High

Job Description

- Attend all General and Executive Board PTA meetings and attend District wide committees where requested by Presidents.
- Assist at various PTA events throughout the year when requested by the Presidents or another member of the Executive Board, as a general volunteer, where possible.
- Develop the PTA budget with the President and President Elect and Assistant Treasurer
- Send electronic checks/write manual checks, if needed
- Make any deposits not handled by committee chairs
 - For all deposits, compare amounts to tallies compiled by event chair and follow up with any discrepancies, report amount to Committee Chairs and President and President Elect, and maintain a record of deposits with tally sheets
- Maintain the PTA bank accounts, reconcile accounts monthly, record all income and expense items in the standardized chart of accounts using QuickBooks online and maintain documentation as per PTA Council Document Retention Policy
- Prepare monthly financial reports for President and President Elect
- Provide summary revenue and expense reports to VP's and President and President Elect as requested
- Ensure that any purchase of \$2,000 or more is first submitted to the Board of Education for approval
- In the beginning of each school year, provide each committee chair with the committee's budget for the year through the red folder meeting (coordinated by the 1st VP, Volunteers)
- Report a summary of revenues and expenditures
- File annual tax returns in coordination with accountants, making sure the numbers tie to PTA records
- Oversee any audits
- Communicate closely with the Assistant Treasurer and help to train to assume Treasurer Position
- Act as the Book Fair Treasurer the school year following term as Treasurer, IF NECESSARY

Position (1): **Assistant Treasurer**

Category: Executive Board

Reports to: President

Term: 1 year (followed by a 2nd year as Treasurer and 3rd year as Book Fair Treasurer)

Timeframe: year-round

Time Commitment: High

Job Description

- Attend all General and Executive Board PTA meetings and attend District wide committees where requested by Presidents.
- Develop the PTA budget with the President and President Elect and Treasurer
- Send all electronic checks, and write manual checks
- Present any proposed expenditure over \$250 and not provided for in the budget to the Executive Board for approval
- Obtain a second signature from one of the President and President Elect on any check in excess of \$2,500
- Keep a record of reimbursements made against budget categories to ensure that expenses do not exceed allocated amounts.
- Keep a copy of all reimbursement requests and payments made in the Budget Files
- Pay PTA membership fees to CT PTA
- Ensure PTA insurance coverage
- Manage cash boxes, coordinating with event co-chairs on amounts and distribution during fundraising events
- Act as the centralized banker for the Lion's Heart Program
- Assistant Treasurer year is considered a training year for the Treasurer's job and the Assistant Treasurer commits to assuming the Treasurer's job the following year. The position may extend to a third year as Book Fair Treasurer, if another Book Fair Treasurer cannot be found

Position (1): **Secretary**
Category: Executive Board
Reports to: President
Term: 2 years
Timeframe: year-round
Time Commitment: High

Job Description

- Attend all General and Executive Board PTA meetings and attend District wide committees where requested by Presidents.
- Record, distribute and maintain the minutes for all General and Executive Board PTA Meetings
- Post General PTA meeting minutes on Schoology and/OR forward to the Webmaster to be posted on Schoology
- Executive PTA meeting minutes should be emailed to the President and President Elect no later than one (1) week prior to the next scheduled Executive meeting and emailed to all members of the Executive Board in a timely manner, including a list of all Executive Board members in attendance
- Maintain a list of all PTA members should the need arise to confirm members before a vote. This information can be gathered from the Membership Co-Chairs
- Arrange for a replacement from the Executive Board to take minutes if unable to be present for a meeting
- Send out any correspondence and make phone calls or send emails as requested by the President and President Elect
- Keep PTA stationary for Board members and ensure the President and President Elect have PTA stationary
- Maintain up to date database of all Board members, which should include phone numbers and email addresses.
- Create and manage youngest child distribution list
- Write thank you notes or utilize the online card system on behalf of the PTA according to the schedule provided by the President and President Elect and when otherwise requested by them
- Act as Parliamentarian whose responsibilities include interpreting the bylaws and rule on questions of parliamentary procedure should they arise
- Review the bylaws and suggest amendments if deemed necessary
- Preside as chair over any committee appointed to prepare new set of bylaws
- Follow up any bylaw changes with the state PTA to assure compliance with all rules and regulations

Position (1): **Past President**

Category: Executive Board

Reports to: President

Term: 2 years

Timeframe: year-round

Time Commitment: High

Job Description

- Attend all General and Executive Board PTA meetings and attend District wide committees where requested by Presidents.
- Act as an advisor to the President and President Elect and Executive Officers, as well as to the General Board and General membership
- Establish the Nominating Committee in accordance with the PTA Bylaws and advise the Nominating Committee

Position: **Membership/Directory**
Reports to: President and President Elect
Co-Chairs: 2-3
Committee: no
Term: 2 years
Timeframe: July-September
Time Commitment: High

Job Description

[TO FOLLOW]

Position: **Cultural Arts**

Reports to: President and President Elect

Co-Chairs: 2-3

Committee: yes

Term: 2 years

Timeframe: year round

Time Commitment: Medium

Job Description

Cultural Arts, a subcommittee of the PTA Council, consists of representatives from all Westport public schools. Its mission is to expose Westport's students to high quality, live performing arts, to encourage good audience skills and to help them develop an appreciation for and enjoyment of the arts. Cultural Arts accomplishes its goals primarily through the implementation of two programs: 1) onsite assemblies and workshops at each school, and 2) cultural enrichment, which provides grade level funding for artists' presentations that directly relate to curriculum.

- Duties of the CA representative include: Preview shows in other schools or venues to determine whether or not they would be appropriate for our schools.
- Host the artists who perform in our schools.
- Help teachers find appropriate enrichment programs, when requested.
- Help coordinate the booking of shows for our school.
- Attend monthly town wide Cultural Arts Committee meetings to preview and organize special cultural arts performances at the elementary schools.
- Attend performances, about four (4) per year.
- Contact Publicity chair and write articles for weekly email for events coming to LLS.

Position: **Food Services/Nutrition Representative**

Reports to: President and President Elect

Co-Chairs: 1-2

Committee: no

Term: 2 years

Timeframe: year-round

Time Commitment: Low

Job Description

- Member of town wide Food Services Committee, which reviews nutritional issues with Westport School District's food services company.
- Meet quarterly with Assistant Superintendent and the food services company.
- Bring health and nutrition issues and/or needs to the President and President Elect' attention.
- Generate ideas for activities and/or projects to foster improvements for better health and nutrition within the Long Lots community.
- Keep Long Lots community informed of changes and improvements made by our food services provider via weekly email.

Position: **Permanent Art Collection**

Reports to: President and President Elect

Co-Chairs: 1-2

Committee: no

Term: 2 years

Timeframe: year-round

Time Commitment: Low

Job Description

- Represent LLS throughout the year on town wide committee.
- Monitor town artwork on display at LLS.
- Change the artwork on display at Long Lots with existing artwork in the town wide collection at least twice a year.

Position: **Special Education Parent Representative**

Reports to: President and President Elect

Co-Chairs: 2-3

Committee: no

Term: 2 years

Timeframe: year-round

Time Commitment: High

Job Description

- Represent LLS on town wide Special Education Committee.
- Attend a minimum of two (2) meetings per month with the other school representatives in the district and with the head of Pupil Services are required.
- May have to meet 1-2 times per month for subcommittee work.
- Act as resource for parents with questions regarding special education issues.

Position: **Webmaster**

Reports to: President and President Elect

Co-Chairs: 1

Committee: no

Term: 2 years

Timeframe: year-round

Time Commitment: Medium-High

Job Description

- Post all PTA related announcements, flyers and information on the PTA section of the LLS website as directed by the President and President Elect.
- Work closely with the President and President Elect.
- Maintain the PTA section of the website and create monthly calendar.
- Knowledge of specific software required.

Position: **Positive Youth Development**

Reports to: President and President Elect

Co-Chairs: 1-2

Committee: no

Term: 2 years

Timeframe: year-round

Time Commitment: Medium

Job Description

- Act as liaison between school and town wide committee exploring issues relating to PYD.
- Committee meets approximately once per month, with subcommittee work possible.
- Work with school psychologists to plan and develop grade level
pied discussions with parents.

Position: **Workshop Liaison**

Reports to: President and President Elect

Co-Chairs: 1-2

Committee: no

Term: 2 years

Timeframe: year-round

Time Commitment: Medium

Job Description

Represent LLS on town wide Workshop Committee. Act as resource for parents with questions regarding gifted services issues.

Position: **K2BK**

Reports to: President and President Elect

Co-Chairs: 1-2

Committee: no

Term: 2 years

Timeframe: year-round

Time Commitment: Medium

Job Description

Represent LLS on town wide K2BK Committee.

Position: **School Climate Representative**
Reports to: President and President Elect
Co-Chairs: 1-2
Committee: no
Term: 2 years
Timeframe: year-round
Time Commitment: Medium

Job Description

- Serve as the parent representative on the safe school climate committee. The CT bullying legislation was revised in July 2011 to shift the focus from reacting to bullying and mean-spirited behavior to proactively building and maintaining a positive school climate. In response to this new legislation, each school will create a safe school climate committee. This committee will include administrators, faculty, and a parent representative, and will identify and address bullying patterns in the school, review bullying reports and school policies, advise the school district on its safe school climate plan, and educate the school community on issues related to bullying.

Position: **Lion's Share Coordinator**

Reports to: President and President Elect

Co-Chairs: 1

Committee: no

Term: 2 years

Timeframe: year round

Time Commitment: Low

Job Description

- Responsible for administering Lion's Share grants, which are drawn from funds, set aside by the Executive Board to enrich the curriculum.
- Promote the program to faculty and staff, screen applications, work with faculty and staff to ensure that the proposals meet the program guidelines, present recommendations to the PTA Executive Board to vote on, and ensure that the initiatives are appropriately implemented and monitored for effectiveness.
- Involves some phone/email work, forms processing, speaking before the LLS faculty and the Executive Board, and working with the President and President Elect and the Principal.

Position: **Nominating Chair**

Reports to: President and President Elect

Co-Chairs: 1

Committee: 6-8 (plus Chair and non-voting Past President)

Term: 1 year

Timeframe: January-May

Time Commitment: High

Job Description

- Nominating Chair must be member of Nominating Committee from previous year.
- In January, work with the Past President to form the committee for the upcoming year and call the first meeting.
- Organize and disseminate information about the process and procedure.
- Solicit members from LLS and contributing preschools by way of email.
- Run Nominating Committee meetings and oversee initial phone contact, ongoing recruitment, and follow-up job confirmations.
- Keep Excel list with status of all job positions.
- Proactively work with the Past President to provide advice on candidates and the process.
- Present the proposed Executive Board to General membership during March for the election at the annual meeting in May.
- Full Board positions presented will also be presented at the May meeting.
- This is a very important position. Must be discreet, responsible, organized, and problem solvers. Must be able to work with many different personalities.

Position: **Tools for Schools**

Reports to: President and President Elect

Co-Chairs: 1-2

Committee: no

Term: 2 years

Timeframe: year round

Time Commitment: Medium

Job Description

Serve as the parent representative(s) on the Long Lots "Tools for Schools" committee. TFS was developed and sponsored by the EPA, American Lung Association, National Education Association, PTA and other organizations. A key component of the TFS program is an action kit used to systematically and thoroughly address IAQ concerns in our school buildings by teams at each school, which are comprised of a school administrator, the school nurse, a teacher, the head custodian and a parent. Some TFS teams have two parents, teachers and administrators.

Trained by persons from the State Department of Health and OSHA, the teams have learned how to collect data from each school and report findings using the TFS model. Each team meets to walk through its building looking for any IAQ concerns such as mold growth, leaks/moisture concerns, dust, pests, pesticide use, improper chemical use, unusual odors, cleanliness of the building, thermal comfort, and objects obstructing air flow in the HVAC system. The TFS teams also gather information on these topics through electronic surveys of staff.

In the spring, the TFS teams will meet to review and follow up all items found on the Jan/Feb/March walkthroughs. They will also discuss how to improve the program for the following year. Each team will be instrumental in developing the action plan for summer plant work in its building based on the data from the spring walkthrough and the remaining items from the winter. They will meet again each year in Sept/Oct to do a focused walkthrough of the building. Education and communication are ongoing components to achieve success with this program.

Throughout the year if a problem arises, the TFS teams will be there to see it through to its resolution.

Position: **Open Choice**

Reports to: President and President Elect

Co-Chairs: 1-2

Committee: no

Term: 2 years

Timeframe: year round

Time Commitment: Medium

Job Description

[TO FOLLOW]

Position: **School Safety Committee**
Reports to: President and President Elect
Co-Chairs: 1-2
Committee: no
Term: 2 years
Timeframe: year round
Time Commitment: Medium

Job Description

[TO FOLLOW]

Position: **Art Smart**

Reports to: 1st VP of Volunteers & 1st VP Elect of Volunteers

Co-Chairs: 2 to 3

Committee: varies in each classroom

Term: 2 years

Timeframe: year-round, Art Smart Coordinator Selection September, Museum Night in May

Time Commitment: Medium/High

Job Description

- Prepare summer mailing information to be included in the August email. An explanation of the program, as well as a request for room captains and volunteers should comprise the mailing.
- Based on information from the online volunteer system, assign Art Smart room captain and volunteers for each class in consultation with the President and President Elect.
- For classes with few volunteers, actively recruit volunteers.
- Hold meeting in the fall to explain program to the volunteer group and ensure volunteers attend all mandatory educational meetings.
- Hold a second meeting in April to prepare for Museum Week that takes place in May.
- Coordinate and oversee Museum Week ensuring each class has a location to display their artwork and programs are prepared.
- Maintain and update centralized resource library.
- Must have served as a classroom Art Smart captain for at least one (1) year to be considered for this position.

Position: **August Staff Luncheons**

Reports to: 1st VP of Volunteers & 1st VP Elect of Volunteers

Co-Chairs: 2 to 4

Committee: varies (volunteers solicited by Co-Chairs)

Term: 2 years

Timeframe: June - August

Time Commitment: Medium/Low

Job Description

- Set menu and purchase food, drinks, paper goods and decorations for staff luncheons.
- The luncheon is held on or near Orientation Day in August.
- Organize volunteers for setup, service, and cleanup.

Position: **Beach Party**

Reports to: 1st VP of Volunteers & 1st VP Elect of Volunteers

Co-Chairs: 2

Committee: n/a

Term: 2 years

Timeframe: May/June, August/September

Time Commitment: Medium

Job Description

- Organize Beach Party to welcome the LLS community back to school and to provide an opportunity to interact with the administration. Planning should begin in June.
- Typically held in September.
- A budget is provided for food, drinks, entertainment and decorations.
- Recruit volunteers to assist in the running of the event.
- Coordinate with Westport Parks & Rec, including for trash removal.
- Coordinate for Leo the Lion to attend.

Position: **Kindergarten Coordinators**

Reports to: 1st VP of Volunteers & 1st VP Elect of Volunteers

Co-Chairs: 2 to 3

Committee: n/a

Term: 1 year

Timeframe: August-October

Time Commitment: Medium

Job Description

Organize Summer Get-togethers for Incoming Kindergartners: In early July, obtain list of incoming kindergartners from the LLS office. Set dates with the LLS office for summer get-togethers and confirm with 1st VP and President and President Elect to be sure there are no other conflicts. Summer get-togethers are usually held the first three (3) Tuesdays in August from 5:00 p.m. – 7:00 p.m. behind the school on the playground. Must place advertisements in the local paper in July announcing these events by contacting Publicity Chair. Must also send out individual invitations to all families who have incoming kindergartners. At the get-togethers, actively recruit volunteers for lunch/recess duty as requested by school administrators and for beginning of the year bus duty. Have signup sheets or signup board. Ensure Logowear, Stop & Shop Cash for Causes, and Calendar Chairs attend events to sell products.

Secure Volunteers for Fall Lunch & Recess Duty, as Well as Beginning of the Year Bus Duty Volunteers: Keep updated list of volunteers, which should have phone numbers and emails. Be sure everyone is given a chance to volunteer. Ask volunteers to contact you if they cannot make it so that someone else can fill in.

Help Coordinate and Attend Kindergarten Orientation and Tour in Spring: Contact Logowear Chairs to let them know the date so that they can set up Logowear in the cafeteria for sale if they choose.

Position: **Library Coordinator**

Reports to: 1st VP of Volunteers & 1st VP Elect of Volunteers

Co-Chairs: 1

Committee: varies

Term: 2 years

Timeframe: year-round

Time Commitment: Medium

Job Description

Work closely with library media specialist to enlist parent volunteers for LLS library. Schedule volunteers to assist librarian with cataloging books on the computer, filing books, reorganizing.

Position: **Lion's Heart**

Reports to: 1st VP of Volunteers & 1st VP Elect of Volunteers

Co-Chairs: 2 to 3 (including Treasurer)

Committee: 3 to 4, plus classroom representative

Term: 2 years

Timeframe: September to December

Time Commitment: Medium High

Job Description

Chair: Coordinate with classroom representatives to help with donations for needy families to help make their holiday season more joyful. This position requires a September through December commitment. Work with the Department of Human Services (DHS), a town agency. Organize and orchestrate the entire program.

Treasurer: Collect and deposit all cash and checks received on a regular basis. In consultation with the chair and the President and President Elect, divide the money collected between the classes based on the number of sponsored individuals, and distribute it to the parent representatives to use to purchase items for their sponsored families. Allocate remaining funds to the agencies, generally in the form of gift cards purchased in bulk.

Committee: Assist Chair and Treasurer as needed.

Position: **Fifth Grade Late Night**

Reports to: 1st VP of Volunteers & 1st VP Elect of Volunteers

Co-Chairs: 1-2

Committee: varies

Term: 1 year

Timeframe: January-May

Time Commitment: Medium

Job Description

- Coordinate fifth grade event which takes place the first Friday in May.
- Reserve Auditorium and classrooms with the Facilities Director (via office Secretary).
- Obtain speakers, guest authors, Workshop presenters, staff coverage, parent volunteers, snacks, and entertainment.
- Disseminate information for the event to all fifth graders via flyers and email system. This is a January to May position.
- Solicit and oversee parent volunteers for the event.

Position: **Fifth Grade T-shirts**

Reports to: 1st VP of Volunteers & 1st VP Elect of Volunteers

Co-Chairs: 1 to 2

Committee: n/a

Term: 1 year

Timeframe: Spring

Time Commitment: Medium

Job Description

- The PTA purchases t-shirts for 5th Grade class for Field Day.
- Work with the 5th Grade teachers in mid-April to have them design the t-shirts and select colors for each class.
- Provide to the vendor and ensure they are printed in time for the event.

Position: **Beautification**

Reports to: 1st VP of Volunteers & 1st VP Elect of Volunteers

Co-Chairs: 2

Committee: no

Term: 2 years

Timeframe: year-round

Time Commitment: Low

Job Description

- Organize volunteers to keep grounds clear of debris and weeds.
- Make sure any proposed changes to the grounds are acceptable to the LLS administrators.
- Meet before school starts to prepare for the opening of school.
- Keep gardens freshly planted and watered.
- Keep hopscotch, paw prints, playground map, and any other games painted on blacktop freshly painted.
- More labor intensive in fall and spring.

Position: **Community Outreach**

Reports to: 1st VP of Volunteers & 1st VP Elect of Volunteers

Co-Chairs: 2 to 3

Committee: n/a

Term: 2 years

Timeframe: year-round

Time Commitment: Medium

Job Description

- Organize various school drives to help people in need in nearby communities. The timing and types of potential outreach programs must be communicated to the 1st VP, who will present them to the PTA Executive Board for approval. Flyers and email are required to disseminate the information. A collection date and spot are required, as well as pick up coordination. Communication with the front office is key. Examples of community drives that have been done are food drives, clothing drives, Halloween costume drives, winter coat and blanket drives etc.

Position: **Staff Appreciation Week**

Reports to: 1st VP of Volunteers & 1st VP Elect of Volunteers

Co-Chairs: 1

Committee: 3-5

Term: 2 years

Timeframe: April/May

Time Commitment: Medium Low

Job Description

- This is a week in early May, when something nice is done each day for the teachers. For example, one day it could be an apple; another day it could be a poem.
- Ideas must be approved by the 1st VP of Volunteers & 1st VP Elect of Volunteers and the President and President Elect.
- This week should coincide with the Staff Appreciation Luncheon.
- Gestures should be simple, yet thoughtful.
- Disseminate information to parents when their participation is needed.

Position: **Staff Appreciation Luncheon**

Reports to: 1st VP of Volunteers & 1st VP Elect of Volunteers

Co-Chairs: 2 to 3

Committee: n/a

Term: 2 years

Timeframe: April/May

Time Commitment: Medium Low

Job Description

- Coordinate efforts with Teacher Appreciation Week Committee for timing purposes.
- The luncheon is one of the daily events of this week.
- Coordinate food and beverage donations for Teacher Appreciation Luncheon.
- Food, drinks, paper goods and decorations for Teacher Appreciation Luncheon should be donated.
- Organize volunteers for setup, service, and cleanup.
- There is a modest budget, but parent volunteers should donate most items.

Position: **Wheeler House Coordinator (3rd Grade Parent)**

Reports to: 1st VP of Volunteers & 1st VP Elect of Volunteers

Co-Chairs: 1

Committee: varies (to be solicited by Wheeler House Coordinator)

Term: 1 year

Timeframe: March/April

Time Commitment: Medium/Low

Job Description

- Solicit and coordinate 3rd grade parent volunteers to act as guides for the spring (usually in April) historic trips through Westport.
- The number of volunteers needed varies each year depending on the program scope.
- All volunteers are provided with training, including scripts.
- This program is run in cooperation with the Westport Historical Society and also utilizes volunteers from the Westport Young Women's League.

Position: **Go-Green**

Reports to: 1st VP of Volunteers & 1st VP Elect of Volunteers

Co-Chairs: 1-2

Committee: yes

Term: 2 years

Timeframe: year round

Time Commitment: Low

Job Description

- Identify and oversee initiatives to promote environmentally friendly actions at school and/or at home and to educate members of the school community about them. These should be age appropriate initiatives and involve students.
- Participate in town wide "green" committee meetings held quarterly.
- Coordinate with the teacher-run "going green" committee at LLS to achieve synergies where appropriate.
- This is a yearlong commitment.

Position: **Room Parent Coordinator**

Reports to: 1st VP of Volunteers & 1st VP Elect of Volunteers

Co-Chairs: 2

Committee: no

Term: 2 years

Timeframe: August/September

Time Commitment: Medium

Job Description

- Utilize online volunteer data and PTA guidelines for prioritization to make preliminary selections of room captains and room parents.
- Finalize assignments in consultation with the President and President Elect.
- If there are no volunteers, must call classroom parents and find appropriate volunteers.
- Must be prepared to begin position two weeks prior to the start of school.
- Notify all volunteers of their status, whether or not we were able to place them as a room parent.
- Hold September meeting for all room parents to explain parameters of position.
- Must be comfortable using Excel.
- Must also be discreet, responsible, and able to work with many different personalities.
- Oversee room parent activities throughout the school year, but the major time commitment is from mid August through mid September.

Position: **Lost and Found**

Reports to: 1st VP of Volunteers & 1st VP Elect of Volunteers

Co-Chairs: 1-2

Committee: no

Term: 2 years

Timeframe: year-round

Time Commitment: Low

Job Description

- Fold and organize Lost and Found items on a weekly basis.
- Send out frequent reminders through the weekly email to remind parents to check the Lost and Found for missing items.
- Twice a year (usually November and April during conference weeks), organize a Lost and Found station by the office. Afterward, donate to charity any unclaimed articles.

Position: **Outdoor Classroom**

Reports to: 1st VP of Volunteers & 1st VP Elect of Volunteers

Co-Chairs: 1-2

Committee: no

Term: 2 years

Timeframe: year-round

Time Commitment: Medium

Job Description

- Enlist parent volunteers for the continued development and maintenance of the Outdoor Classroom.
- Advise the 1st VP of Volunteers & 1st VP Elect of Volunteers on developments and needs of the Outdoor Classroom.
- Maintain a schedule for teachers and staffs to sign up to use the Outdoor Classroom, if requested by the school administration.

Position: **Fifth Grade Moving Up Ceremony**

Reports to: 1st VP of Volunteers & 1st VP Elect of Volunteers

Co-Chairs: 1-2

Committee: no

Term: 2 years

Timeframe: year-round

Time Commitment: Medium

Job Description

- [TO FOLLOW]

Position: **Fifth Grade Fundraiser**

Reports to: 1st VP of Volunteers & 1st VP Elect of Volunteers

Co-Chairs: 1-2

Committee: no

Term: 2 years

Timeframe: year-round

Time Commitment: Medium

Job Description

[TO FOLLOW]

Position: **Book Fair**

Reports to: 2nd VP of Ways and Means

Co-Chairs: 2

Committee: yes (5-7)

Term: 2 years

Timeframe: Summer/Fall

Time Commitment: High

The Book Fair is typically held in October. Prospective committee members should be aware of the following requirements:

- Early September: Mandatory Planning Meeting
- Early October: Mandatory Planning Meeting
- Subcommittee meetings may be required for your particular responsibilities
- Setup is the Friday before the fair, and all committee members must attend.
- Take down is the last Friday of the fair, and all committee members must attend.
- Each committee member needs to commit to staffing the book fair for at least two ½ days, in addition to setup and take down.

This committee has responsibilities well beyond working a shift at the Book Fair. If someone is interested in a less demanding role, there will be many opportunities for limited involvement.

Chairs: Coordinate with PTA, school office, vendor and suppliers. Coordinate efforts of committee members. Oversee operations on an ongoing basis. During fair hours, at least one chair should be onsite at all times.

Treasurer: Reconcile financials on a daily basis and at the conclusion of the event. Email updates with this information to the Co-chairs, Treasurer, Assistant Treasurer, 2nd VP, 2nd VP Elect and President and President Elect. Make daily deposits. Coordinate with the Assistant Treasurer.

Within the rest of the committee, the following number of committee members are needed to fill the designated roles:

- Volunteer Recruitment & Scheduling, 12, pre-fair and fine tuning during the fair
- Classroom Visits, 12, pre-fair, monitoring during the fair
- Publicity/Wish lists, 1, Pre-fair
- Special Order, 1, during and after fair
- Pajama Night Coordinator, 1 (generally Tuesday evening)

- Breakfast and Books Coordinator, 1 (generally Friday morning)
- Sports Night Coordinator (generally Thursday evening)

Note: Some of the above responsibilities may be allocated to the same individual. The date of the Book Fair changes from year to year depending on availability of LLS gym, availability of book fair company, and other planned LLS events/activities. Date for Book Fair must be coordinated and approved by LLS administrators/secretaries and the President and President Elect before booking date with the book fair company.

Position: **Logo Wear**

Reports to: 2nd VP of Fundraising & 2nd VP Elect of Fundraising

Co-Chairs: 2

Committee: no

Term: 2 years

Timeframe: year round

Time Commitment: High

Job Description

- Coordinate ongoing fundraising effort. Design logowear, oversee production, sales and distribution of articles using the LLS logo.
- Advertising needed for August mailing and throughout the year.
- Organize sale of logowear items for kindergarten get-togethers (August), Orientation Day (August), Beach Party, Back-to-School Nights, Book Fair, Election Day Bake Sale, Movie Night and kindergarten orientation (spring). Sell items through flyers and by email throughout the year.
- Submit articles in weekly email to encourage parents to order logowear year round.
- **One of the Co-chairs must be able to store logowear items in their home.** Responsible for collecting and depositing funds.
- Need to keep financial accounting of items sold for Treasurer, VP and President and President Elect. Must be cognizant of budget set by PTA Executive Board.
- Must frequently check the folder in the office for new logowear order forms, where appropriate.

Position: **Monster Mash**

Reports to: 2nd VP of Fundraising & 2nd VP Elect of Fundraising

Co-Chairs: 1-2

Committee: yes (9-11)

Term: 2 years

Timeframe: Summer/Fall

Time Commitment: High

Job Description

- Giant all school Halloween party!
- Submit flyer advertising for August email with information about Monster Mash and the need for volunteers.
- Responsible for coordinating committees in charge of ticketing, DJ/entertainment, setup/takedown, decorations, food/beverages, collection of money, bank deposits, games, and silent auction or raffle, if planned.
- Oversee Monster Mash T-Shirt Design Contest, production, sale and distribution of T-Shirts.
- Sell tickets and recruit volunteers at Back-to-School Nights.
- Additional volunteers recruited via flyers, email system, and online volunteer system.
- Date must be coordinated and secured with town facilities manager, school administration and President and President Elect.
- Overtime for custodians and any necessary nursing and/or police officers must be approved in advance.
- Coordinate with Fire Marshall to ensure all town building codes are adhered to.
- Must be very organized and creative and work well with subcommittees.

Position: **Election Day Bake Sale**

Reports to: 2nd VP of Fundraising & 2nd VP Elect of Fundraising

Co-Chairs: 2

Committee: no

Term: 2 years

Timeframe: October/November

Time Commitment: Low

Job Description

- Organize shifts of volunteers to work the tables on Election Day
- Organize donations of baked goods, snacks and beverages by parent volunteers at LLS for sale.
- Must organize drop off and pricing of all items.
- Coordinate and arrange with custodians any tables needed.
- Pricing of baked goods should be discussed with 2nd VP and 2nd VP Elect several weeks in advance of the event.

Position: **Movie Night**

Reports to: 2nd VP of Fundraising & 2nd VP Elect of Fundraising

Co-Chairs: 2-3

Committee: no

Term: 2 years

Timeframe: Spring

Time Commitment: Medium

Job Description

- Organize and promote movie night(s) for dates provided by PTA President and President Elect.
- Select movie (via student vote, if appropriate), reserve auditorium, purchase concessions for sale and organize volunteers to assist with sales of tickets and concessions, as well as setup and clean up.
- Arrange for advertisement of the event on LLTV.
- Sell tickets, if necessary at school, and recruit volunteers for the event.

Position: **Spring Fundraiser (Formerly Notecards)**

Reports to: 2nd VP of Fundraising & 2nd VP Elect of Fundraising

Co-Chairs: 1-2

Committee: no

Term: 2 years (project completed every OTHER year)

Timeframe: Spring

Time Commitment: Medium

Job Description

- Fundraiser held annually or biannually.
- Orchestrate the creation of customized note cards made by every child in the school.
- Approval from the Principal to allow the art teachers to utilize classroom time for the creation of the cards is imperative.
- Contact the 2nd VP, who will contact the Principal and the PTA Executive Board to get the necessary approval in order for this project to proceed.
- Contact the note card company to obtain the necessary materials. KidsArt Inc. has been used to date and can be contacted at 1.800.603.7460.
- Enlist the art teachers' assistance and guidance on how to incorporate the creation of the cards in art class.
- Recruit one parent representative per class who will handle the orders for each class.
- Create letters for teachers and parents explaining the fundraiser.
- Distribute the children's art and other paperwork to the classroom reps so that they can ensure the children take it home to their families.
- Communicate with the classroom teachers to update them as to the status of the project and answer any questions or concerns they may have.
- Ensure the accuracy of the final order before it is submitted to the card company.
- Distribute the note cards to the individual classrooms once they are received and handle any problems or issues that may arise.
- Deposit all proceeds.
- The nature of this fundraiser may differ from year to year in the event a fundraiser other than the creation and sale of notecards is established by the 2nd VP, the 2nd VP Elect, and the President and President Elect.

Position: **Bridgeport Bluefish Night**

Reports to: 2nd VP of Fundraising & 2nd VP Elect of Fundraising

Co-Chairs: 2-3

Committee: no

Term: 2 years

Timeframe: Spring

Time Commitment: Medium

Job Description

- Organize a weeknight evening game at Bridgeport Harbor Yard Arena to watch the Bridgeport Bluefish minor league baseball team and listen to our LLS 4th and 5th grade choirs.
- Typically held sometime between late May and mid-June.
- Must call the box office and reserve a date for this fundraiser in January.
- Organize the date, the flyer, sale of tickets and any door prizes.
- Must be sure to select date that has around 700-900 seats available for a "fundraiser," which also has an opening for our choir to sing the National Anthem.
- Must clear date with the choir teacher, the principal and the President and President Elect before booking.
- Coordinate with LLS Music teachers, as required.

Position: **BINGO Night**

Reports to: 2nd VP of Fundraising & 2nd VP Elect of Fundraising

Co-Chairs: 1-2

Committee: 5-7

Term: 2 years

Timeframe: Spring

Time Commitment: Medium

Job Description

(1 Chairperson; 2 Silent Auction & Raffle Chairs; and 4-5 committee)

- This committee oversees a family Bingo night.
- Responsibilities include publicity, soliciting volunteers to call numbers at the event, securing event venue, and coordinating volunteers, decorations, prizes and refreshments.
- Committee is also responsible for acquiring Connecticut State Bingo license.

- Silent Auction and Raffle Chairs are responsible for soliciting and determining items for auction, raffle, and Bingo prizes on Bingo night.
- Individuals will need to solicit donations from local businesses, families or classes.
- Soliciting items for class themed baskets and putting them together also required.

Position: **Fall Fundraiser (Formerly Coupon Book)**

Reports to: 2nd VP of Fundraising & 2nd VP Elect of Fundraising

Co-Chairs: 2-3

Committee: no

Term: 2 years

Timeframe: Fall

Time Commitment: Medium

Job Description

- Coordinate with Kidstuff to submit participation agreement and schedule delivery of books to LLS.
- Label and distribute books and related flyer to youngest child in each family.
- Collect payments for books kept by parents.
- Follow up to ensure all books are either paid for or returned to Kidstuff.
- The nature of this fundraiser may differ from year to year in the event a fundraiser other than the creation and sale of notecards is established by the 2nd VP, the 2nd VP Elect, and the President and President Elect.

Position: **Stop & Shop Cash for Cause**

Reports to: 2nd VP of Fundraising & 2nd VP Elect of Fundraising

Co-Chairs: 1-2

Committee: no

Term: 2 years

Timeframe: Spring

Time Commitment: Medium

Job Description

- Responsible for creating flyers, taking orders, purchasing and distributing Stop & Shop gift cards within the school, as well as depositing proceeds.
- Program could be run every other month through email communication as well as at various targeted PTA events (Back to School nights, conference weeks, book fair, museum night, movie night, etc).
- Chairs will work with VP to create initial flyers for new program and help educate the LLS community about it.
- Their kick-off sales event would likely be at Back to School night at the beginning of the year.
- An advertisement about the program will be sent home in the summer mailing in August.
- Maintain signage around the school throughout the year if necessary.
- Will coordinate and work with Lions Heart team as well during gift drive as way for families to donate to the selected charity.

Position: **Calendar**

Co-Chairs: 2-3

Committee: no

Term: 2 years

Timeframe: year-round

Time Commitment: High, February through October

*JANUARY to JANUARY POSITION

Job Description

- Manage the largest annual LLS fundraiser.
- Solicit advertising and artwork; oversee layout, publication, sales and distribution of the school year calendar.
- Most of the work is done from January through June for solicitation and follow up of ads and artwork from the schools, etc.
- Printing is done in late July for early August mailing.
- Must work closely with superintendent's office to ascertain accurate school dates needed for calendar.
- Must monitor sales of calendars at stores throughout the district in the fall, as well as the LLS office.
- Submit articles for school wide emails as needed. Keep financial accounting and submit copies to Treasurer and President and President Elect.
- Be responsible for making deposits into PTA checking account on a regular basis.
- Reconcile income and expenses for the year with the Treasurer. Submit copy of completed financial accounting to President and President Elect.

Position: **Parent Social**

Reports to: 2nd VP of Fundraising & 2nd VP Elect of Fundraising

Co-Chairs: 2-3

Committee: no

Term: 2 years

Timeframe: Fall

Time Commitment: Medium

Job Description

Position: **Publicity**

Reports to: 3rd VP of Communications

Co-Chairs: 1

Committee: n/a

Term: 2 years

Timeframe: Year-round

Time Commitment: Medium low

Job Description

- Work with PTA Board members, as well as teachers, to encourage press/media coverage of appropriate school functions.
- Write articles and/or press releases for school events such as Lion's Heart, Earth Day and other community services, take photos, and contact local media (newspapers, Westport now etc...) when coverage is needed. Follow up is required.
- Keep clippings of newspaper mentions and pictures and post timely articles on PTA bulletin board.
- Act as PTA marketing representative to promote the PTA. This person works to improve the PTA image within the LLS community by providing information to parents regarding programs run by the PTA and all enrichments provided by the PTA to the school, teachers and staff (eg BTSN video, any other means of educating parents on the work done).

Position: **Birthday Boards**

Reports to: 3rd VP of Communications

Co-Chairs: 1 to 2

Committee: n/a

Term: 2 years

Timeframe: Year-round

Time Commitment: Low

Job Description

Decorate and maintain the monthly student birthday boards by the main office. The office secretary generates a student birthday list for each month. Can recycle some decorations from previous year, but has small budget to purchase new supplies. Requires a creative and enthusiastic person.

Position: **Hospitality**

Reports to: 3rd VP of Communications

Co-Chairs: 2 to 3

Committee: n/a

Term: 2 years

Timeframe: September, May/June

Time Commitment: Medium Low

Job Description

- Procure refreshments for both Back-to-School Nights, Kindergarten Orientation (held in the spring), and the 5th Grade Moving Up ceremony (held in June).
- Responsible for set up and clean up at all events above.
- Periodically check the PTA supply closet in the Staff Lounge to make sure paper supplies are sufficient.
- Dates that refreshments are needed will be provided by the 3rd VP or President and President Elect at the beginning of school year.
- Must work within budget and submit receipts to Treasurer in timely fashion for reimbursement.

Position: **School Picture Coordinator**
Reports to: 3rd VP of Communications
Co-Chairs: 1
Committee: n/a
Term: 2 years
Timeframe: Early Fall
Time Commitment: Medium- Low

Job Description

- Organize the individual and class pictures with the photography company and the school.
- Confirm the date of the event with Principal's office.
- Responsible for flyers alerting parents to the date and time their child's class will be having their pictures taken.
- Organize volunteers for shifts to help with classes.
- Approximately twelve (12) volunteers for each shift are required.
- Follow up with absentee students, makeup, and redoes.
- Primarily an early fall commitment.

Position: **Family Photo Coordinator**

Reports to: 3rd VP of Communications

Co-Chairs: 1

Committee: n/a

Term: 2 years

Timeframe: Early Fall

Time Commitment: Medium- Low

Job Description

- Confirm available dates with photographer.
- Create a flyer for distribution to student body informing Long Lots' families of the date and logistics of the event.
- Follow up with families who sign up to inform them of the process for signing up for a time slot.
- Deposit funds and keep a record of finances.
- Early fall commitment.

Position: **Staff Banners**

Reports to: 3rd VP of Communications

Co-Chairs: 1-2

Committee: n/a

Term: 2 years

Timeframe: August/September

Time Commitment: Low

Job Description

- Coordinate the moving of staff name banners to the correct room assignment for the new school year.
- Make new staff banners for incoming faculty or those whose names may have changed.
- Periodically walk through school hallways throughout the year to ensure letters are in place and all banners are in, up and legible. This involves cutting and gluing.
- Must check with office in early August regarding new faculty. Commitment before the start of school required.

Position: **Author Series**

Reports to: 3rd VP of Communications

Co-Chairs: 2-3

Committee: n/a

Term: 2 years

Timeframe: Year-round

Time Commitment: Medium

Job Description

- Responsible for bringing in outside authors with the goal of each student having access to at least one author per year.
- Work with the Library Media Specialist to identify potential authors, then negotiate with and hire author.
- Coordinate and monitor book sales, including preparing promotional materials, ordering books, organizing signing of books, and collecting and depositing money.
- Provide author with refreshments and handle any transportation issues.
- Work with Library Media Specialist regarding scheduling for the author, and ensure that the program runs smoothly.
- Good organizational skills are key.

Position: **New Families Coordinator**

Reports to: 3rd VP of Communications

Co-Chairs: 2-3

Committee: n/a

Term: 2 years

Timeframe: August

Time Commitment: Medium- Low

Job Description

- Organize the New Families Orientation, held before the first day of school. The President and President Elect and Principal set the date for the event.
- In early August, call the office secretary to acquire the list of new families, which consists of new families first entering LLS, as well as families who have just moved to Westport.
- Send out personal invitations two (2) weeks prior to the event.
- In addition, each new LLS family should receive a phone call encouraging them to attend the New Families Orientation.
- A script with information regarding PTA membership, directories, meetings, and general information about our school is encouraged, along with a fact sheet of frequently asked questions.
- Notify Executive Board members about the date so that they are present to welcome. Coordinate ongoing effort throughout the year to welcome new families to LLS.
- Proactively remain in regular contact with the office so that when new families come to LLS you can welcome them and encourage them to join the PTA. You explain how to obtain the directory and school calendar and see if there are any questions you can help them with.
- Identify a buddy family for these families as a contact for any school or town-wide questions.
- Email or call 3rd VP and President and President Elect to let them know of new families so that they too can welcome them to Long Lots and add their information to the email list and the directory.

Position: **LLS YEARBOOK**

Reports to: 3rd VP of Communications

Co-Chairs: (Chairperson; 4-5 5th grade parents; 1-2 per grade reps K-4)

Committee: n/a

Term: 2 years

Timeframe:

Time Commitment: Medium -Low

Job Description

Chairperson: Work with vendor on Yearbook contract and pricing. Coordinate theme, photographs, copy, layout, publication and distribution of yearbook. Work with 5th Grade team leaders to identify important events to photograph. Ensure all graduates are represented equally throughout finished product. Communication with PTA Exec Board, attention to budget and meeting deadlines are very important. Heaviest time commitment from November to June.

5th Grade Team: Work with 5th grade team to identify important events to photograph. Ensure all graduates are equally represented throughout finished product. Heaviest time commitment from November to June.

Grade Reps: Coordinate grade level pages to ensure that all children are represented. Heaviest time commitment from November to June.

Position: **Book Swap**

Reports to: 3rd VP of Communications

Co-Chairs: 2-3

Committee: n/a

Term: 2 years

Timeframe: February

Time Commitment: Low

Job Description

- Organize the annual book swap.
- Oversee the collection of books a few mornings during drop off and at pick several days prior to the event.
- Set up and manage the event on day of the swap.
- Coordinate volunteers as necessary.
- Coordinate donating any remaining books to teachers, LLS Library, and identified charity.

Position: **Fifth Grade DVD**

Reports to: 3rd VP of Communications

Co-Chairs: 1-2

Committee: n/a

Term: 1 year

Timeframe: Year long

Time Commitment: Low with more time needed at the end of the year to prepare DVD

Job Description

- Collect photos and videos of the 5th grade students throughout the year.
- Creatively organize into one DVD at the end of the year to be presented at the 5th Grade Moving Up Ceremony.
- Arrange for copying of the DVD for distribution to each 5th grade student.