

**SIMPSON ELEMENTARY SCHOOL PTA**

**VOLUNTEER DESCRIPTIONS**

**DESCRIPTION OF ROLE**

**EXECUTIVE BOARD (These 4 positions + the VPs listed below by category)**

<b>Co-President 1</b>	Responsible for running the monthly PTA board meetings, managing the daily needs of all committees and are authorized to approve PTA check requests and sign PTA checks.
<b>Co-President 2</b>	
<b>Secretary</b>	Responsible for keeping an accurate record of the proceedings of the association, board, and executive committee meetings. Promptness, accuracy and knowledge of the PTA Purposes and Policies are very important to the job.
<b>Treasurer</b>	The legally responsible, authorized custodian of the PTA funds. This individual is responsible for the financial management of the PTA. The treasurer receives & dispurses all monies in accordance with the local unit bylaws and the approved budget. This person is required to attend all monthly Board meetings.

**ACADEMICS/ARTS**

<b>Vice President</b>	All Vice Presidents are voting members of the board, officers of the PTA and are required to attend monthly PTA board meetings to report on their respective special committees.
Arts in Education	This committee screens and books entertainers, authors, musicians, artists, and storytellers who perform for the students. Acts are evaluated and booked based on curriculum (AKS).
Art Parents	This committee organizes volunteers to work with the art department to prepare student artwork for display in the main hallway and Simpson Square, and to handle other tasks that support the art teacher with the curriculum.
Simpson Singers	(5th Grade Parents of Simpson Singers Extraordinaire) This committee works with Meaghan Curry, Music Director at Simpson, on the events involving the Simpson Singers. The main event for the year is the spring musical. Simpson Singers' performances may also include a Norcross High School football game, caroling at PTC Town Center, and an Atlanta Braves game.
Reflections	This committee coordinates and implements Reflections, a National PTA Program for cultural arts, specifically for student who enter at Simpson. Volunteers may help committee chairs to process the winning entries for Simpson at the local, county and state PTA level. The time frame in which most of the volunteer work is needed is early to late fall. The chairs are looking for a volunteer, in particular, to help manage the technical components that go along with the students' electronic entries.
Science Fair	This committee is responsible for the organization of a Science Fair held in January, including recruiting judges, purchasing trophies/awards, holding an awards ceremony and coordinating participation at the regional Science Fair for school level winners.
Square 1	This committee helps the art department prepare artwork for sending to Square 1 in the fall. This fundraiser supplements the local school art budget directly and provides our students with wonderful materials and art experiences.
Starry, Starry Night	This committee coordinates this event showcasing all students who participate in the PTA Reflections contest. This event usually takes place following the winter PTA General Membership meeting.
Talent Show	This committee organizes Simpson's Got Talent, an annual talent show with performances from our 4th and 5th graders. The Talent Show committee works with the Student Council to produce the show, which is also a fundraiser for a charity chosen by the council. Volunteers are needed to help with auditions, dress rehearsal, and the show itself.

**COMMUNICATIONS/PUBLICATIONS**

<b>Vice President</b>	All Vice Presidents are voting members of the board, officers of the PTA and are required to attend monthly PTA board meetings to report on their respective special committees.
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Legislation/Advocacy	This committee coordinates the advocacy efforts of the PTA by researching and distributing information about bills coming before the state legislature that are related to children and schools. Additionally, this committee coordinates any PTA involvement in other political issues related to children, and sends a parent representative to the PTA Day at the Capitol held every February.
Student Directory	This committee pulls together the school directory (parent/guardian contact information) for class coordinators at the beginning of each school year.
Star News	This committee organizes the PTA portion of the weekly Star News and works directly with the Simpson Admin. to get it finalized + ready to publish.
Yearbook Committee	This committee is responsible for all production, including sales, layout, and design of the yearbook. For Simpson students, the yearbook is a keepsake that highlights school events, class listings and faculty.
Yearbook Photographers	This committee is made up of one photographer per grade level & is responsible for covering events + submitting photos to the yearbook throughout the school year.
Website/Facebook Page	This individual maintains the PTA website & Simpson's PTA Facebook Page with accurate & timely updates.
<b>FAMILY/COMMUNITY OUTREACH</b>	
<b>Vice President</b>	All Vice Presidents are voting members of the board, officers of the PTA and are required to attend monthly PTA board meetings to report on their respective special committees.
Membership	This committee facilitates and supports efforts to involve the entire Simpson community in the Parent Teacher Association.
All Pro Dads	This committee organizes and hosts a monthly breakfast meeting and program for the national All Pro Dads organization. Meetings typically are held the second Tuesday of every month at Simpson Elementary for students and their father or guardian.
Grandparents' Breakfast	This committee will work with the Book Fair Committee to plan, organize + execute the grandparents' breakfast event providing Simpson students a special morning with their grandparent(s).
Fall Festival	This committee coordinates a family festival event during the school year, typically held in the fall.
Mother/Son Event	Annual event giving Simpson boys the opportunity to spend a special evening with their moms, playing games, taking fun photos and making memories to last a lifetime.
Giving Tree	This committee will work with school counselors & art parents to provide a display for our annual Giving Tree donation drive providing holiday wishes to participating CARE team families.
Father/Daughter Dance	Annual event giving Simpson girls the opportunity to spend a special evening with their dads, dancing, playing games, taking fun photos, and making memories to last a lifetime.
<b>FINANCE</b>	
<b>Vice President</b>	All Vice Presidents are voting members of the board, officers of the PTA and are required to attend monthly PTA board meetings to report on their respective special committees.
Business Partners	This committee secures our business partner support, schedules Spirit Nights with local restaurants and assists our business partners with their school promotion through Star News and flyers in Friday folders.
Fall Fundraiser	This committee coordinates the marketing and logistics of our annual fundraiser, Charleston Wrap.
Childhood Cancer Awareness	This committee coordinates an event to raise awareness of Childhood Cancer.
School Supply Kits	This committee coordinates ordering School Supply Kits for Simpson families wishing to participate in this service provided by the PTA. The ordering process begins in March, with final orders placed following Kindergarten Registration in early May. This committee is also responsible for the distribution of the kits to the students/families during Meet Your Teacher Day in August.

Spirit Wear	This committee designs and sells all of Simpson's Spirit Wear. Participation on the committee includes: <ul style="list-style-type: none"> <li>• Managing Simpson's Spirit Wear Website</li> <li>• Designing Spirit Wear</li> <li>• Sorting and distributing Spirit Wear orders</li> <li>• Selling Spirit Wear at events such as Kindergarten Registration, Meet Your Teacher Day, Curriculum Night &amp; Fall Festival.</li> </ul>
Star Wars Fundraiser	This committee coordinates this change war for a cause! Simpson staff, students & families collect loose change; proceeds go to supporting our CARE team.
<b>HEALTH/ENVIRONMENT</b>	
<b>Vice President</b>	All Vice Presidents are voting members of the board, officers of the PTA and are required to attend monthly PTA board meetings to report on their respective special committees.
Earth Week/ Recycling	This committee plans and coordinates Earth Week activities, and investigates and informs PTA and the school of opportunities and resources for reducing, recycling, reusing.
Safe Routes to School	This committee organizes Walk-to-School events, including having Fire and Police representatives onsite and giving stickers to all participants.
School Beautification	This team maintains the raised beds at the entrance of the school, and assists with any beautification on the grounds as suggested by the school administrative staff throughout the year.
Starburst	This committee directs all efforts surrounding the Starburst Field Day event held late Spring. Works with class coordinators and parents to schedule volunteers for Starburst and provides popsicles and water stations for the day.
<b>STAFF/STUDENT SERVICES</b>	
<b>Vice President</b>	All Vice Presidents are voting members of the board, officers of the PTA and are required to attend monthly PTA board meetings to report on their respective special committees.
Class Coordinator Liaison	This individual oversees the PTA Special Education Classroom Coordinators and ensures consistent communication with students' families, sharing details about upcoming activities and assists teachers with requests on an as-needed basis.
Special Education Liaison	This individual oversees the PTA Special Education Classroom Coordinators and ensures consistent communication with students' families, sharing details about upcoming activities and assists teachers with requests on an as-needed basis.
5th Grade Class Coordinator Liaison	This individual oversees the 5th grade PTA Classroom Coordinators and their activities, including coordinating and finding volunteers for special 5th grade events: class handprints, 50's day, Immigration Day + more.
Early Release Snacks	This committee coordinates light refreshments on early release days for the teachers and staff.
Family Support & Outreach	This committee assists with Special Education Breakfast and Exceptional Children's Week; plans participation in community events, and partners with teachers and staff to support inclusion and access to school events and programs for all students.
Media Center & Book Fair	This committee recruits and staffs parent volunteers to work two-hour shifts in the Media Center on a weekly basis. They assist students with checking out books, return and re-shelve books, and laminate materials for teachers. Also assists the Simpson Media Specialist with the Book Fair set-up, volunteers on preview/sale days, and packing up when the event is over.
Staff Appreciation	This committee organizes all events and programs for Staff Appreciation events throughout the year.
Volunteer Coordinator	This committee recruits volunteers as needed during the school year, including lunch helpers for the kindergarteners during the first two weeks of school, volunteers for school pictures in the fall and spring, kindergarten technology lab helpers and any ad hoc/general needs. Commitments and durations are varied.
End of Year Parties	This committee coordinates a grade level event for all students at the end of the year in May