

**BMS PTA EXECUTIVE AND GENERAL BOARD**  
**JOB DESCRIPTIONS**  
**2020-21 School Year (Revised Summer 2020)**

**EXECUTIVE BOARD**

**CO-PRESIDENTS (2 year position, 1st and 2nd year Co-Presidents)**

Oversee all BMS PTA activities. Meet with Dr. Rosen then VP's of Fundraising, Community and Grade Level Events, to set calendar of PTA events for the upcoming school year. Develop agenda for and attend monthly Executive Board Meetings and General PTA meetings. Prepare weekly email communications and occasional Presidents' letters and proof any other email, flyers and web communication to parents. Meet with Dr. Rosen weekly to discuss school matters. Attend town meetings to represent BMS on town-wide educational issues when appropriate including bi-monthly Board of Education Meetings. Attend monthly town-wide PTA Presidents meetings (1<sup>st</sup> Wednesday of the month), Brown Bag lunches with the Superintendent (usually 2nd Wednesday of the month), and PTA Council meetings as scheduled (usually 3 per calendar year). Meet with BMS Principal before Executive Board meetings and as needed. Coordinate PTA's summer information distribution to parents. Communicate dates and announcements and ensure that information is posted on the PTA website. Oversee Presidents' Committees listed below in the General Board section. Work closely with the VP's of Fundraising, Community and Grade Level Events to review their committees' activities and provide consultation as needed. At least one PTA president should attend all major PTA events (**New Families orientation, 6<sup>th</sup> Grade Orientation, Back to School Nights, Grade level coffees, Monster Mash, Staff Appreciation dinners, Museum Night** etc). Assist in the preparation of annual PTA budget and review financials on no less than a monthly basis. Review committee reports for accuracy and request additional detail as needed. Coordinate communication and weekly emails, grade level emails, and any stand-alone emails sent by the PTA and schedules all ConnectEd emails. Send out any communication to the parent community and BMS faculty. Manage the BMS PTA Google calendar.

**(Co) 1ST VP - FUNDRAISING (2 year position, 1st and 2nd year VPs)**

Attend all General and Executive Board PTA Meetings. Stand in for, or assist, the Co-President(s) when called upon. Provide support to and oversee all Fundraising committees/events. At least one VP should attend each Fundraising event. A complete list is in the General Board section below but includes: **School Picture Day, Lockerworks, Logowear** and other fundraising events if added (The Executive Board may add or subtract fundraisers as needed). Provide committee chairs procedural guidelines for administering all fundraising initiatives, including copies of prior committee reports, Budgets (if given), tax exemption and reimbursement forms. Monitor expenses incurred by Committees to ensure they are within budgetary guidelines and to ensure expenses are submitted within 30 days of an event. Check

in with committees regularly. Review committee reports for accuracy and make sure reports are updated.

**(Co) 2ND VP - COMMUNITY (2 year position, 1st and 2nd year VPs)**

Attend all General and Executive Board PTA Meetings. Stand in for, or assist, the Co-President(s) when called upon. Provide support to and oversee all Community committees/events. At least one VP should attend each Community event. A complete list is in the General Board section below but includes: **Art Coordinators, Lost and Found, Monster Mash, Back to School Night Teacher Dinners 6<sup>th</sup> and 7<sup>th</sup>/8<sup>th</sup>), Staff Appreciation Lunch (Holiday & Spring), Valentine's Day Bag, and Old Board/New Board Luncheon** (The Executive Board may add or subtract community events as needed). Plan a kick-off meeting with larger committees and provide committee chairs procedural guidelines for administering community events, including copies of prior committee reports, budgets (if given), tax exemption and reimbursement forms. Monitor expenses incurred by Committees to ensure they are within budgetary guidelines and to ensure expenses are submitted within 30 days of an event. Review committee reports for accuracy and request additional detail as needed. At the end of the year, VPs are responsible for organizing PTA cabinets in the main office and compiling a list of supplies on hand. *(\*PTA Refreshments & Talent Show used to fall under this\*\*)*

**3RD VP VOLUNTEERS (2 year position, 1 VP only)**

Attend all General and Executive Board PTA Meetings. Responsible for updating and producing the annual volunteer online sign-up survey ("Zarca"), based on input from the Co-Presidents and VPs. Collects, compiles, and coordinates volunteer lists generated from online Zarca volunteer registration. Distributes volunteer lists to appropriate committee chairs at the beginning of the school year and throughout the school year as needed. Be available to Co-Presidents to help solicit volunteers as unexpected needs arise during the year. Collect and maintain all committee reports and keep database for historical perspective. Distribute via email to each event Co-Chair in late August/September Committee Report, committee budget, related event files and the BMS PTA Event Committee Guidelines. Follow-up with all committee leads to ensure that event report is submitted within 30 days of an event. Review committee event reports for accuracy and request additional details as needed, then distribute to Presidents.

**(Co) 4TH VP - GRADE LEVEL EVENTS (3 VPs, as below)**

Attend all General and Executive Board PTA Meetings. Stand in for, or assist, the Co-President(s) when called upon. Provide support to and oversee all Grade Level events. At least one VP should attend each Grade Level event. A complete list of events is in the General Board section.

- VP of 6th Grade Level Events (1 year position): Oversee all 6<sup>th</sup> Grade events, including but not limited to **6th Grade Orientation, 6th Grade Fall Coffee, two 6th Grade Breakfasts (Nov and April, subject to change), 6th Grade Can Wars, 6th Grade Frozen Yogurt Social, Yearbook.** Some summer work will be required for overseeing the 6<sup>th</sup> Grade orientation.
- VP of 7th Grade Level Events (2 year position, continuing on to 8th Grade Level Events): Oversee all 7<sup>th</sup> Grade events including **7th Grade Breakfasts (Dec and June, subject to change), 7th Grade Fall Coffee, Yearbook, and Thanksgiving Bread Baking.**
- VP of 8th Grade Level Events (1 year position, continued from 7th Grade Level Events): Oversee all 8th Grade Events, including but not limited to **8th Grade Veteran's Day Event, 8th Grade Breakfasts, 8th Grade Coffees, Yearbook, 8th Grade Moving Up Ceremony, 8th Grade Slideshow, Holiday Gift Drive (8th Grade Coin Wars ).**

### **SECRETARY/PARLIAMENTARIAN (1)**

Attend all General and Executive Board PTA Meetings. Secretary is responsible for recording, maintaining and distributing the minutes of the Executive Board and PTA Meetings. E-mail minutes to all members of the Executive Board for review prior to the next Executive Board Meeting. File a copy of general meeting minutes in binder in PTA mailbox located in main office, and save in the BMS PTA Google docs. Take attendance at all General and Executive Board meetings. Maintain a list of all PTA members, obtained from the membership chairperson, and have it ready at each meeting should the need arise to confirm members before a vote. Arrange for a replacement to take minutes (preferably another Executive Board member) if s/he will not be present at a meeting. As Parliamentarian, assist with questions relating to procedure according to BMS PTA by-laws.

### **TREASURERS (2 year position – 1<sup>st</sup> year as Assistant Treasurer and 2<sup>nd</sup> year as Treasurer)**

Attend all General and Executive Board PTA Meetings. PTA Treasurers are responsible for maintaining all financial transactions and records for the PTA. Specific duties as follows:

- Treasurer: Develop the PTA budget with Co-Presidents prior to the beginning of the school year. Attend Connecticut PTSA approved training yearly. Use QuickBooks to prepare monthly financial reports to present at monthly Executive Board meetings. Maintain PTA accounts, reconcile bank statements, and write checks. Provide cash boxes and checks for petty cash to committee chairs prior to their events. Liaise with accounting firm for annual tax preparation and bi-annual financial review. Track ERF reimbursements and distribute checks to teachers and file receipts. The ERF Program provides funds for the purpose of student enrichment and relevant to the subject area. Follow-up with all committees to ensure that expenses are submitted and that the expenses are within the committee's budget. Ability to work with computer program QuickBooks, Excel and PowerPoint is necessary.

- Assistant Treasurer : Work with Fundraising and Community VPs to develop and provide procedural guidelines for event chairs. Provide committee chairs (Fundraising, Community Events and Grade Level Events) a clear budget at the beginning of the year. Responsible for collecting money raised from committee events within a week of the event, making bank deposits, and making QuickBooks entries of deposits promptly following deposits. Assist Treasurer in writing checks and with other financial matters on an as needed basis. Ability to work with computer program QuickBooks, Excel and PowerPoint is necessary.

### **BEAR GRANTS ADMINISTRATOR (1)**

Attend all General and Executive Board PTA Meetings. Responsible for administering the Bear Grants Program. The Bear Grants Program provides funds to applicants (teachers/administrators) to help underwrite programs to enrich curriculum. This includes but is not limited to contacting teachers and administrators to ascertain correct information from the grant application. Present grant applications for approval to Principal and Executive Board. Involves some phone work, forms processing, speaking before the BMS Teacher Leadership Committee and working with the Presidents, Executive Board and the Principal.

### **PAST PRESIDENT/MEMBER AT LARGE (1)**

IN THE ABSENCE OF A PAST PRESIDENT, A MEMBER AT LARGE WILL BE APPOINTED TO SERVE THESE DUTIES. Acts as an advisor to the Executive Board, Nominating Committee and general membership. This person sits on the Executive Board as a full member. **Serve as a non-voting, advisory member of the nominating committee.** Attend all General and Executive Board PTA Meetings. There are no direct committee responsibilities, however they will assist Executive Board members with management of their committee responsibilities on an as needed basis. This may include attending committee meetings or working directly with Executive Board member to review management of PTA activities. Provide guidance and historical information to ensure efficient operation of the Executive Board. Lead or assist with special projects as needed.

### **EXECUTIVE BOARD NOTES:**

- Executive Board members will be expected to begin to work in their positions in early June, of the current school year during which they were elected to office. The new executive board members will meet with the outgoing board member to transition their responsibilities and they will work in collaboration to help learn the position until the end of the school year.
- In June, first year VP's meet with the outgoing VP, the 2<sup>nd</sup> year VP and the co-presidents to transition and review all committees and discuss a timeline for the following year.
- There will also be some summer work involved for most of the Executive Board positions.

- Executive Board members are expected to attend all PTA General and Executive Board meetings monthly. In addition, they should attend Board of Education, Board of Finance, RTM, or other town meetings when necessary and/or requested by the Presidents.
- Executive Board members need to make themselves available for any special votes taken outside of regularly scheduled meetings as all voting must be done in person – email or phone voting is not permitted.
- All Executive Board members must be members of the BMS PTA and pay PTA dues annually.
- All Executive Board members need to use email and check it daily or several times weekly.
- All Executive Officers who have reporting committees are responsible for assuring timely planning, promotion, execution and follow-up of all activities under their supervision. In addition, VPs should give monthly progress reports on past and future activities to Executive Board at the monthly Executive Board meetings.

**GENERAL BOARD NOTES:**

- All Committee Chairs are required to maintain communication with the VP overseeing the committee, provide updates on the progress of the committee and write a committee report within one month of the end of their event and submit to the VP's overseeing their event [Presidents, VP Fundraising, VP Community, or VP Grade Level Events]. All chairs are required to comply with budgetary guidelines and submit expenses for reimbursement within two weeks of the end of the event. If the approved expense budget is not adequate, approval from Executive Board to exceed costs is necessary PRIOR to incurring additional expenses.
- All Committee Chairs and volunteers are required to be members of the BMS PTA.

**GENERAL BOARD: PAST PRESIDENTS' COMMITTEE**

**NOMINATING (1 Chairperson)**

Chair is responsible for attending PTA Council Nominating Workshop mid-year. Following the specifics listed in the PTA By-laws, the Chair will form the Nominating Committee. Solicit committee members from BMS and feeder elementary schools (try for equal parity) by way of email and personal communications. The nominating committee members must be approved and voted on by the BMS Executive Board (usually January Exec. Board meeting). Then before the first meeting of the committee, the Chair will meet with the Co-Presidents to review and revise the current PTA job descriptions for all positions. The Nominating Chair calls the first meeting, usually January/early February, and coordinates all nominating committee meetings throughout the nominating process [which can run through May]. Oversee committee members making calls/writing emails to solicit candidates. Oversees and coordinates follow-up of job confirmations. Be prepared to present the proposed Executive & General Board slate to general PTA membership during spring [May] meeting for the election at the annual meeting.

**GENERAL BOARD:**

## **PRESIDENTS' COMMITTEES & PTA COUNCIL SUBCOMMITTEES**

### **PTA COUNCIL SUBCOMMITTEES:**

#### **CULTURAL ARTS (2, All Year- 2 year term)**

Cultural Arts Liaisons work with a designated faculty contact to arrange three curriculum enhancing programs for the year.

In 2014-15 Cultural Arts augmented World Language Week during April by underwriting Spanish, French, and Mandarin performances.

Please plan to attend 3-4 designated Middle School PTAC Cultural Arts meetings, held from 9:30 - 11 am on the first Wed of the month during the school year to discuss the Cultural Arts budget and BMS & CMS programs. Facilitate idea sharing between BMS & CMS. Be an ambassador for Cultural Arts, building parent awareness and contributions. As a member of the Cultural Arts Committee help as needed to draft eblast blasts to send to the co-presidents.

Keep your school's PTA Co Presidents informed about Cultural Arts Updates.

#### **HEALTH AND WELLNESS REP (1-2, All Year)**

BMS representative on town-wide Food Service Committee which meets quarterly with Asst. Superintendent and Chartwell's food service reps. Responsible for communicating general grievances to Committee.

#### **POSITIVE YOUTH DEVELOPMENT REP (2, two year commitment)**

Acts as liaison between school and town-wide committee exploring issues relating to PYD. Meets approximately once per month with town PYD committee, with sub-committee work possible. Reps also attend and help coordinate grade-level parent coffees with the school psychologists twice/ year and publish information in emails when necessary. See job description provided by PTA Council/ town-wide committee.

#### **SCHOOL CLIMATE COMMITTEE (1, All year)**

Parent Representative that works with Dr. Rosen. There are 2-4 Meetings per school year evenly spaced out after the school day from 3:30-4:30pm. The team includes parent representatives and faculty representatives and the social/emotional state of the building is discussed and any potential changes they can make to the building (Ex - RULER).

#### **SCHOOL SECURITY COMMITTEE (1, All year)**

Parent Representative that meets with Dr. Rosen and School Security. Meets 2 times per school year typically from 3:30-4:30 (one fall, one spring). Position is framed around the BMS Security Manual. Committee makes sure BMS is in compliance with all drills. Includes looking at and evaluating building maps. Fire and Police officials also sit at these meetings.

### **SPECIAL ED REP (1-2, All Year)**

Act as a liaison for Special Ed issues or programs and represent BMS on PTA Council town-wide Special Education Committee. Minimum of 2 meetings per month with other school reps in district and with head of Pupil Services, meeting with school administrators to update them, 1-2 meetings per month for sub-committee work, work with head of rep committee for occasional email submissions. Act as resource for parents with questions on Special Ed issues. Work with the Special Ed School Administrator to co-ordinate and plan parent coffees throughout the year.

### **TOOLS FOR SCHOOLS (1-2, All year)**

Works with a team of parents, faculty and school maintenance and facilities professionals to ensure that Indoor Air Quality (IAQ) standards are being adhered to. Participates in visual inspections conducted during team walk through of the entire school building; the team also follows up on staff-generated TFS requests to address problems they have experienced which could be related to IAQ. Inspections can include checking HVAC supplies and returns, heating (as in are the radiators working, are they covered by boxes, etc), checking room environments (cleanliness, rubbish, signs of vermin or smells), looking for outward signs of water damage or mildew, checking that drains are being maintained properly. The complaints, the inspections, and the follow up are documented in one notebook that the TFS committee keeps. It provides a framework for schools to keep track of and be proactive about IAQ. Representatives meet 2 times per school year (Fall & Spring Walk-thru).

### **WORKSHOP REP (1-2, All Year)**

Represent BMS on town-wide Gifted Committee.

### **DEI Representatives Council Reps (Diversity Equity and Inclusion) - (2 Representatives for 2-year terms) with possible team grouping for specific projects**

Act as a liaison for DEI issues or programs and represent (YOUR SCHOOL) on town wide DEI committee. Minimum of 1 meeting per month with other school reps in the district and with the Central Office (we are currently unsure if we'd be meeting with the Superintendent directly or with Buono or pupil services as we'd need to meet with Tom first and figure that out). Meeting with school administrators to update them, 1-2 meetings per month for sub-committee work. Liaising with other Council reps (Art Smarts, Cultural Arts, Author Series, Health and Wellness, PYD, Workshop, and SPED) to see how we can all work together towards our common goal of enriching our children's lives.

### **PRESIDENTS' COMMITTEES:**

#### **WEBMASTER (2 Year)**

Responsible for all PTA Website updates, including updating all forms and content on the BMS PTA Web pages which reside on the BMS School website. Edit and update the BMS PTA website weekly. May assist with special projects as determined by Executive Board. Access to information is bound by confidentiality. Working knowledge of Google Docs is desirable. Attend the PTA Council Webmaster workshop.

### **FRIENDSHIP (1-2 Chairs, 2 Year Position, All Year)**

Coordinate volunteers to extend a helping hand, offer condolences, and send cards or flowers from the PTA, as appropriate. Coordinate food donations to families in need, and coordinate rides to before or after school activities for children who do not have permanent transportation as needed. As each situation is unique, work with the PTA Presidents to review what is needed and how to handle each request.

Chair(s) will purchase Secretary's Day gifts (May), retirement gifts or cakes at end of year (or as needed), Holiday gifts for Principal, Vice-Principals, secretaries, nurses and custodians in December.

### **MEMBERSHIP (1st year position)/DIRECTORY (2nd year position)**

- Membership: Before taking on this position, Chair must sign the User Acceptance Agreement as he/she will have access and editing capabilities to confidential parent information. The Membership Chair maintains the PTA membership list, collects any PTA dues that are paid by check and ensures that if parents do not pay their dues access to the online directory is turned off until funds are received. They are responsible for following up on any payment issues/problems with PTA dues. In mid-October, the Chair will provide the Treasurer, Secretary, and PTA Presidents with a list of all PTA members which is used to pay CT PTSA dues and used by the Secretary for any voting purposes.
- Directory: Before taking on this position, Chair must sign the User Acceptance Agreement as he/she will have access and editing capabilities to confidential parent information. The Directory Chair is the system administrator for the Online PTA Parent Directory. He/she will help parents with registration, logon issues and will also be responsible for editing data of parents who are not PTA members. The Chair will assist in training the Membership Chair on how to navigate and use the MobileArq system.

### **NEW FAMILIES (2 Chairs, 2 Year Position, All Year)**

This committee welcomes new families to Bedford. They work with the principal to organize a New Families Orientation in August before the start of school and sending invitations to and hosting a "Newcomer's Coffee" early September/at the very beginning of the school year. Also organized a mid-year coffee at a local coffee house. Works with the secretaries/administrators to be notified when new families arrive at BMS. Responsible for welcoming new families into



the BMS Community. Assist with Membership, guidance, general introduction of new families to the BMS community.

**PTA REFLECTIONS PROGRAM CHAIR (2 Chairs, 2 Year Position, Fall)**

Act as liaison between CT PTA and BMS regarding all aspects of this CT PTA contest. Publicize the program and solicit entries in a timely and complete manner. Ensure that the rules and forms are submitted to the Webmaster for posting on the website. Recruit judges and set up forum for displaying and judging entries. Follow correct processes and submit winners for all levels of competition. Working with Presidents and administrators ensure that entrants/winners are appropriately publicized.

**PUBLICITY (1 Publicity Chair, 1 Publicity Photographer, All Year)**

The Publicity person works with PTA Executive Board members and committee chairs as well as teachers who have events that merit newspaper and/or online news coverage (e.g., Monster Mash, Veteran's Day, "'Tis the Season" Holiday Gift Drive, Food Drives, and other community services). Responsible for writing articles, taking photos, and contacting local newspapers when coverage is needed. May add additional writers/photographers to committee as needed. Keep clippings of newspaper mentions and pictures and post links to articles in the weekly PTA email. Approval of any external publicity must be cleared with the co-Presidents, school administrators and with the Superintendent's office. Work will start in June to work with the VPs to prepare fundraising flyers to send out with the PTA summer email.

**GENERAL BOARD : 1st VP – FUNDRAISING COMMITTEES**

***BARNES & NOBLE/SCHOLASTIC BOOK FAIR (2 Chairs, 1 or 2 Year Position, Fall)***

*Chairs work closely with Barnes & Noble Book Store or Scholastic to organize the annual book fair. Responsible for publicity including posters in school, BAM announcements, and distribution of flyers via e-mail, website, etc. Coordinate a small group of volunteers to represent BMS in the store. Work with language arts teachers and Drama Department to organize student readings and musical performances or other event on the day of the book fair. Gather and post wish lists from Librarians, and make copies available to shoppers. \*\*Fundraising event cancelled as of 2018. Executive board may choose to bring it back.*

**BEAR GRANTS FUNDRAISER (1-2 Chairs, 1 Year Position) *This is not expected to be an annual event.***

Plan and organize a fundraising event to replenish money in our Bear Grants fund. This is not expected to be an annual event. Discuss with Co-Presidents format, timing and fundraising goal of the event.

*CELEBRATION SEATS (1-2 Chairs, 2 Year Position, All Year) This fundraiser is not currently active.*

*Track and manage the sale of plaques on the auditorium seats using the "Celebration Seat Map of the Auditorium". Prepare promotional materials, have flyers available for a table at special events including back to school nights, concerts and theatre productions. Collect forms and send confirmation card to people who purchase a plaque. When sales are closed, order plaques and arrange for installation. Annually, review the need for repairs of plaques and coordinate with the school custodian for repairs as needed.*

**NON EVENT FUNDRAISER (1 Chair, 1 Year Position)** *This is not expected to be an annual event.*  
Plan and organize a Non-Event Fundraiser solicitation that is targeted to fund/support a specific initiative. The Non-Event Fundraiser will commence at the end of summer or the first day of school and culminate in Giving Tree or similar solicitation drive at the two Back-to-School Nights scheduled for September. Formulate and create display to encourage Back-to-School Night solicitation drive. Oversee the online portion of the Non-Event Fundraiser (which would continue on the BMS PTA website for a short time after Back to School Night) by means of an online payment method, for example, PayPal. Work with PTA Co-Presidents to determine the targeted fundraising goal (gift to school) and the Treasurer, Assistant Treasurer and Webmaster to coordinate online and credit card payment system, e.g. PayPal, to facilitate payments from the parent population. Initial planning will occur at the end of the summer and continue through mid fall. Position starts in June, majority of the work is in late August, early September)

*FAMILY PHOTO DAY (1 Chair, 2 Year Position, Fall) This is not expected to be an annual event. Coordinate family photos with photographer and administration. (early fall position). Prepare promotional materials, collect checks from and send emails to participating families. \*This is not an active fundraising event.*

**LOGOWEAR SALES (2 Chairs, 2 Year Position, All Year)**

Manage the late summer and early fall logowear sales by promoting and marketing logowear products through the summer email, back-to-school night, 6th grade fall coffee, etc. Track and report on the number of orders and revenue from the logowear sales through the distributor as well as the sales of smaller logowear items (BMS magnets) .

In the spring, work with the logowear sales distributor (currently ASF) to identify merchandise items for sale for the spring sales and for the next school year. Make recommendations for logowear merchandise and get approval from the Executive Board before finalizing the merchandise selection. Create a logowear order form/flyer for the spring and fall sales and develop a promotional strategy. Major sales opportunity is to current 5th graders/ incoming

6th graders in the spring and to the parents at the 6th grade parent transition night in the spring.

**LOCKERWORKS (2 Chairs, 2 Year Position, All Year)**

Manage the Spring LockerWorks sales by promoting and marketing LockerWorks locker organizers to the 6th/7th grade and feeder elementary schools. Manage the late summer and early fall LockerWorks sales at BMS by promoting and marketing LockerWorks locker organizers through the email promotion, back-to-school nights, New Family orientation, etc. Track the LockerWorks orders, and submit order quantity by color to the vendor by specified deadlines. Distribute orders at the 6th grade orientation (before school starts) and to student homerooms and lunch distribution at the beginning of the school year (depending on the wishes of Dr. Rosen). Recruit volunteers for the first day of school to report to the 6th grade hallways to help kids with installation of LockerWorks and help with opening lockers. Report on the number of orders and revenue from the LockerWorks sales.

In the spring, work with the LockerWorks vendor to customize the spring and fall sales flyers for the next school year. Distribute flyers to the three feeder elementary schools. Major sales opportunity is to current 5th graders, the incoming 6th graders in the spring and to the parents at the 6th grade parent transition night in the spring.

Position starts in June to promote products for the late summer/early fall sales. This position requires availability the week before the start of school.

*PARENT SOCIAL (2 Chairs, 1 Year Position, All Year) This is not expected to be an annual event Organize all aspects of an off-site, adult-only community building social event, including; event site selection, potential contract negotiation, entire event coordination and organization, ticket sales and promotion. Tickets will be sold to fully cover the costs of the event. Each year, the Executive Board will determine if this event is a fundraiser. Venue could be a parent's home; local restaurant; Westport Playhouse, etc.*

**SCHOOL PICTURE DAY (3 Chairs, 2 Year Position, September)**

Work with pre-selected photography company to coordinate school picture date (chosen a year in advance) and coordinate with Dr. Rosen on dates of Picture Day and Re-take Day. Communicate all dates and procedures to parents, coordinate volunteers on day of pictures, distribute pictures to homerooms, and manage retake day.

**GENERAL BOARD: 2ND VP – COMMUNITY COMMITTEES**

**ART COORDINATOR AND ART HANGING COMMITTEE (1 Lead Chair, Multiple Art Hanging Co-Chairs, 1-2 Year Positions, All Year):** Will assist Art Department in hanging student art for

display in the school, throughout the year. Also responsible for organizing additional volunteers as necessary. Work with Art Department to mount and hang student art work throughout the school for the BMS Art Show ["Museum Night"] which is typically held in early May. If needed work with the art teachers or organize student volunteers to act as docents. Organize a regular stream of volunteers to assist art department one to two weeks before the show.

**MUSEUM NIGHT RECEPTION (2 Co-Chairs, 2 Year Position, April-May)**

Work with the art teachers to organize the Art Museum Night/Café experience. Set menu, coordinate food donations, provide publicity for the event, send out invitation (created by the art teachers) to parents, organize volunteers to set up, decorate, serve and clean up food after the museum night.

**VALENTINE'S DAY BAG (3 Co-Chairs, 2 Year Position, February)**

This is a staff gift coordinated by the committee to deliver to the staff members as a morale booster. Valentine's Day Bag donations are accepted (candy/treats) or gift cards/cash/check donations for committee members to buy items. Bags are assembled and distributed on Valentine's Day.

**6<sup>TH</sup> GRADE BACK-TO-SCHOOL- NIGHT DINNERS - (3 Co-Chairs, 1 Year Position, Sept.)**

Prepare and send invitations, organize, serve and clean up dinner for 6<sup>TH</sup> grade teachers before Back-to-School-Night in early September. Dinner runs from 5:00-6:00 pm.

**7<sup>TH</sup> AND 8<sup>TH</sup> GRADE BACK-TO-SCHOOL-NIGHT DINNER - (4 Co-Chairs, 1 Year Position, Sept.)**

Prepare and send invitations, organize, serve and clean up dinner for 7<sup>th</sup> and 8<sup>th</sup> grade teachers before Back-to-School-Night in early September. Dinner runs from 5:00-6:00 pm.

**BACK TO SCHOOL NIGHT RECEPTION COMMITTEE (1 Chair for 6<sup>th</sup> grade BTSN (parent without a 6<sup>th</sup> grader), 1 Chair for 7<sup>th</sup>/8<sup>th</sup> grade BTSN (parent without a 7<sup>th</sup>/8<sup>th</sup> grader) -- 1 Year Position -- Sept.**

Coordinate with all the PTA Co-Presidents and the BMS PTA VPs and Committee Chairs with responsibilities for the two Back to School Nights in September. Work with the VP's Fundraising VP's, Community, Membership and Directory volunteers, Cultural Arts and WSPAC chairs for all posters, flyers and marketing needed. Work with the custodians to coordinate tables and easels, coordinate needed for the evening. Formulate and execute the layout of all PTA activities and volunteers. Committees which may be involved include, but are not limited to, Membership, Directory, Non-Event Fundraiser/Giving Tree, Spiritwear, LockerWorks, Celebration Seats (if there are any), Family Photo Day, Westport School Permanent Art Collection and Cultural Arts.

**6th GRADE COMMUNITY OUTREACH COORDINATOR/CAN WARS (2 Chairs, 1 Year Position, Fall)**

Liaise with PTA Council Rep to communicate town-wide PTA efforts to support extraordinary causes (e.g., Hurricane Katrina, tsunami relief, etc.) and help coordinate Fall 6<sup>th</sup> Grade Can Drive.

**7th GRADE COMMUNITY OUTREACH COORDINATOR (2 Chairs, 1 Year Position, Spring)**

Liaise with PTA Council Rep to communicate town-wide PTA efforts to support extraordinary causes (e.g., Hurricane Katrina, tsunami relief, etc.) and help coordinate Fall 7<sup>th</sup> Grade Community Event (similar to 6th Grade Can Wars).

*CONCERT COORDINATORS (2 Chairs per Grade, 1 Chair for Specialty Concert, 1 Year Position, All Year) \*\*This is not an active position*

*Grade Level Concert Coordinators manage the purchase and presentation of gifts for the music staff at the Holiday and Spring Concerts. The Specialty Coordinator manages the purchase and presentation of gifts for the music staff at the Specialty Concerts. It is helpful if the volunteer's child(ren) is(are) involved in the music program.*

**LOST AND FOUND (2 Chairs, 2 Year Position, All Year)**

Lost & Found articles require folding and organization on a monthly basis. Chair notifies school community through emails to check and pick up items, and donates unclaimed articles to a local charity.

**MONSTER MASH (1-2 Lead Chairs, 1 Year Position, up to 6 Chairs, Fall)**

This is a large committee responsible for coordinating all aspects of this all-school event held at Halloween time. Responsible for organizing event including coordinating date and event details with Co-Presidents, VP Community, and Principal; purchasing and setting up decorations, food and games; ticket sales/promotion; managing the money collected for the event (in collaboration with Treasurer); managing volunteers on evening of event; paying DJ's fees and tips on the night of the event; clean-up after event; storage of decorations for following year; securing contract with DJ for the following year's event.

**OLD BOARD-NEW BOARD LUNCHEON (1 Chair, 1 Year Position, June)**

Organize food, location (chair usually hosts) and volunteers for set-up and clean-up for this luncheon in June. Responsible for sending invitations.

*PTA COFFEE REFRESHMENTS (1 Chair, 1 Year Position, Fall) \*\*This is not an active position*

*Responsible for making sure that coffee and snacks are available for PTA General Meetings (held 2 times/year at BMS). Responsible for setting up the table with coffee, paper products and snacks, and clean up.*

**STAFF APPRECIATION LUNCH (2 Chairs, 1-2 Year Position, Spring)**

Event held as part of Teacher Appreciation Week in early May. A luncheon is provided for the entire BMS staff in the Media Center.

Set menu, coordinate food donations, prepare invitation to staff, organize volunteers to set up, serve and clean up food after lunch. Typically the budget is used to purchase the main course with the rest of the food, drinks donated by parents.

**STAFF HOLIDAY LUNCHEON (2 Chairs, 1-2 Year Position, November/December)**

Festive holiday luncheon for entire BMS staff held in the Media Center in mid-December. Set menu, coordinate food donations, prepare invitation to staff, organize volunteers to set up, serve and clean up food after lunch. A small budget is provided for decorations, paper products or any items not donated by parents.

***TALENT SHOW (Lead Chair + Multiple Co-Chairs for Subcommittees; Late Winter) \*\*This is not an active event***

*This is a BMS Community event occurring in late winter. The overall mission of the Talent Show committee is to organize and produce a fun evening to create school spirit, showcase student talent, and to raise funds for the PTA. The committee is responsible for coordinating all aspects of this all-school event, which will be held the last week of January/first week of February [so as not to conflict with the Bedford Acting Group drama productions that occur in December and April].*

***Lead Chair:*** *responsible for organizing the event by coordinating dates and event details with BMS Co-Presidents, VP Community, and Principal; and overseeing the various subcommittees and Coordinators, which will include:*

***Audition Coordinator:*** *Responsible for organizing and soliciting student applications; coordinating “auditions” (preview of student acts); communicating via email with students and their parents; running the auditions during early December; coordinating rehearsals during early January; making arrangements for piano accompanist; interfacing with Ryan O’Neil or other person who coordinates stage crew management [lighting, sound, etc.]; Will work closely with Production Coordinator as well as other subcommittee co-chairs for smooth coordination of show. (excellent organizational skills required)*

**Production Coordinator:** Responsible for coordinating student performances; offer creative input in managing the stage event; participate in audition process; advise student performers with selection of acts; decide line-up of acts for the Show; oversee rehearsals, manage student performers getting on and off the stage; work closely with Ryan O’Neil or other person who coordinates stage crew management [lighting, sound, curtains, etc.]. Work closely with Audition Coordinator for smooth coordination of show. (a creative, performing arts person)

**Volunteers Coordinator:** work closely with Audition Coordinator to recruit parent volunteers to assist primarily with “Green Room” on night-of the Show; also recruit volunteers to help with Ticket sales and Concessions. Communicate directly with parent volunteers, perhaps using Sign-Up Genius. Oversee all volunteers on night-of Show. Assist the Talent Show Committee as needed in other areas. (strong organizational skills required).

**Publicity Coordinator:** work closely with Audition Coordinator to promote Talent Show, including making flyer for Summer Mailer; writing email advertisement for PTA weekly emails; designing posters to hang in school; coordinating advertisement on BAM; and any other creative ways to promote attendance at Talent Show. Assist the Talent Show Committee as needed in other areas, perhaps specifically working with Ticket Coordinator and designing the Program.

**Ticket Sales Coordinator:** manage ticket sales on night-of the show, and possibly advance ticket sales in cafeteria week-of the show. Collaborate with PTA Treasurer for management of cash collected, according to PTA Treasury procedures for cash boxes, deposits, and accounting.

**Concessions Coordinator:** manage concessions for night-of the show, including purchase of items [could include collaboration with Concessions Coordinator for 6<sup>th</sup> Grade Play for purchase of similar items, for purpose of cost-sharing]; set up Concessions table in lobby; oversee volunteers during their shifts; collaborate with PTA Treasurer for management of cash collected, according to PTA Treasury procedures for cash boxes, deposits, and accounting.

#### **4TH VP – GRADE LEVEL EVENT COMMITTEES**

##### **6TH GRADE ORIENTATION (1 Chair and 3 Elementary School Chairs, Summer)**

Coordinate with Principal, 6<sup>th</sup> Grade Assistant Principal and co-presidents to develop a orientation program for incoming 6<sup>th</sup> grade students – typically held on the day before school starts mid day (exact time to TBD with administrators). Meetings are required in the summer to plan event. Responsible for recruitment of at least 21 parent volunteers from feeder elementary schools as well as current experienced BMS parents with incoming 6<sup>th</sup> graders to assist with escorting the students by homeroom, issuing lockers/combinations and identifying problems opening, and conducting a school tour.

### **7TH GRADE THANKSGIVING BREAD BAKING DRIVE (2 Chairs, 1 Year Position, November)**

Coordinate Thanksgiving Bread Baking event in which BMS families bake and wrap individual quick breads. Breads are delivered to Saugatuck Congregational Church for its annual non-denominational Thanksgiving dinner. Please note that breads need to be delivered the day before Thanksgiving. All loaves must be nut-free, individually wrapped, and include type of bread, ingredient list, and baker's name.

### **8TH GRADE HOLIDAY GIFT DRIVE aka Coin Wars (1 Lead Chair, 3-5 8<sup>TH</sup> Grade Parents and 1 Shadow Chair (7<sup>th</sup> grade parent), Fall )**

Work with the Department of Human Services (DHS) and Pod leader to coordinate the gift drive, and arrange for DHS to talk to the 8<sup>th</sup> grade students. Students donate throughout a one-week period and on the last day Chairs & volunteers collect the money donated and take to several local banks for counting. Use money to purchase gift cards and deliver to DHS in early December.

### **8TH GRADE MOVING-UP CEREMONY (4-5 Chairs, 1 Year Position, June)**

Responsible for planning and organizing all events associated with 8th grade graduation. Work closely with 8th grade teams and Grade Reps. Arrange for publicity, staffing, food, decorations, entertainment, invitations/tickets, etc. to ceremony and reception. Committee is responsible for keeping event within the budget provided by the PTA. \* Important note – those volunteers (7<sup>th</sup> grade parents) who are confirmed through the nominating process for the following year are expected to assist the **current** 8<sup>th</sup> grade parents on the evening of graduation to become familiar with the aspects of the event as well as to allow the 8<sup>th</sup> Grade Chairs to spend the time with their families.

### **8TH GRADE SLIDE SHOW (3-6 Chairs, 1 Year Position, All Year)**

Coordinate with staff, parents, and Yearbook Committee to collect photos of students to create a 10-12 minute slide show to be shown at the 8<sup>th</sup> Grade Moving Up Ceremony. Collaborates/shares photos with 8<sup>th</sup> Grade Yearbook Coordinators. Upload the final approved video to the school Google system online so parents/students view and download the video. Volunteers should be creative, organized, willing to collaborate with others and be able to use a digital SLR camera.

### **GRADE LEVEL PARENT COFFEES (3 – one for each grade, Fall)**

Host coffee for parents in late September/early October. Work with the VP Grade Level Events to coordinate e-mail announcements and organize food donations.

### **GRADE LEVEL BREAKFAST COORDINATORS (3 Chairs per Grade, 1 Year Position, All Year)**



Volunteers coordinate donations for each grade level breakfast, held twice per year (Fall & Spring). Find parent volunteers to help set up, distribute and maintain crowds, then clean up. Usually held in the morning for 2 periods as a special event for each grade in the Cafeteria. Donations include paperware, utensils, Donuts, Bagels, Juice, Waters, etc.

**8th GRADE VETERAN'S DAY** (2 Chairs, 1 Year Position, November)

On Veterans Day, a group of veterans comes to BMS to speak with all the 8th grade classes. Students remain in their pods and veterans are split into three classrooms within each pod. Students rotate between the classrooms to hear the veterans speak. Afterwards there is a cake reception in the pod area with fruit, cake and water. Courtney Ruggiero, one of the social studies teachers, was the lead teacher who arranged for the veterans to come. There were approximately 30 veterans who attended the event.

**6th GRADE FROZEN YOGURT SOCIAL** (2 Chairs, 1 Year Position, June)

A frozen yogurt social is held in the BMS cafeteria at the end of the year, on a date determined by the 6th grade Assistant Principal. Usually held on the day of 6th Grade Field Day (which was an in-school event), the day before the last day of school. During the event, students are served cups of frozen yogurt with toppings and fruit. Parent volunteers assist.

*7th GRADE POPSICLE PARTY (1Chair, 1 Year Position, June) \*\*No longer active\*\**

*The 7th graders were served popsicles in the afternoon at 2pm on the last full day of school, the same day as their Breakfast. The event was added this year in order to give the 7th graders a fun activity to look forward to in the last couple of days of school, particularly as their Field Day is typically held in advance of the 6th and 8th grade Field Days.*

*8th GRADE FIELD DAY (2 Chairs, 1 Year Position, June) \*\*No Longer Active\*\**

*PTA volunteers coordinate the delivery of lunch to the Westport YMCA's Camp Mahackeno for 8th Grade Field Day. On the morning of field day, PTA volunteers pick up the sandwiches and deliver to Camp Mahackeno. After the kids eat, the volunteers clean up. There is also an ice cream truck that comes, but that's coordinated through one of the Pod Team Leaders.*

**YEARBOOK PHOTOGRAPHY COORDINATORS (6 – Two per grade, All Year)**

Chair will work with the Yearbook Teacher Reps regarding all aspects of the yearbook production which includes:

Taking photos of all grade level school events as outlined on the photo calendar such as; Grade Level Field trips, Monster Mash, Blue Gold Events, evening concerts, school plays and other events designated in the annual photo schedule. Coordinate with the yearbook teacher reps to help take photos at other times not designated on the calendar. Upload photos to the online yearbook program (Pictavo). Collaborate and share photos with 8th Grade SlideShow

Committee (as needed). Assist Yearbook teacher rep in the process of proof-reading and editing all content of the yearbook. Organize and distribute yearbooks when they arrive at BMS. The yearbook coordinators must be available throughout the day to take photos as needed. Note: The teacher reps are primarily responsible for the production and editing of the yearbook, and the parent volunteers are assisting the teacher reps as needed.