

PTA Positions

Job Description	School	Ongoing/Finite	Time Commitment	Home/School	Committee
President <ul style="list-style-type: none"> In charge of Kentfield Schools PTA organization Liaison to PTA Board for PTA Coordinators with duties for both schools (vs. Kent/Bacich) 	Both	Ongoing	1 PTA & 1 Board Meeting/month + other	Both	N
Administrative VP <ul style="list-style-type: none"> Assist President as needed Acts as President in his/her absence Organizes Candidate's Night in election years 	Both	Ongoing	1 PTA & 1 Board Meeting/month + other	Both	N
Vice Pres – Bacich <ul style="list-style-type: none"> Liaison to PTA Board for Bacich PTA Coordinators 	Both	Ongoing	1 PTA & 1 Board Meeting/month + other	Both	N
Vice Pres – Kent <ul style="list-style-type: none"> Liaison to PTA Board for Kent PTA Coordinators 	Both	Ongoing	1 PTA & 1 Board Meeting/month + other	Both	N
Treasurer/Controller <ul style="list-style-type: none"> Participate/organize annual budgeting process Pay all incoming bills from vendors Pay all incoming stipend reimbursement requests from staff & staff Bookkeeping for all PTA accounts in QuickBooks Prepare monthly P&L and Balance Sheet statements for Exec Committee 	Both	Ongoing	1 PTA & 1 Board Meeting/month + other	Both	N
Secretary <ul style="list-style-type: none"> Takes minutes at all PTA & Board Meetings 	Both	Ongoing	1 PTA & 1 Board Meeting/month + other	Both	N
Member at Large <ul style="list-style-type: none"> Assists on PTA as needed 	• Both	Ongoing	1 PTA & 1 Board Meeting/month + other	Both	N
Parliamentarian	Both	Ongoing	1 PTA & 1 Board Meeting/month + other	School	N
Auditor	Both	Ongoing	TBD	Mostly home	N
Historian	Both	Ongoing	TBD	Mostly home	N

Accounts Receivable – general <ul style="list-style-type: none"> Collect funds from fundraisers, process deposits & deposit funds into bank acct Forward via email and hardcopy deposit info to Acct Payable 	B	Ongoing	3-4 hrs every couple mnths	Home	N
Accounts Receivable – lunch bar <ul style="list-style-type: none"> Collect lunch bar money from school Verify amount & make a deposit slip 	K	Ongoing	1-2 hrs/week	Both	N
Accounts Receivable – general <ul style="list-style-type: none"> Collect funds from fundraisers, process deposits & deposit funds into BofA acct Forward via email and hardcopy deposit info to Acct Payable 	K	Ongoing	3-4 hrs every couple mnths	Home	N
Announcement Board <ul style="list-style-type: none"> Change message on announcement board ~ once/week or 10 days 	B	Ongoing	~30 min/week	School	N
Art for Bears Coordinator <ul style="list-style-type: none"> Collect names of AFB volunteers Distribute welcome letter to AFB classroom coordinators & speak at AFB orientation meeting Disseminate info during the year to classroom coordinators 	B	99.99% of work is done in Sept		Home except AFB Orientation Mtg	N
Art for Bears Supplies <ul style="list-style-type: none"> Help art teacher to ensure she has needed materials Infrequently, go to store to purchase supplies Take inventory at beginning of year Make student nametags 	B	Ongoing, but bulk of work at beginning of year	Bulk in Sept, then ~ 1 time/month	School	N
Art for Bears Display <ul style="list-style-type: none"> Display children’s art from AFB in school office, art room, library (1 panel only), cabinets in quad, D.O. -- ~ 1 time/month Attend AFB Orientation to get volunteers Help with mounting artwork -- ~ 1 time/month 	B	Ongoing	2 hrs/session 2 sessions/mo (1 mounting, 1 display)	School	~ 8 volunteers (4 at each session)
Book Fair <ul style="list-style-type: none"> Set book fair date with admin & vendor Organize all aspects of fair with vendor, teachers, parents 	B	Finite	Some work beginning in Aug, bulk of work done 2 days prior & during event	Both	N, but a committee would help lessen the load
Book Fair <ul style="list-style-type: none"> Organize volunteers & scheduling (coordinate with Bacich) Set-up & break down fair Coordinate with book seller Be on-site for entire fair 	K	Finite – Fair is 1 wk, some work prior & minimal after	8 hrs for 4 fair days, 8 hrs set-up, 4 hrs take down	School	Y, 12 people/day for 5 days
Carline Coordinator <ul style="list-style-type: none"> Update car line procedures over summer (meet with Bacich office) Print car line letter/instructions, placards & reminder cards 1 mo 	B	Ongoing, but majority in Sept	~1 week spread out over July/Aug ~ 6-8 hours for packet distribution	School	N

<ul style="list-style-type: none"> before school starts Coordinate volunteers for 1st 2 weeks of school Assign classrooms to morning and afternoon slots & publish Describe procedures to Lead Room Parents at meeting 2nd coordinator distributes packets to Room Parents 3 x/year (Sept, Jan, April) Handle calls as necessary 			~ Send one reminder email per week to upcoming classes		
Community Service Hours <ul style="list-style-type: none"> total the House Points, make feathers acknowledging completion of hours...etc. 	K	Ongoing	Hour a week	both	N
Family Night Coordinator	K	Finite – plan event & initiate		School/home	Y
Fun Lunch Coordinator <ul style="list-style-type: none"> Coordinate all food suppliers for Fun Lunch Provide instructions & volunteer shifts for 6 Fun Lunch Coordinators Create & distribute sign-up forms Receive, organize, balace all Fun Lunch orders (400-450) Fill out & provide student/teachers with Fun Lunch cards Work with PTA accounts payable and receivable on an ongoing basis to maintain costs 	B	Ongoing	1 st 2-3 wks of school & 1 st 2-3 wks in Jan job is ~ 25-30 hrs/wk, then 1-2 hrs/wk throughout yr	Both	N
Fun Lunch Stock Coordinator <ul style="list-style-type: none"> Restocks non-entrée items including paper-goods & drinks. 	B	Ongoing		School	N
Fun Lunch Volunteer Coordinator <ul style="list-style-type: none"> Coordinate Fun Lunch volunteer shifts Email all volunteers their schedules 	B	Finite, 1 week after school starts and 1 week after 2 nd semester	9 hours at beginning of year, 2 hrs second semester	Home	N
Fun Lunch Monday?Pizza Coordinators <ul style="list-style-type: none"> Organize & coordinate volunteers/subs & establish reminder emails Pick-up food at Woodlands Prep and serve 2 shifts of lunch with staff Clean up and reorder 	B	Ongoing	2.5 hrs every other Monday	School	10 volunteers assigned to your shift
Fun Lunch Tuesday?Burrito Coordinators <ul style="list-style-type: none"> Organize & coordinate volunteers/subs & establish reminder emails Burrito: p/u lunch at HiTech Burrito Prep and serve 2 shifts of lunch with staff Clean up and reorder 	B	Ongoing, every other week	~ 4 hours/mo	School	8 volunteers assigned to your shift
Fun Lunch Thursday?Pasta Coordinators <ul style="list-style-type: none"> Organize & coordinate volunteers/subs & establish reminder emails Pasta: p/u lunch at Woodlands Prep and serve 2 shifts of lunch with staff Clean up and reorder 	B	Ongoing, every other week	~ 4 hours/mo	School	8 volunteers assigned to your shift
Fun Lunch Friday?Teriyaki Coordinators <ul style="list-style-type: none"> Organize & coordinate volunteers/subs & establish reminder emails Pick-up teriyaki chicken at Arigatou in San Rafael & produce at Woodlands 	B	Ongoing, every other week	2.5 hrs every other Monday	School	Volunteers assigned to your shift

<ul style="list-style-type: none"> • Set-up for 2 shifts of serving & clean-up after • Clean up and reorder 					
Games Night Coordinator (5th/6th)	K	Finite – begin organizing 6 weeks before event	~10 hours	School & home	Y
Garden Coordinator <ul style="list-style-type: none"> • Coordinate garden planting/activities for Bacich’s garden behind library 	B				
2nd Grade Garden Coordinator <ul style="list-style-type: none"> • Organize garden planting/activities for Bacich’s six-2nd Grade garden plots 	B	Ongoing	As needed	School & home	Y
Halloween Parade <ul style="list-style-type: none"> • Organize parade with school admin, Kentfield Fire Dept, CHP, & Sheriff • Notify neighbors (with flyer) of event • Deliver lunch on Halloween to Fire Dept/Sheriff • Facilitate parade on Halloween (with walkie-talkies) • Send thank you notes to authorities 	B	Finite – begin organizing 3 weeks before Halloween	~10 hours	Both	N
Health <ul style="list-style-type: none"> • Organize lice checks (2/yr) with help of Lead Room Parents • Re-check infected classes daily for ~ 2 wks if lice is found • Coordinate TB test at beginning of year (?) 	Both	Finite	TB test = 1 hr, Lice chck = 1 hr each, Lice follow-ups = 30 min/day for ~ 10 days	School	N, but Lead Rm Parents recruit parent help
Hospitality <ul style="list-style-type: none"> • Organize volunteers to provide monthly “breakfast” snacks in teacher lounge. • Partner with Bacich Hospitality to organize Teachers Holiday luncheon. 	K	Ongoing	Two hours plus December event	Home/school	Y
Hospitality <ul style="list-style-type: none"> • Plan food/refreshments for K Social, Book Fair Preview, Holiday Luncheon, 1st day of school, PTA meetings, etc. • Budget, research event options, recruit volunteers, execute events 	B	Ongoing	Varies by event	School	Y

Kindergarten Parent Liason <ul style="list-style-type: none"> • Work with K GLC to address any particular K issues with PTA board. • Contact new K families starting mid-year to act as resource, answer questions 	B	Ongoing	varies	Both	N
Lunch Bar <ul style="list-style-type: none"> • Sets overall menu and finds vendors to provide same • Oversees all aspects of program 	K	Ongoing		Both	Y
Lunch Bar Volunteer Coordinator <ul style="list-style-type: none"> • Works with program head to recruit and staff all 8 lunch bar staffs. • Keeps communication through email ongoing 	K	Ongoing		Home	N
Lunch Bar Stock Coordinator <ul style="list-style-type: none"> • Restocks non-entrée items including paper-goods, ice cream & drinks. 	K	Ongoing		School	N
Lunch Bar Entrée Coordinator <ul style="list-style-type: none"> • Communicates with vendors on a weekly basis regarding order quantities 	K	Ongoing		Home	N
Membership <ul style="list-style-type: none"> • Collect PTA membership forms from both schools • Enter members into PTA database • Process checks & reconcile \$ • Work with KSF to determine # of directories & distribute 	Both	Finite – 99% of work at beginning of year		Both	Y, to help distribute
New Students <ul style="list-style-type: none"> • Obtain list of new families from office and send welcome letter throughout school year • Organizes New Student Pizza Night at Bacich the week prior to school starting 	B	Ongoing	Very little time except 2-4 hours for event	Home	N
Parent Ed <ul style="list-style-type: none"> • Work with admin to develop slate of programs, develop parent brochure and promote events throughout the year • Coordinate event logistics & work with speakers to organize content, arrange payment, etc • Attend Parent Ed events and gather feedback • Serve as a contact for parents & admin 	B	Ongoing	~5-10 hrs/wk during planning periods (early spring & fall)	Both	N, but grade-level coordinators could be helpful
Parent Ed	K				
Parent Grade Level Coordinators					
- 5th	K				
- 6th	K				
- 7th <ul style="list-style-type: none"> • Recruit 7th grade parents to drive on field trips, help with year-end party, & help with 7th grade graduation committee 	K	Ongoing		Home	N
- 8th <ul style="list-style-type: none"> • Act as liason for 8th grade staff to parents & vice versa 	K	Ongoing	~ 10 hours all year	Home	N

<p>PE Uniforms</p> <ul style="list-style-type: none"> Keeps track of inventory through out year Places order for next years inventory Processes orders at beginning of year then facilitates delivery over two days during school hours. 	K				
<p>Performing Arts</p> <ul style="list-style-type: none"> Identify, schedule & advertise performances Coordinate the schedule with admin Execute & manage performer’s contract, incl performance content, cost negotiation, payment, set-up & break-down 	B	Finite (around planning & performances, work begins in June)	2 events = 22 hrs 4 events = 42 hrs	Both	N
<p>Performing Arts</p> <ul style="list-style-type: none"> We do need to elect someone for the Performances position by early May. The schedule for next years events needs to be set with the principal before June. Then it is a relatively easy on your own time volunteer position that is loads of fun. You just need to arrange 2-3 performances each school year and coordinate logistics for the school. I am happy to meet with the incoming volunteer to provide additional guidance. 	K				
<p>Playground/yard duty</p> <ul style="list-style-type: none"> Collect list of volunteers Call volunteers to see availability and create & distribute calendar Meet with Holly Edde to schedule a volunteer playground training with Ellen Dodge 	B	Finite	99% of time is at the beginning of school	Home	N
<p>Science Fair Coordinator</p> <p>Plan Science Fair in spring. Coordinate with administration for date/location, coordinate exhibits and gather parent volunteers.</p>	B	Finite, most work the few weeks prior to Fair and day of fair	~10 hours	School & home	Y
<p>Spaghetti Dinner</p> <ul style="list-style-type: none"> Organize and execute non-fundraising community spaghetti dinner in the fall 	Both				
<p>Spirit Sales</p> <ul style="list-style-type: none"> Design & order inventory for Bacich logo wear Market & merchandise apparel at school events Create & distribute periodic flyers and fulfill orders Manage vendor, monitor inventory & storage, and communicate with PTA board 	B	Ongoing, but majority of work at beginning of year		School & home	N, but help at events
<p>Spirit Sales</p> <ul style="list-style-type: none"> Order merchandise Sell merchandise at school events during the year 	K	Ongoing	< 10 hrs/yr	Both	N, but help at events
<p>Spring Bling</p> <ul style="list-style-type: none"> Create a committee Organize fundraiser & coordinate with vendors, admin, & parent volunteers Advertise event 	B	Finite	Work begins in Jan, bulk of work in May, event in May	Both	Y

<p>Volunteer Coordinator - Schoolwide</p> <ul style="list-style-type: none"> • Coordinate which volunteers are needed with PTA coordinators • Update volunteer flyer for summer packet • Organize volunteer sign-up clipboards, have out in quad starting when classes are posted through first morning of school • Input all schoolwide volunteers into database and disseminate info (ie Science Fair, Environmental Committee, fun lunch coordinators, etc.) • Recruit additional volunteers through the school year as needed 	B	Ongoing, but 90% of work is in the week before school and 1 st 2 weeks of school	Several hours the week before school, several hours/week for 1 st two weeks	Home	N
<p>Volunteer Coordinator – Classroom</p> <ul style="list-style-type: none"> • Coordinate which volunteers are needed with teachers • Update Lead Room Parent flyer for summer packet • Organize classroom volunteer sign-up clipboards, have out in quad starting when classes are posted through first morning of school • Input all Lead Room Parents into database and disseminate info as needed (to Lead Room Parents, AFB, fun lunch coordinators, etc.) • Ensure each class has 2 lead room parents • Hold Lead Room Parent meeting & distribute folders with class-specific signups • Send out periodic emails to Lead Room Parents 	B	Ongoing, but 90% of work is in the week before school and 1 st 2 weeks of school	Several hours the week before school, several hours/week for 1 st two weeks	Home, except Lead Room Parent Mtg	N
<p>Volunteer Coordinator</p> <ul style="list-style-type: none"> • Collect volunteer forms • Input contact info by activity in database • Distribute names to appropriate PTA activity chair 	K	Finite 99% of work during 1 st 2-3 wks of school	4 hrs/wk during 1 st 2-3 weeks of school	Home	N
<p>Yearbook</p> <ul style="list-style-type: none"> • Work with yearbook company to organize the pages by class and decide on what candid pages to do • Accept and track orders, process checks • Take candid photos of each class (or have help doing so) & put together each collage page • Take delivery of books and distribute 	B	Ongoing	~ 30 hrs total	School	Y – best to have 2-4 people to take photos of each classroom
<p>Website Coordinator</p> <ul style="list-style-type: none"> • Help keep PTA pages of Schoolwires site updated • Send out email blasts 	Both	Ongoing	As needed	Home/Other Locations as needed	N