

## Joyner PTA Elected Officer and Committee Chair Descriptions

**Elected officers:** *These are the only positions elected by the PTA membership.*

- President
- Vice president
- Secretary
- Treasurer

**Required committees:** *These committees are required by uniform PTA by-laws.*

- Advocacy committee
- Audit committee
- Nominating committee (chaired by VP)

**Additional Standing Committees:** *These committees operate throughout the year and the chairs of each committee comprise the PTA Board of Directors along with the elected officers and required committee chairs.*

- **Membership:** Chair maintains official membership roster of this PTA
- **Communications:** Chair may designate sub-committees. Oversees the communications outreach of this PTA, including e-newsletters, social media and PTA Website
- **Budget:** Chair collects and deposits all financial receipts of this PTA and maintains financial records that demonstrate members' compliance with financial procedures
- **Advisory Board- District 6:** Representative attends all District 6 School Board Meetings and reports back to this PTA regarding the information discussed on issues impacting the district
- **Grounds Restoration:** Chair oversees this PTA's concerted efforts to maintain the aesthetics of JYJ's grounds
- **JAG Publishing:** Chair oversees the reproduction and dissemination of students' writings
- **Media Center:** Chair coordinates the scheduling of media center and book room volunteers
- **Backpack Buddies:** Chair coordinates volunteers for JYJ's program, manages food and supply donations, and ensures the timely distribution of donated items
- **Study Buddies:** Chair partners with principal and teachers to identify student scholastic needs and to recruit and coordinate parent volunteers to assist with addressing those identified needs
- **Technology/Website:** Chair maintains optimal functioning of JYJ's social media software
- **Teacher/Staff Appreciation:** Chair oversees all aspects of teacher and staff recognition events

**Special Committees:** *These committees are created to perform a special project and meets only during a specific time period for the fiscal year; as such, special committees may appeal to volunteers who cannot commit on an ongoing basis. Chairs of special committees are not members of the board of directors, only attend board of directors meetings when their committee work is in progress, do not vote and are not counted in the quorum for board of directors meetings.*

- **Academic Boosters:** Recognizes the achievements of JYJ students on a quarterly basis
- **Birthday Recognitions:** Chair coordinates efforts to ensure that all students receive a birthday acknowledgement from this PTA
- **Box Tops/Labels:** Chair organizes the process of collection from receipt to redemption of monies
- **Book Fair:** Chair oversees all aspects of the annual fair, including selection of vendors and volunteers, promotion, set-up and clean-up
- **Character Education:** Chair leads this PTA's efforts to promote positive interactions within JYJ's student community
- **Cultural Arts:** Chair supervises the solicitation of enriching artistic experiences for student participants
- **Cultural Enlightenment:** Chair provides information and/or programming which addresses the rich cultural diversity of global communities
- **Dine Out Night:** Chair coordinates efforts with local dining and entertainment venues as fundraising effort
- **JYJ 5K:** Chair organizes the annual race, including selection of vendors, volunteers, promotion, set-up and clean-up
- **JYJ 5K Running Club:** Chair organizes the club in conjunction with JYJ's annual healthy choice activities, including the solicitation of volunteers and development of a safety plan for student participants
- **JYJ Wellness Advocate:** Chair coordinates with principal to apply for AHA Healthy Brains & Bodies Award; provides oversight and input regarding school community wellness activities
- **JAG Wear:** Chair manages sales of JYJ paraphernalia
- **Joyner Jamboree:** Chair oversees the annual celebration, including the selection of vendors and volunteers, promotion, set-up and clean-up
- **K-2 Liaison and 3-5 Liaison:** Chairs (2) coordinate the social and special events respective to the grade levels, specifically kindergarten "Meet the Teacher" event and 5<sup>th</sup> grade graduation
- **Mini Grants:** Chair coordinates the selections process in a manner that dictates recipients are chosen in a fair and impartial manner
- **No-Fuss:** Chair oversees all aspects of this PTA's fall fundraising effort
- **Night of Nonsense:** Chair selects vendors and partners with school staff to promote and organize this fun, annual event for students
- **Original ArtWorks:** Chair coordinates with vendor and manages process from solicitation of sales to delivery of products and collection of all monies

- **Pre-Order School Supplies:** Chair coordinates with vendor and manages process from solicitation of sales to delivery of products and collection of all monies
- **Reflections:** Chair coordinates fall art competition through advertising, soliciting entrants and judges, hosting the school-wide competition, submission of school-wide winners to county competition and more
- **School Pictures:** Chair coordinates with vendor and manages process from solicitation of sales to delivery of products and collection of all monies
- **Science Go Round:** Chair oversees all aspects of this annual event, including the selection of presenters, solicitation of volunteers, set up and clean up
- **Spelling Bee:** Chair oversees all aspects of this annual event, including the selection of judges and prizes, set-up and clean up. Chair also aids winner in transition to the Wake County Spelling Bee.
- **Student Directory:** Chair works with Technology and Communications chairs to maintain a current database of JYJ families contact information
- **Summer Reading:** Chair organizes the annual celebration that recognizes students' summer reading achievements
- **Volunteer Coordinator:** Coordinates the recruitment of participants needed to fill committee vacancies
- **Yearbook:** Chair identifies vendor and coordinates all aspects until final publication and sale