

Hughes Academy PTSA Position Descriptions



Public Relations

Awards – PTSA President and Elect

- Writes nominations for any SCPTA awards
- Writes nominations for any District or National awards
- Assists if needed for grant writing to obtain specialized funding

E-blast

- Submits weekly eblast communication using Constant Contact (submits draft to PTSA president for approval)
- Eblast sent out Sunday evening of every week
- Communicates with VPs and chairs regarding deadlines and keeps up with events on calendar
- Occasionally will need to send out a mid-week eblast when important news is needed to be disseminated
- Adds new members to distribution list

Event Planner

- Works with administration on helping to coordinate special events, including Magnet Night and Curriculum Night
- Organizes volunteers to be present
- Works with Logo/Spirit Wear and Membership to have tables in atrium
- Orders food if applicable
- Decorates entrance and atrium

First Day Packets – PTSA President and Elect

- Obtains all copies (school and PTSA) for first day packets for all grade levels
- Updates PTSA forms and gets approval from administration
- Obtains folders and supplies
- Makes copies and assembles packets for all grade levels the week before school starts
- Forms for First Day Packets include school forms and PTSA forms, not limited to: PTSA calendar, membership form, Friends of Hughes form, flyers regarding incentives for education, cougar shack and parent party, volunteer form, logo/spirit wear form, birthday announcement form

Legacy Quotes

- Responsible for coordinating legacy quote effort
- Helps copy and distribute forms for legacy quotes to 8th grade class
- Submits communication via eblast
- Coordinates ordering of quotes through TPN
- Communicates with facilities manager regarding hanging of quotes

Legislative Liaison – SIC appointed member

- Remains up to date on SIC and legislative news that needs to be communicated to staff and families
- Submits weekly eblasts when information needs to be disseminated

Outdoor Beautification

- Responsible for keeping up with 6 planters (2 at front door, 2 at front circle entrance and 2 at side entrance)
- Helps to freshen and repot flowers and plants with each season
- Maintains list of dates for freshening up
- Makes certain that the planters look nice for important school events, especially related to recruitment
- Communicates with Facilities Manager on needs to ensure grounds look nice

Ready to Roar – Thursday August (5:30-7:30 pm)

- Coordinates 6th grade back to school event with 6th grade administrative team
- Recruits volunteers to staff the event
- Organizes food for the event
- Helps to secure t-shirts for all rising 6th graders
- Decorates and set up for the event

- Assists in first day packets

Social Media/Media Coordinator – School Administrator

- Coordinate posts when appropriate for FB
- Coordinate media pieces when appropriate

Sports and Club Liaison

- Help create and promote guidelines for parent involvement for both sports teams and clubs
- Communicate via email to faculty and parents about expectations regarding meals on game days, parent involvement, fundraising, etc.
- Obtains list of potential fundraising dates from clubs/sports to ensure limited conflicts

Spanish Immersion Liaison

- Serves as a liaison between PTSA and Spanish Immersion Program
- Provides assistance when needed for parent informational meetings
- Communicates Spanish Immersion updates through eblast
- Translates weekly PTSA eblast as able

Sunshine

- Provides small tokens, cards and gifts to faculty and staff during celebrations (birthday, baby, wedding) and times of need (illness, surgery, death)
- Writes notes of appreciation if needed

Volunteer Coordinator - General

- Collects volunteer forms from first day packets
- Organizes data base at beginning of school year with volunteer information – contact information and areas of interest
- Sends committee chairs volunteer names and contact information

Volunteer Coordinator – On Call

- Keeps a data base of volunteers that are willing to be contacted on an “on call” basis or when needs arise
- Sends emails to “on call” workers with needs as they come up
- Submits eblast information when “on call” volunteer needs arise

School Support

Bulletin Boards

- Responsible for keeping up with bulletin boards in main area of school to feature upcoming events of important information
- Maintains schedule of suggested themes and dates for upkeep
- 2 PTSA boards include one by side carpool entrance and one across from PTSA workroom.

Clothing Closet – COMMITTEE OF VOLUNTEERS

- Coordinates a committee of volunteers who help to keep the clothing closet organized and straight.
- Coordinates effort to have clothing items available for discounted purchase on Ready to Roar and Back to School Night Coordinates effort to receive gently used items at the end of the school year
- Submits eblasts when there are specific clothing needs

HAK Pack Liaison

- Coordinates the distribution of food to HAK Pack recipients on a weekly basis.
- Coordinate food drives (fall and spring) and other activities to secure food and monetary donations for the program

Healthy Lifestyles

- Helps to promote healthy lifestyle messages through eblast
- Works closely with other PTSA volunteers to help promote messages and suggest ideas consistent with healthy living, safety, and nutrition.

Library Liaison – Fall and Spring Book Fairs

- Works with Library Staff on helping with their needs around the 2 school book fairs (Fall - September 14-21 and Spring -March 1-8)

- Coordinates volunteers for two book fairs
- Helps to coordinate a lunch for the students that read the SC book award nominees
- Works closely with Librarian as needs arise

Mentor Liaison

- Work with Mentor Staff Coordinator to organize and promote the Mentor Appreciation Breakfast (beginning of year) and Celebratory Event (at the end of the year)
- Serve as a liaison for the mentor program if other needs present, including volunteer recruitment, communication via eblasts, etc.

Mini Grants – COMMITTEE APPOINTED

- Recruits 3-4 volunteers to participate on grant selection committee (also includes PTSA President and Elect and Principal)
- Application form and instructions goes into first day packets
- Communicates with teachers and faculty about the grant's process and deadline for applications
- Collects all applications and makes copies for grant committee
- Coordinates meeting date to review and award grants
- Communicates with applicants once awards are determined

Guidance/Outreach Liaison

- Serves as a liaison to the guidance department as outreach needs come up.
- Will communicate closely with leadership within guidance department and PTSA volunteers of HAK PAKS, Mentor Program and Santa Sack Program
- Maintains contact with clothing closet volunteers to ensure that hard to find sizes of clothing or particular needs for students are met

Red Ribbon Week

- Helps to coordinate Red Ribbon Week
- Coordinate lunch and learn for parents
- Work with administration on week long activities that promote educational messages about healthy lifestyles and avoiding drugs (via TV monitors, eblast and posters)

Reflections – DATE TBA by National PTSA

- Communicate to faculty, students and parents about this year's theme and National PTA Reflections contest, including timeline, regulations and procedures (eblast, TV monitors and posters)
- Recruit volunteer judges

Santa Sacks – COMMITTEE OF VOLUNTEERS

- Work with school counselors to provide Christmas wish lists for students to participating Hughes families
- Promote Santa Sack program through eblasts
- Deliver sacks during the month of December to the counselors
- Maintain contact with counselors of critical needs for current students, often regarding uniforms.

Staff Appreciation

- Organize and coordinate a monthly "event" for faculty and staff. Can include donuts and coffees, treat in boxes, reusable cups, cupcakes etc.
- During November, pies have been given to each staff member before Thanksgiving.
- Work with PTSA leadership on the coordination of several meals for staff and faculty – at the beginning of the year, at the holidays and at the end of the year.

Study Buddy Program Coordinator

- Promote program to students through beta club, eblasts, and teachers
- Help coordinate schedule with Blythe

8th Grade Day

- Work with 8th grade faculty and administration to coordinate a special day for 8th graders
- Help to coordinate food for the event
- Help to coordinate special activities for the event (games, photo booth, etc.)

- Recruit volunteers to help during the event

Ways and Means

Business Partnerships

- Work with administration to identify potential business sponsors
- Enlists sponsorship of banners to hang along carpool fence area
- When appropriate, participate in meetings with potential business sponsors

Chick Fil-A Biscuits – Last Friday of Month – 7:30-8:45

- Communicate with Chick Fil A regarding dates for selling biscuits and drop off arrangement
- Communicate via eblast and using yard signs prior to sale date
- Recruit volunteers to help sell biscuits using sign up genius
- Promote among beta club for student volunteers
- Return warming bags to store following sale
- Flyer of dates to go into first day packets

Cougar Shack Store - Fridays 10:45-1:30

- Coordinates volunteers for Cougar Shack (2-3 volunteers per day)
- Coordinates inventory for school store
- Works with cafeteria to determine no duplication in items sold
- Coordinates a special item to be sold once a month
- Flyer to go into first day packets

Dances/Student Life

- Coordinates 2 school dances (fall and spring)
- Coordinates ticket sales, music (DJ) and food
- Coordinates volunteers (for ticket sales, set up and chaperoning)
- Coordinates set up with decorations

Friends of Hughes

- Collect forms that are included in first day packets
- Update bulletin board as new sponsor names come in
- Send thank yous to participating sponsors, which includes sports passes and Friends of Hughes decal
- Maintain supply of thank you notes, decals and sports passes

Incentives for Education

- Helps to coordinate other incentives for education, including Publix, amazon, etc.
- Publicizes opportunities through eblast
- Maintains supply of Publix tags for front office
- Flyer to go into first day packets

Logo/Spirit Wear

- Works with Executive Board on designing spirit wear for the year
- Oversees and coordinates the sales for the calendar year
- Apparel generally includes t-shirts (short sleeve and long sleeve), sweatshirt or pull over.
- Non-clothing items include decals, coolers and chrome book sleeves
- Organizes two sale events (during the fall)
- Sells spirit wear at following events: Ready to Roar; 7th/8th grade meet the teacher and curriculum night.
- Provides input to faculty clothing item for beginning of the year gift
- Flyer to go into first day packets

Membership

- Collects membership forms as they come in and maintains spreadsheet
- Forms distributed to all teachers and students in first day packets
- Submits monthly membership forms to SCPTA

- Flyer to go into first day packets

Parent Party Chair

- Coordinate food and beverages for the event
- Coordinate and recruit volunteers for ticket sales
- Works closely with Auction Coordinators
- Coordinate decorations
- Recruit volunteers for set up and clean up
- Helps promote through eblast
- Flyer to go into first day packets

Parent Party Auction Coordinator

- Works with Parent Party Chair to coordinate silent auction for event
- Recruits volunteers to help solicit and collect items for silent auction
- Organizes how auction items will be staged and packaged for the event

Fall Fundraiser

- Assists as needed Step it Up community partners in 2 weeks long fundraiser that involves students getting donations via email/texting platform
- Communicates with administration as needed for announcements, questions, etc.
- Recruits volunteers to help at Day of Awesomeness (November 15)

Spirit Night

- Identify local business (restaurants, stores) that are willing to participate in spirit activities
- Advertise dates via eblasts
- Goal: 1 per month

Spring Fundraiser – Need to Determine Specifics

- Coordinate fundraiser in the spring that involves selling product
- Help to distribute flyers and printed material with instructions for ordering