

## **Wakefield Elementary PTA - VP of Cultural Arts/Guidance & Student Services**

Objective: To ensure the PTA provides quality and timely services to the school.

1. Member of the PTA's Board
  - a. Attend monthly meetings
  - b. Attend any necessary training
  - c. Attend General PTA meetings
  - d. Become a member of the PTA
2. Be the Board's liaison with the designated chairpersons/committees
  - a. Be knowledgeable of each committee / service and their purpose.
    - i. Know the chairperson for each activity / event.
    - ii. Be clear on the expected results
  - b. Provide guidance to the committee chairs
    - i. Communicate policies, changes, expectations to chairpersons
    - ii. Communicate updates, needs, issues, etc to Board
  - c. Initial discussions with each chairperson re. details of the committees
    - i. Timing
    - ii. Budget
    - iii. Resources Needed
    - iv. Administrator Support /Approvals Required
    - v. PTA Policies (ex: distribution of printed materials, financial procedures)
  - d. Ongoing updates from chairpersons
    - i. Monthly, prior to each Board meeting
    - ii. More frequent as committee starts and as work progresses
    - iii. Summary of results when work is completed
  - e. Assist with any barriers or problems as needed
  - f. Provide the proper resources (Board members, etc)

Time Commitments: Approx. 1-2 hours per month plus meetings. Most dedication is at the beginning of the year.

### **Committees Typically Include the Following:**

Cultural Arts Events (planned before school begins)

School Spirit Week (one week)

School Store (ongoing)

Teacher/Staff Appreciation (ongoing about one time per quarter)

School Beautification (Twice per year)