



Every child. One voice.®

We are eager to welcome new parents and ideas to the Executive Board of Tuckahoe PTA for the 2018-2019 School Year!

Being a member of the PTA Executive Board allows you to be more involved with many of the great activities that your children enjoy throughout the year, such as: PTA Dance, the Halloween Party, 3rd Grade Circus, Science Fun Day, Field Day, other cultural arts field trips, parent education events, scholarships, annual school gifts, graduation hospitality and more.

Terms are for two years. Most committees have two chairs to share the responsibilities, along with several parent volunteers serving on each committee. Chairs must attend monthly PTA Executive Board meetings, but can switch off attendance in case both are not able to attend all meetings. **Open positions and job descriptions are listed below.**

If you are interested, please send a short email to the Nominating Committee at Tuckahoeptanominating@gmail.com by **Friday, April 27** with the name of the position of interest in the subject line.

The email should include:

- your name and contact information
- grade(s) of each child
- what committee you would like to chair or co-chair and
- a sentence or two about why you'd be good a good fit for the committee you're applying for.

If you have any questions, feel free to email the address above.

Those selected for Executive Board positions will be notified by the Nominating Committee after the Executive Board approves the new slate at the May 8th meeting.

Following are the PTA co-chair positions, along with their job descriptions, open for the 2018-2019 School Year:

Executive Committee Officers (2 year appointment)

President (Must have 2 years experience on PTA Board to apply):

Attends and reports on PTA activities at monthly Board of Education meetings; prepares agenda for all meetings; signs all contracts and checks; prepares the calendar for the year; Speaks about the PTA at the back to school nights. Leads the monthly PTA Executive Board meetings.

Treasurer (Must have 2 years experience on PTA Board to apply:
Custodian of all funds; reconciles and pays receipts of committee expenditures;
prepares and distributes budget for monthly meetings; keeps track of budget lines;
keeps insurance current. The Treasurer is required to stay on a third year to help with
transition (may be on another committee during this third year).

Corresponding Secretary

Distributes PTA mail and to appropriate committee chairs. Emails Executive Board
monthly meeting reminders. Plans the annual PTA Executive Board Christmas party.
Creates the PTA Executive Board contact list and provides it to the District Office.
Gathers all of the Committees' event dates and informs the schools' IT person.

Executive Board Committee Co-Chairs (2 year appointments)

Either (1) or (2) co-chairs needed

Communications (1)

Communicates news of PTA events to district and community via school outlets (Cottle
Weekly, K-12 Alerts, Channel 77, website, social media, School Bee etc.).

Community Service (1)

Arranges for our students to be directly involved with PTA events and other community
service projects

Cultural Arts (1)

Coordinates student enrichment programs (assemblies, field trips) at all 3 schools.

Dance (1)

Manages the September-May after-school dance program for K-12, including the Spring
Recital.

Health & Safety (2)

Provides information and sponsors activities in the area of health, nutrition and safety
for the school community.

High School (1)

Provides breakfast for college reps, coffee and baked goods for 2 parent breakfasts with
the Principal, plans and executes Taste of Tuckahoe, helps Ms. Martino with the HS
senior dinner and HS awards and provides refreshments at HS graduation.

Hospitality (2)

Provides refreshments for 4 back to school nights, 2 PTA general meetings and PTA
Recognition Night. All events are held in the evening.

Math and Science Committee (2)

Organizes Math Night (November) and Science Fun Day (March).

Middle School (1)

Coordinates Principal Tea (Nov), Taste of Tuckahoe (March), provides refreshments at induction of 8th graders into Jr. National Honor Society (May), reviews the MS yearbook with yearbook teacher liaisons (May), volunteers at color war day (June), holds a “lost and found day” (June), coordinates MS dance and dinner (June), coordinates 8th grade graduation refreshments (June).

Room Representatives (2)

Organizes class parent volunteers for grades K-5, plans meeting for class parents with teachers, oversees the DARE, Kindergarten, and 5th grade graduations and disseminates PTA information through class parents as needed through School Bee and email. Updates School Bee directory with parent contact information.

SEPTA --Name change—(1)

Responsible for planning programs and speakers/assemblies to support students, teachers and parents in the special education community.

Welcoming Committee (1)

Plan and attends the picnic for kindergarten families and new families to the district in the fall, as well as attends the K bus run in August. Updates PTA packets for the new parents, and contacts any other new families in the district to introduce them to the PTA.

Ways and Means (2)

Develops and implements ideas for raising funds to support the PTA budget, which supports all Tuckahoe schools.

The following are Sub-Committee chairs of Ways and Means and are not required to attend monthly PTA Executive Board Meetings:

Boutiques (1)

Operates Holiday “stores” at Cottle twice a year to allow children to buy gifts.

Cottle Yearbook (2)

Meets with representatives from yearbook company to plan the yearbook. Coordinates with photographer to get copies of all photos and works with teachers and administrators to ensure accuracy and inclusion. Organizes all photos to be included in yearbook. Plans and organizes layout, graphics, fifth grade baby pictures, order forms and payment, fifth grade ads, labeling and yearbook distribution.

Fall Fundraising (2)

Comes up with different fundraising ideas to complement Spring Social.

Spring Social (1)

Plan the most important and largest fund raiser of the year.