

Morning Creek PTA Job Responsibilities (Chairpersons)

Revised 8/6/14

TABLE OF CONTENTS

After School Enrichment Chair	3
Art Education Chair	4
Back to School Family Event Chair	5
Reflections Chair	6
Workroom Coordinator	7
Book Fair Chair	8
Box Tops Chair	9
Family Dance Nights Chair	10
Character Counts Chair	11
Colt Chorus Chair	12
Community Concerns Chair	13
Community Contributions Chair	14
Display Case Chair	15
End of Year Family Event Chair	16
Website Chair	17
Spirit Wear Chair	18
Room Parent Coordinator	19
Picture Days Coordinator	20
Restaurant Nights Chair	21
Yearbook Chair	22
Newsletter Chair	23
Science Activities Chair	24
Staff Appreciation Chair	25
Running Club Chair	26
Multicultural Night Chair	28
Dad's Club Chair	29
Health & Wellness Chair	30
School Supplies Chair	31
Volunteer Coordinator	32

Morning Creek PTA Executive Board

Program Chair Job Responsibilities

After School Enrichment Chair

In 2013, this PTA program was added to give families another option for after school enrichment classes. Currently, we offer a musical theatre program taught by musical instructor Angie Serrano, who is also a Morning Creek parent. She is paid as an independent contractor (see contract on file), and part of the enrollment fee goes to PTA to help fund our programs.

The After School Enrichment Chair should:

- Be familiar with the class schedules and registration deadlines
- Be responsible for collecting and recording registration forms (this may involve being in the office before school when class is expected to fill up quickly)
- Be responsible for collecting checks and submitting them to treasurer
- Help evaluate new class ideas and assist with implementation
- Publicize events as necessary. All fliers and communications home must be pre-approved by principal and president
- Familiarize yourself with the Morning Creek PTA's unit Bylaws.
- Understand PTA and PUSD insurance requirements
- Maintain (and turn over) an After School Enrichment procedure book (see 'Creating and Keeping a Procedure Book')
- Provide Website Chair and newsletter editor with information on upcoming classes as necessary
- Attend monthly board meetings (or send report via email)

Morning Creek PTA Executive Board

Program Chair Job Responsibilities

Art Education Chair

PTA believes that art should be a basic and integral part of a balanced curriculum for all students. The Art Education Chair designs and supports an art curriculum designed for elementary students and carried out by parent volunteers.

The Art Education Chair should:

- Set goals for the program
- Create a timeline for achieving goals
- Know your budget, save your receipts and submit them to treasurer with a Payment Authorization Form for reimbursement
- Assist teachers with recruiting volunteers as needed
- Maintain a list of parent volunteers per classroom
- Provide volunteer training
- Coordinate classroom lessons
- Have regular volunteer meetings to share ideas and compare results
- Manage art supply inventory and purchase additional supplies as needed
- Publicize events as appropriate. All fliers and communications home must be pre-approved by principal and president
- Familiarize yourself with the Morning Creek PTA's unit Bylaws.
- Maintain (and turn over) an Arts Education procedure book (see 'Creating and Keeping a Procedure Book')
- Provide Website Chair and newsletter editor with photos of student artwork periodically, as well as upcoming events and dates
- Attend monthly board meetings (or send report via email)

Morning Creek PTA Executive Board

Program Chair Job Responsibilities

Back to School Family Event Chair

This PTA program was part of the Family Events Chair job that included three events, but has been separated for the 2014/2015 school year to help break the work into smaller jobs. Reassessment of this strategy should take place after next school year.

PTA believes that promoting parent involvement in school is an important way to increase student performance. The Back to School Family Event gets families together in a school setting. The event helps families connect with each other as well as other families at Morning Creek while having some fun!

The Back to School Family Event Chair should:

- Recruit a committee to help plan and execute the event
- Lead the committee to plan and execute a fun and family-friendly event that meets PTA standards and rules
- Consider working with MCES Foundation when planning the event (include in the committee meetings if necessary)
- Create a time line for the planning and execution of the event
- Know the date of your event and plan ahead to have any vendor insurance documents submitted to the district at least 30 days before the event (the VP of Programs can assist you with this)
- Know your budget, save your receipts and submit them to the treasurer with a Payment Authorization Form for reimbursement
- Work with the Volunteer Coordinator to recruit volunteers for the event
- Make sure the Facilities Request and the Carnival Form has been submitted to PUSD at least 30 days before the event (check with the VP of Programs)
- Work with the MCES custodian to use school-owned items if needed
- Publicize the event as necessary. All fliers and communication home must be pre-approved by the principal and the president
- Familiarize yourself with Morning Creek PTA's unit Bylaws
- Maintain (and turn over) a Back to School Event procedure book (see 'Creating and Keeping a Procedure Book') including an Event Summary Report completed after the event
- Attend monthly board meetings (or send report via email)

Morning Creek PTA Executive Board

Program Chair Job Responsibilities

Reflections Chair

'Reflections' is a statewide program for artistic expression inviting students to create a project based upon an assigned theme. Projects are judged by panels at the district and state levels.

The Reflections Chair should:

- Set goals for the program
- Create a timeline for achieving goals
- Know your budget, save your receipts and submit them to treasurer with a Payment Authorization Form for reimbursement
- Promote the program and distribute information to students and families
- Publicize events as appropriate. All fliers and communications home must be pre-approved by principal and president
- Collect projects from students and present to the Reflections program for judging
- Display students' projects
- Accompany students to local Reflections events if necessary
- Manage and adhere to annual program budget
- Familiarize yourself with the Morning Creek PTA's unit Bylaws.
- Maintain (and turn over) a Reflections procedure book (see 'Creating and Keeping a Procedure Book')
- Update Website Chair and Newsletter editor with upcoming events and dates
- Attend monthly board meetings (or send report via email)

Morning Creek PTA Executive Board

Program Chair Job Responsibilities

Workroom Coordinator

The workroom is the hub of much of the volunteer activity at Morning Creek and contains photocopiers, binding machines, paper cutters, die cuts (and cutter) and a laminator.

The Workroom Coordinator should:

- Inventory and replenish workroom supplies as needed
- Participate in volunteer orientation at beginning of school year (as related to the workroom)
- Train volunteers on how to use the workroom equipment
- Promote and manage 'Teacher Drop-Off Work Program'
- Select a day/days to be in the workroom to complete teacher work requests
- Schedule volunteers to assist in the workroom as needed
- Be primary point of contact for laminator
- Keep workroom neat
- Know your budget, save your receipts and submit them to treasurer with a Payment Authorization Form for reimbursement
- Familiarize yourself with the Morning Creek PTA's unit Bylaws.
- Maintain (and turn over) a Workroom procedure book (see 'Creating and Keeping a Procedure Book')
- Attend monthly board meetings (or send report via email)

Morning Creek PTA Executive Board

Program Chair Job Responsibilities

Book Fair Chair

The Scholastic Book Fair is held twice a year, and the benefit is lots of free books for the classrooms and library.

The Book Fair Chair should:

- Confirm book fair dates/delivery dates with Scholastic
- Secure a location within the school for the book fair (Fall typically in MPR, Spring in extra classroom)
- Generate a teacher sign up sheet
- Work with Volunteer Coordinator to gather volunteers
- Publicize events as appropriate. All fliers and communications home must be pre-approved by principal and president
- Acquire cash for the cash registers and maintain enough change each day of the book fair
- Host a teacher sneak peek (earns Scholastic dollars)
- Work with PTA to determine a school event during the book fair (earns scholastic dollars)
- Determine a guessing contest for the classrooms
- Direct volunteers in setting up the book fair
- Direct volunteers in running book fair
- Account for daily sales
- Secure the inventory each day of the book fair
- Work with volunteers to pack up the book fair for return to Scholastic
- Work with Treasurer to finalize the deposits
- Submit a sales report with Scholastic
- Request payment from the Treasurer to Scholastic
- Know your budget, save your receipts and submit them to treasurer with a Payment Authorization Form for reimbursement
- Familiarize yourself with the Morning Creek PTA's unit Bylaws.
- Maintain (and turn over) a Book Fair procedure book (see 'Creating and Keeping a Procedure Book')
- Update Website Chair and Newsletter editor with upcoming events and dates
- Attend monthly board meetings (or send report via email)

Morning Creek PTA Executive Board

Program Chair Job Responsibilities

Box Tops Chair

The Box Tops program is a fundraising event that gets the students involved in raising money for Morning Creek by clipping Box Tops and turning them in for cash to the school. There is also an eBox Tops option that credits Box Tops electronically when certain items are purchased using a participating debit/credit card.

The Box Tops Chair should:

- Set goals for the program
- Create a timeline for achieving goals
- Design incentive program for Box Tops winners
- Promote the Box Tops program to families and students
- Distribute forms and information for collecting Box Tops
- Publicize events as appropriate. All fliers and communications home must be pre-approved by principal and president
- Recruit and train volunteers to serve on Box Tops committee
- Work with committee to collect and count Box Tops
- Be responsible for submitting Box Tops for payout
- Know your budget, save your receipts and submit them to treasurer with a Payment Authorization Form for reimbursement
- Reporting Box Tops income and expenditures to Board
- Familiarize yourself with the Morning Creek PTA's unit Bylaws.
- Maintain (and turn over) a Box Tops procedure book (see 'Creating and Keeping a Procedure Book')
- Update Website Chair and Newsletter Editor with upcoming events and dates
- Attend monthly board meetings (or send report via email)

Morning Creek PTA Executive Board

Program Chair Job Responsibilities

Family Dance Night Chair

Family Dance Night (or Boys & Girls Nights) are annual traditions at Morning Creek. In the latter format, boys typically accompany their mothers and girls accompany their fathers.

The Family Dance Nights Chair will:

- Recruit committee members to assist in the planning and execution of the events
- Work with committee to decide on a theme for the events
- Research options for event and solicit input from committee members
- Hold regular planning meetings prior to the events
- Work with Volunteer Coordinator to recruit volunteers for the events
- Publicize events as appropriate. All fliers and communications home must be pre-approved by principal and president
- Know your budget, save your receipts and submit them to treasurer with a Payment Authorization Form for reimbursement
- Familiarize yourself with the Morning Creek PTA's unit Bylaws
- Maintain (and turn over) a Family Dance Night procedure book (see 'Creating and Keeping a Procedure Book')
- Update Website Chair and Newsletter Editor with upcoming events and dates
- Attend monthly board meetings (or send report via email)

Morning Creek PTA Executive Board

Program Chair Job Responsibilities

Character Counts Chair

This program allows every child to explore the six Character Pillars – trustworthiness, respect, responsibility, fairness, caring and citizenship. The program will support school efforts to integrate character education into the curriculum. In addition, this chair position is responsible for the annual Red Ribbon Week activities, which tie into the national drug-abuse awareness campaign.

The Character Counts Chair should:

- Recruit committee members to assist in the planning and execution of the events
- Develop goals for the program
- Create a timeline for achieving goals
- Research options for event and solicit input from committee members
- Hold regular planning meetings prior to the events
- Work with Volunteer Coordinator to recruit volunteers for the events
- Publicize events as appropriate. All fliers and communications home must be pre-approved by principal and president
- Know your budget, save your receipts and submit them to treasurer with a Payment Authorization Form for reimbursement
- Maintain (and turn over) a Character Counts procedure book (see 'Creating and Keeping a Procedure Book')
- Familiarize yourself with the Morning Creek PTA's unit Bylaws
- Update Website Chair and Newsletter Editor with upcoming events and dates
- Attend monthly board meetings (or send report via email)

Morning Creek PTA Executive Board

Program Chair Job Responsibilities

Colt Chorus Chair

The Colt Chorus is a program offered before school for children (grades 2 – 5) that are interested in singing. The Chorus meets every Thursday at 7:45 AM in the MPR, and is taught by volunteer (and Morning Creek parent) Angie Serrano. The Chorus performs periodically at Friday Flag, assemblies, school events and even community functions.

The Colt Chorus Chair should:

- Act as liaison between PTA and Colt Chorus director
- Work closely with program director to assist with the needs of the program
- Know the Colt Chorus budget and submit receipts to treasurer with a Payment Authorization Form for reimbursement
- Publicize events as appropriate. All fliers and communications home must be pre-approved by principal and president
- Maintain (and turn over) Colt Chorus procedure book (see 'Creating and Keeping a Procedure Book')
- Familiarize yourself with the Morning Creek PTA's unit Bylaws
- Update Website Chair and Newsletter Editor with upcoming events and dates
- Attend monthly board meetings (or send report via email)

Morning Creek PTA Executive Board

Program Chair Job Responsibilities

Community Concerns Chair

The Community Concerns program works with community groups such as Adopt-A-Family to assist in helping those in need within our community. Each winter Morning Creek sponsors one family per grade level, providing the families with clothes, food and gifts for children who otherwise may not have any. In addition, Morning Creek organizes at least one food drive to collect non-perishable food items for families in need.

The Community Concerns Chair should:

- Set goals for the program
- Create a timeline for achieving goals
- Act as liaison between PTA and various community groups, such as Adopt-A-Family.
- Advertise and execute annual food drives
- Recruit committee members to assist in the planning and execution of the events
- Research options for event and solicit input from committee members
- Hold regular planning meetings prior to the events
- Work with Volunteer Coordinator to recruit volunteers for the events
- Know your budget, save your receipts and submit them to treasurer with a Payment Authorization Form for reimbursement
- Publicize events as appropriate. All fliers and communications home must be pre-approved by principal and president
- Maintain (and turn over) a Community Concerns procedure book (see 'Creating and Keeping a Procedure Book')
- Familiarize yourself with the Morning Creek PTA's unit Bylaws
- Update Website Chair with upcoming events and dates
- Attend monthly board meetings (or send report via email)

Morning Creek PTA Executive Board

Program Chair Job Responsibilities

Community Contributions Chair

The eScrip program is an ongoing fundraiser where participating businesses contribute a percentage of grocery loyalty cards, credit cards and debit/ATM card purchases to our school (cards must be registered at www.escrip.com). In addition, other merchants such as Albertson's, Ralph's and Target also offer cash-to-schools incentive programs.

The Community Contributions Chair should:

- Set goals for the program
- Create a timeline for achieving goals
- Stay informed as to the latest cash-to-school programs available
- Create materials and flyers to inform parents where they can register for incentive programs
- Know your budget, save your receipts and submit them to treasurer with a Payment Authorization Form for reimbursement
- Publicize events as appropriate. All fliers and communications home must be pre-approved by principal and president
- Maintain (and turn over) a Community Contributions procedure book (see 'Creating and Keeping a Procedure Book')
- Familiarize yourself with the Morning Creek PTA's unit Bylaws
- Update Website Chair with information for website, upcoming events and dates
- Attend monthly board meetings (or send report via email)

Morning Creek PTA Executive Board

Program Chair Job Responsibilities

Display Case Chair

Display cases are distributed around campus to display student artwork and post important information. Classes are assigned a timeframe to display their art projects.

The Display Case Chair should:

- Create a class schedule for each case and communicate it to the teachers
- Decorate case borders as desired
- Manage and adhere to annual program budget (if applicable)
- Maintain (and turn over) a Display Case procedure book (see 'Creating and Keeping a Procedure Book')
- Familiarize yourself with the Morning Creek PTA's unit Bylaws
- Update Website Chair with any pertinent information for website
- Attend monthly board meetings as necessary (or send report via email)

Morning Creek PTA Executive Board

Program Chair Job Responsibilities

End of Year Family Event Chair

This PTA program was part of the Family Events Chair job that included three events, but has been separated for the 2014/2015 school year to help break the work into smaller jobs. Reassessment of this strategy should take place after next school year.

PTA believes that promoting parent involvement in school is an important way to increase student performance. The End of Year Family Event gets families together in a school setting. The event helps families connect with each other as well as other families at Morning Creek while having some fun!

The End of Year Family Event Chair should:

- Recruit a committee to help plan and execute the event
- Lead the committee to plan and execute a fun and family-friendly event that meets PTA standards and rules
- Consider working with MCES Foundation when planning the event (include in the committee meetings if necessary)
- Create a time line for the planning and execution of the event
- Know the date of your event and plan ahead to have any vendor insurance documents submitted to the district at least 30 days before the event (the VP of Programs can assist you with this)
- Know your budget, save your receipts and submit them to the treasurer with a Payment Authorization Form for reimbursement
- Work with the Volunteer Coordinator to recruit volunteers for the event
- Make sure the Facilities Request and the Carnival Form has been submitted to PUSD at least 30 days before the event (check with the VP of Programs)
- Work with the MCES custodian to use school-owned items if needed
- Publicize the event as necessary. All fliers and communication home must be pre-approved by the principal and the president
- Familiarize yourself with Morning Creek PTA's unit Bylaws
- Maintain (and turn over) an End of Year Event procedure book (see 'Creating and Keeping a Procedure Book') including an Event Summary Report completed after the event
- Attend monthly board meetings (or send report via email)

Morning Creek PTA Executive Board

Program Chair Job Responsibilities

Website Chair

Morning Creek PTA maintains a PTA webpage off of the main school website. In addition, we also maintain a Facebook page and a PeachJar account for managing flyers.

The Website Chair should:

- Design/modify the template for PTA website as necessary
- Assist president to maintain PTA's internet presence on social media (Facebook, Twitter, blogs, etc)
- Manage PTA forms, brochures and flyers on PeachJar as needed (school admins upload non-PTA flyers)
- Update/add PTA events on school Google calendar
- Update PTA newsletter, Message from the President, and maintain chair bios and pictures on PTA website
- Gather information from program chairmen and others to keep website updated
- If possible, review district reports on usage and make changes as needed
- Collect feedback from users and incorporate ideas where possible
- Know your budget (if any), save your receipts and submit them to treasurer with a Payment Authorization Form for reimbursement
- Familiarize yourself with the Morning Creek PTA's unit Bylaws.
- Maintain (and turn over) Website Chair procedure book (see 'Creating and Keeping a Procedure Book')
- Attend monthly board meetings (or send report via email)

Morning Creek PTA Executive Board

Program Chair Job Responsibilities

Spirit Wear Chair

Morning Creek encourages all students to show their school spirit by wearing their Morning Creek Colt shirt on Mondays. In the 2012 – 2013 school year we will also start providing an assortment of adult wear, as well as other customized Morning Creek specialty items such as banners and coffee tumblers.

The Spirit Wear Chair should:

- Maintain a supply on campus of standard navy blue Colt shirts for students
- Evaluate spirit wear options and make recommendations to board
- Work with spirit wear vendors to develop designs and logos
- Work with Room Parent to coordinate college shirt ordering by classroom
- Monitor sales and provide reports to board
- Know your budget, save your receipts and submit them to treasurer with a Payment Authorization Form for reimbursement
- Publicize items as appropriate. All fliers and communications home must be pre-approved by principal and president
- Recruit volunteers to help man tables at school events
- Familiarize yourself with the Morning Creek PTA's unit Bylaws
- Maintain (and turn over) Spirit Wear Chair procedure book (see 'Creating and Keeping a Procedure Book')
- Update Website Chair with upcoming events and dates
- Attend monthly board meetings to give committee reports (or send report via email)

Morning Creek PTA Executive Board

Program Chair Job Responsibilities

Room Parent Coordinator

Room parents are a vital part of the volunteer community at Morning Creek. The Room Parent Coordinator keeps in contact with these special volunteers throughout the year, acting as the PTA liaison.

The Room Parent Coordinator should:

- Work with office admin to compile information from teachers to create a list of room parents and their contact information at the beginning of the school year
- Hold a Room Parent meeting at the start of the school year, and as needed thereafter, to provide information and answer questions
- Work closely with Spirit Wear Coordinator to assist with college shirt ordering by classroom
- Pass along important updates to/from PTA to room parents
- Come up with new ideas to unify the room parents to make sure everyone is "on the same page"
- Keep room parent section on the Morning Creek website updated with useful and timely information
- Provide Website Chair and Newsletter Chair with informational items as necessary
- Publicize items as appropriate. All fliers and communications home must be pre-approved by principal and president
- Help recruit volunteers to help at school events if needed
- Familiarize yourself with the Morning Creek PTA's unit Bylaws
- Maintain (and turn over) Room Parent Coordinator procedure book (see 'Creating and Keeping a Procedure Book')
- Attend monthly board meetings or send report via email as needed

Morning Creek PTA Executive Board

Program Chair Job Responsibilities

Picture Days Coordinator

School portraits are taken twice per year; once in the Fall (typically September) and once in the Spring (usually March/April). The Fall portraits are used for the yearbook and class photos. Additionally, we often contract with the Ident-a-Kid company to visit our school and create identification cards for the families that wish to have them done. This is usually done at the beginning of the school year, in September or October.

The Picture Days Coordinator should:

- Evaluate school portrait vendors as necessary to ensure they are meeting our school's needs
- Select dates for portraits (and makeup day for Fall photos) that work with the school calendar
- Assist Volunteer Coordinator and admin with processing of photos for volunteer badges and staff ID badges
- Be point of contact for Ident-a-Kid representative, distributing order forms to classrooms, coordinating the volunteers, and collecting payment envelopes
- Work with appropriate parties to schedule dates for 5th grade panoramic and clubs (Colt Chorus, Safety Patrol, Band) in March
- Work with president to ensure the PTA board is photographed on picture day for the yearbook
- Ensure that flyers advertising the event are sent home in a timely manner. All fliers and communications home must be pre-approved by principal and president
- Work with the vendor to determine what their needs are for picture day
- Make sure that a facilities request has been submitted for the event (contact VP of Programs)
- Work closely with Yearbook Chair to ensure their needs are met
- Know your budget (if any), save your receipts and submit them to treasurer with a Payment Authorization Form for reimbursement
- Recruit volunteers as needed to assist with transporting students to the MPR at their assigned time
- Familiarize yourself with the Morning Creek PTA's unit Bylaws.
- Maintain (and turn over) a Picture Day Coordinator procedure book (see 'Creating and Keeping a Procedure Book')
- Provide Website Chair and newsletter editor with upcoming events and dates
- Attend monthly board meetings (or send report via email)

Morning Creek PTA Executive Board

Program Chair Job Responsibilities

Restaurant Nights Chair

Once or twice a month, families are encouraged to dine out at local establishments that return a portion of each bill to our school. This gives families a chance to interact in a fun environment and is also an easy way to make money for the school. This Chair position schedules restaurant nights for both PTA and Foundation, alternating each month. No fundraiser is scheduled for October, as this is when McTeacher Night happens.

The Restaurant Nights Chair should:

- Research restaurant options in the community (both in the Sabre Springs/Carmel Mountain and Stonebridge areas)
- Work with the Foundation to determine which dates will be credited to them, and which ones to PTA (typically alternating months)
- Select dates for restaurant nights
- Upload PDF flyers to PeachJar in a timely manner
- Know your budget, save your receipts and submit them to treasurer with a Payment Authorization Form for reimbursement
- Familiarize yourself with the Morning Creek PTA's unit Bylaws.
- Maintain (and turn over) a Restaurant Nights Chair procedure book (see 'Creating and Keeping a Procedure Book')
- Provide Website Chair and newsletter editor with upcoming events and dates
- Attend monthly board meetings (or send report to VP of Ways & Means via email)

Morning Creek PTA Executive Board

Program Chair Job Responsibilities

Yearbook Chair

Morning Creek volunteers publish a yearbook each year for our students. The books are sold online and distributed at the end of the school year.

The Yearbook Chair should:

- Set goals for the program
- Create a timeline for achieving goals
- Work with teachers, room parents and other volunteers to ensure that each classroom has adequate photographic coverage of its events and students
- Recruit volunteers to assist with yearbook photography and layout as needed
- Attend workshops to keep up to date on the latest advances in yearbook publication and encourage committee members to do the same
- Schedule regular committee meetings
- Ensure that flyers advertising yearbook sales are sent home in a timely manner (all fliers and communications home must be pre-approved by principal and president)
- Know your budget, save your receipts and submit them to treasurer with a Payment Authorization Form for reimbursement
- Familiarize yourself with the Morning Creek PTA's unit Bylaws
- Maintain (and turn over) a Yearbook Chair procedure book (see 'Creating and Keeping a Procedure Book')
- Provide Website Chair and newsletter editor with upcoming events and dates, as well as links for ordering
- Attend monthly board meetings (or send report via email)

Morning Creek PTA Executive Board

Program Chair Job Responsibilities

Newsletter Chair

Morning Creek PTA publishes a monthly online newsletter to keep families up to date on all the school news and activities. The newsletter is distributed electronically as an attachment to the weekly Principal callout, and is also posted on our website.

The Newsletter Chair should:

- Set goals for the program
- Create a timeline for achieving goals
- Develop a newsletter template
- Gather content from PTA board, teachers, principal, students, the community and others
- Edit information into an easy-to-read format
- Recruit volunteers to assist with journalistic input as needed
- Provide president and principal with drafts for approval
- If possible, attend workshops to keep up to date on the latest advances in newsletter publication
- Advertise newsletter as necessary. All fliers and communications home must be pre-approved by principal and president
- Know your budget, save your receipts and submit them to treasurer with a Payment Authorization Form for reimbursement
- Familiarize yourself with the Morning Creek PTA's unit Bylaws.
- Maintain (and turn over) a Newsletter Chair procedure book (see 'Creating and Keeping a Procedure Book')
- Provide Website Chair and principal with final copies for posting
- Attend monthly board meetings (or send report via email)

Morning Creek PTA Executive Board

Program Chair Job Responsibilities

Science Activities Chair

This program will be more fully developed in the 2012 – 2013 school year. PTA will strive to bring a variety of science activities to Morning Creek, including Science Night and Astronomy Night.

The Science Activities Chair should:

- Set goals for the program
- Create a timeline for achieving goals
- Plan events that appeal to a wide range of families and grade levels
- Utilize community resources to bring science activities classrooms and family events
- Recruit committee members as needed to assist in the planning and execution of science events
- Work with Volunteer Coordinator to recruit help for events
- Hold regular planning meetings with Science Activities Committee prior to the events
- Know your budget, save your receipts and submit them to treasurer with a Payment Authorization Form for reimbursement
- Publicize events in a timely manner. All fliers and communications home must be pre-approved by principal and president
- Familiarize yourself with the Morning Creek PTA's unit Bylaws
- Maintain (and turn over) Science Activities Chair procedure book (see 'Creating and Keeping a Procedure Book')
- Update Website Chair and Newsletter editor with upcoming events and dates
- Attend monthly board meetings to give committee reports (or send report via email)

Morning Creek PTA Executive Board

Program Chair Job Responsibilities

Staff Appreciation Chair

Morning Creek PTA organizes two events that reflect our appreciation and admiration of our teachers and support staff. They are the Back-to-School Luncheon (held just before school starts in August) and the week-long Teacher Appreciation Week luncheons.

The Teacher Appreciation Chair should:

- Work with principal to determine dates for the events
- Decide on a theme and/or menu for luncheons
- Know your budget, save your receipts and submit them to treasurer with a Payment Authorization Form for reimbursement
- Utilize community resources for donations
- Work with Volunteer Coordinator to let parents know what food items are needed on which dates
- Publicize events in a timely manner. All fliers and communications home must be pre-approved by principal and president
- Familiarize yourself with the Morning Creek PTA's unit Bylaws
- Maintain (and turn over) Staff Appreciation Chair procedure book (see 'Creating and Keeping a Procedure Book')
- Update Website Chair and Newsletter editor with upcoming events and dates
- Attend monthly board meetings to give committee reports (or send report via email)

Morning Creek PTA Executive Board

Program Chair Job Responsibilities

Running Club Chair

Student fitness is one of the biggest priorities of the Morning Creek PTA, and Running Club is the cornerstone of that effort. This wildly popular club is held on Mondays, Wednesdays and some Fridays, before school and at recess. Running Club “feet” – or “toe tokens” -- are given for every five miles run, and awards are given for other milestones as well (50, 75, 100, 150 and 200 miles). Running Club is a recreational opportunity offered for fun, not a coached competitive track club.

The Running Club Chair should:

- Develop and organize the Running Club program prior to the new school year. Coordinate with teachers and principal to assure that the program meets the needs of our students. Make changes as necessary to improve the program. Communicate the program rules to teachers, parents and students prior to the 1st day of Running Club
- Be available to parents, students and teachers to answer questions and solve problems in person and via e-mail. Promote fairness and camaraderie
- Develop effective advertising and promotion of the program at the start of the year
- Organize a team of volunteers to set up the field and staff the running times on each running day for the schedule determined for the year
- Prepare tally sheets for each classroom bi-weekly or monthly
- Collect, total and input laps run into the database bi-weekly or monthly
- Prepare award presentations for Friday Flag for classroom awards and 100-mile individual awards monthly
- Calculate, sort and distribute toe tokens to teachers for each student, monthly
- Maintain current Running Club information on the school's website
- Organize and maintain inventory of Running Club sticks, toe tokens, 100-mile shirts, administrative supplies and end of year medals/trophies
- Track all expenses and manage the program within the PTA budget and communicate any additional funding needs to the board. Submit receipts with a Payment Authorization Form for reimbursement
- Prepare and present end-of-year medals/trophies at June Friday Flag
- Work with Running Club Committee to develop themed days or other special events
- Assure a FUN environment. Running Club is a recreational opportunity offered for fun, not a coached competitive track club. Do whatever is necessary to maintain the program as a FUN recreational PTA activity!

- Familiarize yourself with the Morning Creek PTA's unit Bylaws
- Maintain (and turn over) Running Club Chair procedure book (see 'Creating and Keeping a Procedure Book')
- Update Website Chair and Newsletter editor with upcoming events and dates
- Attend monthly board meetings to give committee reports (or send report via email)

Morning Creek PTA Executive Board

Program Chair Job Responsibilities

Multicultural Night Chair

This PTA program was part of the Family Events Chair job that included three events, but has been separated for the 2014/2015 school year to help break the work into smaller jobs. Reassessment of this strategy should take place after next school year.

Multicultural Night is one of the most exciting events hosted by PTA. This event helps children and their families learn about cultural diversity while fostering parent involvement and family togetherness.

The Multicultural Night Chair should:

- Recruit a committee to help plan and execute the event, including parents from other cultures if possible
- Lead the committee to plan and execute a fun and family-friendly event that meets PTA standards and rules
- Create a time line for the planning and execution of the event
- Know your budget, save your receipts and submit them to the treasurer with a Payment Authorization Form for reimbursement
- Work with the Volunteer Coordinator to recruit volunteers for the event
- Make sure the Facilities Request and the Carnival Form has been submitted to PUSD at least 30 days before the event (check with the VP of Programs)
- Work with the MCES custodian to use school-owned items if needed
- Publicize the event as necessary. All fliers and communication home must be pre-approved by the principal and the president
- Familiarize yourself with Morning Creek PTA's unit Bylaws
- Maintain (and turn over) a Multicultural Night procedure book (see 'Creating and Keeping a Procedure Book') including an Event Summary Report completed after the event
- Attend monthly board meetings (or send report via email)

Morning Creek PTA Executive Board

Program Chair Job Responsibilities

PTA Dads Chair

In 2013, this program was added to encourage more male participation at school.

The PTA Dads Chair should:

- Work with a committee to develop programs focused on increasing male involvement at school
- Work with other program chairs to coordinate events whenever necessary.
- Know your budget, save your receipts and submit them to treasurer with a Payment Authorization Form for reimbursement
- Publicize events in a timely manner. All fliers and communications home must be pre-approved by principal and president
- Familiarize yourself with the Morning Creek PTA's unit Bylaws
- Maintain (and turn over) a Dad's Club Chair procedure book (see 'Creating and Keeping a Procedure Book')
- Update Website Chair and Newsletter editor with upcoming events and dates
- Attend monthly board meetings to give committee reports (or send report via email)

Morning Creek PTA Executive Board

Program Chair Job Responsibilities

Health & Wellness Chair (INACTIVE)

In 2013, this program was proposed to build on the phenomenal success of our Running Club by introducing an “energy out” component of running or other sports and activities. We have student athletes that participate in activities as diverse as soccer, swimming, lacrosse, tennis, golf, triathlons, basketball, football, baseball, and many more. We also have students that might just walk for exercise. The job of this chairperson is to tie it all together into “energy balance” with a nutrition program.

The Health & Wellness Chair should:

- Work with a committee to develop programs focused on improving the health and wellness of our students and their families
- Work with the Running Club chair and other program chairs to coordinate events whenever necessary.
- Know your budget, save your receipts and submit them to treasurer with a Payment Authorization Form for reimbursement
- Publicize events in a timely manner. All fliers and communications home must be pre-approved by principal and president
- Familiarize yourself with the Morning Creek PTA's unit Bylaws
- Maintain (and turn over) a Men's Club Chair procedure book (see 'Creating and Keeping a Procedure Book')
- Update Website Chair and Newsletter editor with upcoming events and dates
- Attend monthly board meetings to give committee reports (or send report via email)

Morning Creek PTA Executive Board

Program Chair Job Responsibilities

School Supplies Chair

In 2013, this program was added to give parents another option for buying their children's school supplies. Our current vendor (EPI) offers pre-packaged bundles of school supplies based on teacher-approved lists for each grade level. Bundles can be purchased online or with an order form and check payment. EPI gives 10% of sales back to Morning Creek if purchased by the deadline.

The School Supplies Chair should:

- Work with the vendor to provide the best combination of quality, affordability, customer service and profitability
- Be responsible for obtaining all documents required to work with vendors
- Be familiar with teacher supply lists and work with the front office personnel to develop updated grade-level supply lists yearly
- Publicize service to parents in a timely manner. All fliers and communications home must be pre-approved by principal and president
- Collect order forms/checks and submit them to the treasurer for processing
- Help recruit volunteers to organize shipment when received in August
- Plan and organize the distribution of school supplies to classrooms on the first day of school
- Familiarize yourself with the Morning Creek PTA's unit Bylaws
- Maintain (and turn over) a School Supplies Chair procedure book (see 'Creating and Keeping a Procedure Book')
- Update Website Chair and Newsletter editor with upcoming events and dates
- Attend monthly board meetings to give committee reports (or send report via email)

Morning Creek PTA Executive Board

Program Chair Job Responsibilities

Volunteer Coordinator

Morning Creek has a large and active volunteer community, with thousands of volunteer hours contributed each month. The Volunteer Coordinator is a vital link between this volunteer base, the school and the PTA board.

The Volunteer Coordinator should:

- Work with the PTA board and school administration to help assess where/when volunteers are needed
- Recruiting volunteers for events as necessary, using email via Help Counter
- Set up a volunteer information table at school events, such as the Back to School picnic, Back to School Night, Kindergarten Orientation, etc)
- Administer volunteer sign-in system (Help Counter) and maintain volunteer badges. Advertise volunteer badge photo days to ensure maximum turnout
- Conduct volunteer training (with Workroom Coordinator) at the Volunteer Orientation in early September
- Publicize opportunities for volunteering, orientation and training
- Provide procedures/information sheets as necessary
- Be responsible for revising/distributing volunteer forms (Code of Conduct, Megan's Law background check, Volunteer Registration form) and be aware of TB test requirement for volunteers
- Train Historian on how access to report of monthly volunteer hours
- Help plan a recognition activity at the Volunteer Tea (June)
- Collect volunteer photos throughout the year and create a slideshow for the Volunteer Tea
- Work closely with the Room Parent Coordinator to streamline communications and minimize overlap
- Provide Website Chair and Newsletter Chair with informational items as necessary
- Publicize as appropriate. All fliers and communications home must be pre-approved by principal and president
- Familiarize yourself with the Morning Creek PTA's unit Bylaws
- Maintain (and turn over) Volunteer Coordinator procedure book (see 'Creating and Keeping a Procedure Book')
- Attend monthly board meetings or send report via email as needed