

PTA Program Chairs

Individual PTA programs are grouped into committees, each of which is chaired by a Board member who serves as a support and point of contact between the program chair and the Board of Directors. Program chairs are not required to attend Board meetings.

Community Partners Chair: Identify and work with local businesses to secure donations of volunteers and supplies for Barringer; form partnerships to benefit our students and staff. *Time commitment: variable, as much as you are available; can be done from home (Advocacy Committee)*

Grant Writing Chair: Identify and apply for grants from community organizations and businesses; assist staff members in applying for grants. *Time commitment: variable, depending on individual availability; can be done from home (Advocacy Committee)*

Literacy Advocate: Organize and run annual book drive in the spring; assist with matching reading tutors to classrooms/students. Seek other ways to support our students' literacy development. *Time commitment: low during the year, high during book drive in spring; most work done at school (Advocacy Committee)*

BeeMail Coordinator: Gather information on PTA and school activities and compose and send weekly email newsletter to the BAC community; collect email addresses of new parents/staff and maintain mailing list. *Time commitment: moderate, yearlong; can be done from home (Communications Committee)*

Social Media Coordinator: Posts information and school news on the Barringer Facebook and Instagram accounts; updates the BAC PTA website as needed throughout the school year. *Time commitment: moderate, yearlong; can be done from home (Communications Committee)*

Yearbook Coordinator: Serve as liaison between PTA and yearbook provider; gather information and pictures from parents and staff, prepare layout of the yearbook and upload pictures to yearbook program. Oversee the sales, ordering, and distribution of the yearbook. *Time commitment: high, yearlong; most work can be done from home (Communications Committee)*

Busy Bee Coordinator: Publicize and attend weekly Busy Bee volunteer meetings to complete general classroom tasks for teachers; promote to teachers, recruit volunteers, and ensure that work is completed in a timely manner. *Time commitment: Low, yearlong; requires coming to school one morning each week (Communications Committee)*

Room Parent Liaison: Collect names and contact information for all class room parents; share important PTA information with room parents to be communicated to class parents, and serve as a point of contact for room parents with questions about PTA activities. *Time commitment: low, higher during first weeks of school; most work can be done from home.* **(Communications Committee)**

Gardens and Grounds Chair: Maintain and enhance school grounds and gardens, in coordination with schools staff. Projects may include organizing and publicizing workdays and flower plantings, and working with individual teachers to support class gardening projects. *Time commitment: variable depending on your availability; work is done at school but can be on weekends* **(Operations Committee)**

Clothes Closet Coordinator: Assist with maintaining and restocking the Clothes Closet (located in the Health Room) to aid students who need a change of clothes during the school day. *Time commitment: low, yearlong; requires coming to school at least every other week* **(Operations Committee)**

Lost & Found Coordinator: Collect and organize items in the Lost and Found area; remove/donate unclaimed items in a timely manner. *Time commitment: low, yearlong; requires coming to school at least every other week* **(Operations Committee)**

Media Center Support Coordinator: Recruit and train volunteers to assist in the Media Center; establish volunteer schedules if necessary. *Time commitment: variable depending on your availability, work is done at school* **(Operations Committee)**

Reflections Chair: Recruit and lead a committee to publicize and coordinate the annual PTA Reflections art program; identify judges, collect entries, and distribute awards. *Time commitment: high during the Reflections contest period, some work needs to be done at school* **(Operations Committee)**

Book Fair Coordinator: Work with vendor and school staff to plan and organize one or two school Book Fairs during the year; recruit volunteers, schedule classroom visits, and supervise the Fair. *Time commitment: high during Book Fair weeks, requires spending significant time at school during Book Fairs* **(Ways & Means Committee)**

Direct Giving Chair: Coordinate Direct Giving campaign in the fall. Publicize the campaign, develop marketing materials, and supervise the collection, tracking, and timely deposit of funds donated. Provide thank you letters to all donors. May also organize contests or other incentives to encourage participation. *Time commitment: moderate-high during Direct Giving campaign; requires coming to school 2-3 times per week during campaign* **(Ways & Means Committee)**

Spirit Wear Coordinator: Work with spirit wear vendor to develop spirit wear design and coordinate spirit wear sales (typically two) during the school year; distribute sales flyers to students and staff, collect orders, and distribute items. *Time commitment: moderate during sales; requires coming to school periodically* **(Ways & Means Committee)**

Spirit Nights Coordinator: Contact area restaurants to set up BAC Spirit Nights; publicize events and report earnings to PTA Board. *Time commitment: low, can be done from home* **(Ways & Means Committee)**

Easy Money Promotions Coordinator: Create awareness and encourage participation in various school fundraising programs offered by companies and grocery stores in our area, primarily grocery store card links and Box Tops for Education; collect and mail in Box Tops to meet semiannual deadlines. *Time commitment: low, can be done from home* **(Ways & Means Committee)**

Fall Festival Chair: Work with vendors, school staff and PTA volunteers to plan and organize the Fall Festival at the end of October; recruit volunteers and publicize event. *Time commitment: high during October, requires coming to school frequently* **(Events Committee)**

Fifth Grade Graduation Reception Chair: Coordinate a reception with light refreshments immediately following the fifth-grade graduation ceremony on the final day of school. *Time commitment: low, during final two weeks of school; will be required to be at school on the last day* **(Events Committee)**

Staff Appreciation Chair: Organize staff appreciation events and activities, including Staff Appreciation week, Thanksgiving Pie Drive, and various lunches/activities throughout the year. *Time commitment: variable as events are occurring, as decided by chair; will require coming to school for specific events* **(Events Committee)**

On-Site Marketing/Hospitality Chair: Assist staff with hosting magnet program open houses and other parent events (Principal's Coffees, Beginners' Day); assemble PTA materials for distribution and recruit current PTA members to speak with prospective parents. *Time commitment: low; required to be at school for events (4-5 during the year)* **(Events Committee)**

Membership Chair: Coordinate the drive for new PTA members at the start of the school year; organize membership sign-ups at Open House and during the first weeks of school; promote PTA membership to staff and parents; collect membership data and report to the NCPTA and work with Treasurer to ensure dues are fully paid. *Time commitment: low, higher during first month of school; most work can be done from home* **(Events Committee)**