

Thoreau Middle School PTA Board Member Job Descriptions (updated 9/09)

PTA Administration and Support:

Executive Committee

As elected positions, the following also include duties as may be provided from the bylaws or as directed by the Executive Committee:

PTA President serves as chair of the Executive Committee and the Board, oversees all PTA operations and the PTA budget, represents the Thoreau PTA in all matters with the local PTA, school and county administrators, presides at all meetings of the association and coordinates the work of the officers and committees. The president assumes duties upon the completion of the PTA meeting election in May or June. Requirement: a consistent, high level of involvement throughout the year, including summer months.

PTA Vice President is responsible for overseeing PTA activities as deemed appropriate by the Board; also serves as an aide to the president and performs the duties of the president in his or her absence. The vice-president assumes duties upon the completion of the PTA meeting election in May or June. Requirement: a high level of involvement throughout the year, including summer months.

PTA Treasurer is responsible for the planning, monitoring and execution of all PTA financial functions. The treasurer has custody of all funds, makes disbursements, remits dues, and prepares a written financial statement comparing expenditures and budget for every meeting. Also prepares an annual financial report at the close of the fiscal year. The treasurer assumes duties upon the completion of the audit from the previous year. Requirement: a moderate level of involvement throughout the school year, and particularly when collecting dues and preparing annual budgets.

PTA Secretary produces minutes for all PTA meetings, records all documents and communications issued by the PTA, keeps an official copy of the PTA by-laws, and maintains a membership list. The secretary assumes duties upon the completion of the PTA meeting election in May or June. Requirement: a moderate level of involvement throughout the school year.

Membership

Two co-chairpersons are needed for this position; preferably an 8th grade lead and 7th grade understudy (who could take over the following year). Recruit members from the Thoreau families, community, faculty and staff. This includes putting together a flyer for back to school packets in August and collecting registrations at the beginning of school and Back-to-School Night with follow up as needed throughout the year. Manages registration dues and membership records and coordinates registration with the National and State PTAs. Liaison between the Directory Chair, No-fuss fundraiser and the corporate matching gifts programs, which is communicated through the same introductory flyer. Coordination of this program can be done from home. Requirement: a high level of involvement at the beginning of the school year followed by a moderate level of work through the remainder of the year.

Volunteers

Seek out parent volunteers for PTA activities by preparing and distributing volunteer information to parents, then creating a database from the returned volunteer sign-up sheets that will be available to other PTA board members to identify volunteers for the PTA's various activities. This committee is also charged with the task of exploring improved ways to reach all the members of the Thoreau parent community to encourage their involvement in volunteer opportunities. Other duties include keeping the job member descriptions up to date, assisting with the volunteer coffee at the beginning of the school year and coordinate volunteers for additional school support programs such as: Annual Art exhibit, Library, Office Work, School Pictures, Thoreau Matters. Requirement: a high level of involvement at the beginning of the school year followed by a moderate level of work through the remainder of the year.

Website

The Website administrator is responsible for creating, maintaining and updating the Thoreau PTA website and the custom e-mail addresses. Timely updates to the site will be made on an as needed basis especially during the bi-monthly release of the Thoreau Matters. Requirement: a modest level of activity throughout the school year.

Liaisons:

Diversity

This liaison serves to help to bring our diverse community together, especially focusing on the International community. Duties include attending meetings of the Fairfax County Minority Student Achievement Oversight Committee and provide periodic reports to the Thoreau PTA. Requirement: a brief level of activity throughout the school year.

Legislative representative

The representative keeps the Thoreau PTA apprised of the happenings of the Fairfax County Council of PTAs, the FCPS School Board, the Fairfax County Board of Supervisors which directly affect our school and attend meetings whenever possible (some of the meeting minutes are posted on-line for convenience). Make recommendations on actions the Thoreau PTA should take, such as speaking at meetings, writing letters, etc. Give special attention to school budget matters. Requirement: a modest level of activity throughout the school year.

Special Education Liaison

This Liaison serves as a resource about the special Education community. Duties include attending meetings of the Fairfax County Advisory Committee for Students with Disabilities and providing periodic reports to the Thoreau PTA. Requirement: a brief level of activity throughout the school year.

School Liaisons (Elementary and High School)

The following liaisons serve as resources about our feeder elementary and high school schools in the pyramid. Their duties include keeping the Thoreau community informed about programs and activities, submitting items to the Thoreau Matters, and attending both organizations' PTA meetings. Requirement: a brief level of activity throughout the school year.

Elementary Schools Liaisons:

Cunningham Park ES
Flint Hill ES
Freedom Hill ES
Louise Archer ES
Marshall Road ES

Oakton ES
Stenwood ES
Sunrise Valley ES
Vienna ES
Wolftrap ES

High School Liaisons:

Madison HS
Marshall HS
Oakton HS
Thomas Jefferson HS

Welcome

Welcome new families to the school. At the beginning of the year, they coordinate the phone calling of all new to Fairfax county Schools by the board members. This welcoming of families continues throughout the year.

Student Programs and School Support:

Directory

The chairperson compiles, publishes, and distributes the annual PTA directory of Thoreau MS families along with organizing the sale of additional directories. It requires coordination with our partner, NFCU (the publisher of the directory) and the school office staff (providers of the students' and parents' names, addresses and phone number information). E-mail addresses are received from TMSPTA membership forms. The work is primarily from September-November and can be done mostly from home.

Grocery Receipts

The PTA supports Thoreau in facilitating this school fundraiser by working with Giant, Safeway and any other grocery stores which promote rebate programs to assist in school fundraising efforts. Duties include: coordinating re-registering the school in the Giant Bonus Bucks program at www.giantfood.com and the Safeway club card program at www.escrip.com before school begins and confirm that registration is active. The committee will communicate and promote the rebate programs to the TMS community and be responsible for any collection efforts. Enter the collected registration forms online and via mail. Keep the PTA updated on the proceeds from these programs. Coordination of these programs can be done from home.

Hospitality

Organize and coordinate breakfasts and luncheons for faculty and staff, and provides occasional appreciation gestures to outstanding members of the staff. Requirement: a moderate level of involvement throughout the school year.

Health

No experience necessary, training is available for those wishing to participate more actively when the school nurse is absent. Coordinates help on an "as-needed" basis during school health screenings, including vision and hearing testing in November.

Landscaping

Responsible for improving and maintaining the grounds of the school, including weeding, planting, mulching, watering, pond maintenance and general clean-up, especially before school and in fall and spring. The primary focus areas are the front of the school and the courtyard. Landscaping Days require extensive community involvement generated from publicity including postings in Thoreau Matters, outside sign and WEXL, contacting volunteers and coordination with Citizenship faculty (for students wishing to get 8th grade service hours).

Magazine Drive

Two co-chairpersons are needed for this position; preferably an 8th grade lead and 7th grade understudy (who could take over the following year). The PTA supports Thoreau in facilitating this school fundraiser by tallying magazine orders and helping with prize distribution. Requirement: a high level of involvement at the beginning of the school year.

Parent Programs

Plan and organize events to provide useful information to middle school parents. Previous speakers have addressed topics including parenting, bullying issues, drug awareness, internet safety, gang awareness, and joint programs with the diversity chair. Requirement: a moderate level of involvement linked to the timing of the lectures selected.

Reflections Program

The National PTA sponsors this program to promote creativity in the arts (literature, poetry, photography, visual arts, and music) in a contest format. Students submit their original work based on a chosen national theme. The Chairs organize the Reflections program, communicate with the Thoreau community, and coordinate the submission of entries to the regional competition level. Plans an awards ceremony and, if possible, an art show.

School Store

Two co-chairpersons are needed for this position; preferably an 8th grade lead and 7th grade understudy (who could take over the following year). Responsibilities include purchasing supplies, staffing the store and maintaining the books. Coordinate with the school administration. Requirement: a high level of involvement at the beginning of the school year followed by a moderate level of work through the remainder of the year.

Events:

7th Grade Dinner Event

Coordinate and plan the family dinner event that take place in early November. A notebook with previous years' information is available for planning.

8th Grade Event

Coordinate and plan the event that take place in early November. A notebook with previous years' information is available for planning.

8th Grade Dance

Coordinate and plan the 8th grade dance event that takes place at the end of the school year. It requires a high level of involvement in May and June and the ability to coordinate a large team. A notebook with previous years' information is available for planning.

School Spirit Game

Coordinate the Kilmer/Thoreau Teacher Basketball game (usually in late January). Liaison with the school's administration and staff (including the teacher team) and the corresponding Kilmer chairperson. Coordinate spirit items, advertising and ticket sales.