

Sugar Mill Elementary
Parent Teacher Association Standing Rules
2023 - 24 Committee Chair Job Descriptions

Standing Rules for 2023-24 will be voted on at the July 2023 Executive Board Meeting

VIII. Standing Committees

The standing committees of this Local PTA shall be:

A. Publicity

1. This committee shall be composed of a chair and at least two (2) members.
2. This committee shall be responsible for:
 - a. Updating the Sugar Mill Elementary PTA website and social media on a regular basis
 - b. Publishing a monthly newsletter during the school year;
 - c. Creating a monthly calendar and distributing via Tuesday folders; and
 - d. Coordinating with the President.
3. Should there be a vacancy in this position, the President Elect assumes the position.

B. Membership

1. This committee shall be composed of a chair (1st Vice President (Membership)) and at least two (2) members.
2. The two members on this committee shall be responsible for:
 - a. Assisting 1st Vice President (Membership) in implementing a membership campaign(s) for the coming year
 - b. Actively recruiting PTA members throughout the year

C. Volunteers in Public Schools (VIPS)

1. This committee shall be composed of a chair and at least one member.
2. This committee shall be responsible for:
 - a. Coordinating all volunteer activities at the school;
 - b. Requiring all volunteers to annually complete the required FBISD Volunteer Criminal History Application and to track their volunteer hours in the appropriate database;

c. Coordinate *Coffee with the Principal* 2 times/year, or as the Principal's schedule allows.

d. Attend FBISD VIPs meetings throughout the year and report at the Executive Board Meetings. If VIPS Chair is unable to attend one of these meetings, VIPS Committee Chair needs to send a replacement.

3. Should there be a vacancy in this position, the President Elect assumes the position.

D. Home Room Parent

1. This committee shall be composed of a chair and at least seven (7) members, one per grade level.

2. This committee shall be responsible for:

a. Coordinating two (2) parties for the school year: Holiday (December) and Valentine's Day (February), including determining snacks and activities in collaboration with Principal and grade level team leads; and

b. Recruiting a home room parent for each teacher;

c. Coordinating Teacher Favorites; and

d. Coordinating staff birthday gifts.

3. Should there be a vacancy in this position, the President Elect assumes the position.

E. Box Tops and Kroger Rewards

1. This committee shall be composed solely of one chairperson.

2. This committee shall be responsible for:

a. Planning and executing Box Top participation initiatives; and

b. Planning and executing Kroger Rewards participation initiatives.

3. Should there be a vacancy in this position, the 2nd Vice President (Fundraising) assumes the position.

F. Spirit Store

1. This committee shall be composed of a chair and at least two (2) members.

2. This committee shall be responsible for:

a. Selecting and managing inventory in the school store; and

b. Sell and distribute spirit items.

3. Should there be a vacancy in this position, the 2nd Vice President (Fundraising) assumes the position.

G. Hospitality Events

1. Hospitality Events Chair will be responsible for:
 - a. Coordinating food item donations and securing volunteers to serve for the following events:
 - i. Tears & Cheers (First Day of School)
 - ii. Veteran's Day (November)
 - iii. Grandparents Day (November)
 - b. This chairperson may appoint leads for each event if desired.
2. Should there be a vacancy in this position, the President assumes the position.

H. Hospitality Staff Appreciation

1. Hospitality Staff Appreciation Chair will be responsible for:
 - a. Decorating the Teacher's Lounge monthly;
 - b. Coordinating at least one teacher appreciation luncheon per semester;
 - c. Stocking the Teacher's Lounge at least one time per semester;
 - d. Coordinating Custodial Appreciation (October); and
 - e. Coordinating Crossing Guard Appreciation (February).
 - f. This chairperson may appoint leads for each event if desired.
2. Should there be a vacancy in this position, the President assumes the position.

I. Spirit Nights

1. This committee shall be composed of a chair and at least two (2) members.
2. This committee shall be responsible for:
 - a. Planning, securing, and executing Spirit Night fundraisers at least once/month.
3. Should there be a vacancy in this position, the 2nd Vice President (Fundraising) assumes the position.

J. Sponsorships

1. This committee shall be composed of a chairperson and is responsible for:
 - a. Soliciting and securing family and businesses sponsors; and
 - b. Creating sponsorship tiers (including sponsor benefits).
2. Should there be a vacancy in this position, the 2nd Vice President (Fundraising) assumes the position.

K. 5th Grade Celebration

1. This committee shall be composed of a chair and at least two (2) members.

2. This committee shall be responsible for:
 - a. Planning, securing, and executing the 5th grader celebration at the end of the year.
3. Should there be a vacancy in this position, the President assumes the position.

L. Holiday Shop

1. This committee shall be composed of a chair and at least two (2) members.
2. This committee shall be responsible for:
 - a. Planning, securing, and executing the Holiday Shop for the students in the month of November or December;
 - b. Securing volunteers for the Holiday Shop; and
 - c. Coordinating with the Teacher Liaison and Principal.
3. Should there be a vacancy in this position, the Holiday Shop will not occur.

M. Landscaping

1. This committee shall be responsible for:
 - a. Planning, securing, and executing landscaping improvements for the front part of the school (drop off circle) two times/year; and
 - b. Securing volunteers for the landscaping events.
2. Should there be a vacancy in this position, the President assumes the position.