

**Prairie Creek Elementary
PTA Board Positions
School Year 2012 - 2013**

Please submit your name and / or names of people you think would be candidates for any of the following positions, by emailing Michelle White at michelle.white2@yahoo.com, by Friday, February 3rd

Position	Description (pending approval of the March General PTA Meeting)
Officers of Executive Board (should commit to attending monthly PTA meetings):	
President	Coordinates the work of the officers and committee chairmen.
1st VP- Aide	Act as an alternate for President at RISD Council of PTA meetings, assists other officers and committee chairs, responsible for special projects
2nd VP - Programs	Arranges and presents PTA programs such as Dad's and Donuts, Mom's and Muffins and Lunch with Loved Ones
3rd VP - Membership	Coordinates annual membership drive and membership awards
4th VP - Hospitality	Coordinates refreshments for PTA events, including back to school coffee, holiday party in December, and old / new Board luncheon in May
5th VP – Education & Enrichment	Arranges and presents education and enrichment programs, coordinates chairs of Red Ribbon week, SAGE, Enrichment, Arts in Education, Clothes Closet, and School Supplies. Oversees Founder's Day (takes place every other year)
6th VP – Ways & Means	Coordinates Chairs of fundraising projects (currently Box Tops, Fall Fundraiser, Fun Run, Golf Tournament, Spiritware, Spring Fundraiser) & organizes monthly spirit nights
7th VP – Publicity	Coordinates membership and community awareness of PTA events, activities, and social media. Works with webpage & eNews to ensure unified messaging
Secretary	Records minutes from Executive and General PTA meetings
Parliamentarian	Advises on matters of parliamentary procedure/ Chairman of by-laws committee, coordinates Nominating Committee process
Historian	Compiles a scrapbook with a record of events and activities of PTA
Treasurer	Responsible for all financial transactions and financial records of PTA
Executive Board Voting Members (should commit to attending monthly PTA meetings):	
E-news	Maintains e-mail ID list and approves weekly e-mail updates
House & Grounds	Assist in beautifying the school property; assists in recycling programs; coordinates the EPA environmental poster contest
J.J. Pearce Liaison	Keeps PCE informed of JJ Pearce High School information
Legislation & School Board Rep	Strives to secure adequate laws for care and protection of youth; attends and reports on the RISD School Board Meetings
Library Liaison	Coordinates Junior Great Books program and works with librarian on events sponsored through the library including Scholastic Book Fair
North Jr. High Liaison	Keeps PCE informed of North Junior High information

Parent Teacher Relations	Coordinates activities to promote good relationships between staff and parents including monthly luncheons and / or snacks
Room Representative	Recruits volunteers for each teacher and coordinates between them and the Executive Board
RISD Council of PTA's Representatives (2)	Attends monthly meetings; coordinates collection of books for annual Council used book fair and other projects including the 1 st & 2 nd Grade Play
Special Events	Coordinates special events, retirement parties, school anniversaries and Back-To-School events
Volunteer Services	Coordinates volunteers needed to assist various officers and chairmen, disseminates lists of volunteers to staff members, officers and chairmen, and reports volunteer hours to Council
Web Page	Maintains the domain and hosting contract; updates the web-page as needed
Special Committee (non voting) Members and PAC:	
Arts in Education	Coordinates Reflections Program; Assists in coordinating fine arts field trips, coordinates the Pumpkin Patch
Box Tops	Coordinates participation in Box Tops program
Clothes Closet	Coordinates volunteers and donations for the RISD Clothes Closet and Shoe Shoe Train drive
Directory	Responsible for publishing student directory
Enrichment	Coordinates after school programs
Fall Fundraiser	Coordinates Fall Fundraising effort (has been Cookie Dough for the past few years; previously had been Gift Wrap sales)
Fun Run	Coordinates the PCE Fun Run fundraising event
Golf Tournament	Coordinates the PCE Golf Tournament fundraising event
Panther Wall	Designs and implements decoration of the Panther Wall
Red Ribbon Week	Coordinates Red Ribbon Week
SAGE (Special and Gifted Education)	Represents the district offering for gifted and talented, as well as special needs programs
School Supplies	Coordinates the ordering and delivery of School Supplies for PCE students
Sign Choir	Coordinates events, communication, and membership roster; assists chair director as needed
Spirit Sales	Coordinates the selection, order and delivery, and sales of Prairie Creek spirit wear
Spring Fundraiser	Coordinates Spring Fundraiser event (typically an auction)
Talent Show	Coordinates the Spring Talent Show
Yearbook	Oversees production and sale of the yearbook
Parent Advisory Committee (PAC)	Serves on a district wide committee; solicits questions from PCE parents to be addressed by district personnel
PAC Alternative	Serves on a district wide committee; solicits questions from PCE parents to be addressed by district personnel