

Prairie Creek Elementary PTA

Recommendations for Board Positions

Submit your name and/or names of people you think would be candidates for any of the following positions:

Recommendations	Position	Description
	President	Coordinates the work of the officers and committee chairmen
	1st VP – Aide to the President	Assists officer and chairmen; responsible for special projects; chairman of Assemblies Committee
	2nd VP – Programs	Arrange and present 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
	5th VP – Health and Welfare	Chairman of Health and Welfare Committee; coordinate Red Ribbon Week and Panther Care Center; cooperates with school nurse and others in presenting facts pertaining to mental and physical health education
	6th VP – Ways and Means	Coordinates and oversees PTA Fundraising Events
	7th VP – Publicity	Coordinate membership and community awareness of PTA Events and Activities
	8th VP – Parent Education	Arrange and present parent education programs
	Secretary	Record minutes from Executive and General PTA Meetings
	Treasurer	Responsible for all financial transactions and financial records of PTA
	Parliamentarian	Advise on matters of parliamentary procedure; Chairman of by-laws committee
	Historian	Compiles a scrapbook with a record of events and activities of PTA
	Parent Advisory Committee (PAC) Rep	Serves on a district wide committee; solicit questions from PCE parents to be addressed by district personnel
	Arts in Education	Coordinate Reflections Program; assist in coordinating fine arts field trips, coordinate the Pumpkin Patch
	Clothes Closet Representative	Coordinate volunteers and donations for the RISD Clothes Closet
	RISD Council of PTA’s Rep	Attend monthly meetings; coordinate collection of books for annual Council used book fair and other projects including the primary play
	Directory	Responsible for publishing student directory

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	Enrichment	Coordinate after school programs
	House and Grounds/Environmental	Assist in beautifying the school property; assist in recycling programs; coordinate the EPA environmental poster contest
	Legislation/School Board Rep	Strive to secure adequate laws for care and protection of youth; attend and report on the RISD School Board Meetings
	Newsletter	Compile information of interest pertaining to PTA
	Parent Teacher Relations	Coordinate activities to promote good relationships between staff and parents
	Room Representative	Recruit volunteers for each teacher and coordinate between them and the executive board
	Special Events	Coordinate special events, retirement parties, school anniversaries and Back-To-School events
	Volunteer Services	Coordinate volunteers needed to assist various officers and chairmen, disseminate lists of volunteers to staff members, officers and chairmen, and report volunteer hours.
	Library Liaison	Coordinate Junior Great books program and work with librarian on events sponsored through the library including Scholastic Book Fair
	Fall Fundraiser	Coordinate Fall Fundraising effort (has been Cookie Dough for the past 2 years; previously had been Gift Wrap sales)
	Golf Tournament	Coordinate PCE Golf Tournament fundraising event
	School Supplies	Coordinate the ordering and delivery of School Supplies for PCE students
	Spirit Sales	Coordinate the selection, order and delivery of Prairie Creek spiritwear for the beginning of the school year
	Technology	Send weekly Enews and coordinate updating of the PCE Website
	Spring Fundraiser	Coordinate Spring Fundraiser event (typically an auction)
	Yearbook	Oversee production and sale of the yearbook
	SCRIP	Coordinate SCRIP gift card fundraiser orders and deliveries
	North Junior High Liaison	Keep PCE informed of North Junior High information
	JJ Pearce High School Liaison	Keep PCE informed of JJ Pearce High School information

Please return forms to the PCE Office by Friday, January 23rd