

## 2020 – 2021 Standing Committees



We would like all committees to consist of a minimum of 3 persons. Committee work is a terrific opportunity for parents and caregivers to be directly involved in a student's educational experience. Everyone is invited. \*

### **1. Advocacy**

Promotes advocacy on behalf of children and family engagement and any purposes as outlined in section 2 of the Bylaws in a non-partisan manner and without jeopardizing 501(c)3 status.

### **2. Audit**

Responsible for audits and financial reviews including monthly and annual financial reviews and an audit upon the exit of any elected officer of the Board of Directors.

### **3. Nominations**

Identifies talented, motivated, and responsible people to serve as officers of the PTA.

### **4. Reflections**

Organizes and supports the reflections arts program. [Learn about Reflections](#), a 50+ year old arts program started by the PTA.

### **5. Diversity and Inclusion**

This committee will help ensure we are valuing our difference and similarities as a community. Helps set goals and provide opportunities for SWES members to interact with and continue knowing each other. It will also help ensure the PTA is representing the concerns and goals of the diverse community at SWES. Diversity and Inclusion helps ensure the PTA is a welcome environment for all genders and ethnicities and beyond.

### **6. Student and Family Programming**

This committee oversees programs and events for the SWES community. These include but are not limited to Talent Show, Art and Music nights, STEM Night, Social and Emotional support, and other exciting community building programs. The committee should be composed of coordinators for these events.

### **7. Fundraising**

Oversees all fundraising on behalf of the PTA. Attends meetings and planning sessions for the three primary fundraisers (Attractions Books, Boosterthon, Book Fair). Coordinates decisions on which businesses are asked for sponsorships on events. Tracks who has donated for appropriate recognitions. Assists in grant writing and approaching businesses for sponsorships and donations. Committee members collaborate with the Fundraising chair and assist as needed. Many hands make light work!

This committee includes the coordinators for the three primary fundraisers:

- a. Boosterthon – Coordinator roles (2) available for overseeing Boosterthon.
- b. Attractions Book Sales – Coordinator role oversees this fundraising event along with the Fundraising chair.
- c. Book Fair – Coordinator roles (2) available. This involves planning and set up for the Book Fair and coordinating volunteer slots to ensure the store is covered during sale hours if face to face.

Fundraising committee oversees passive fundraisers such as restaurant nights and box tops as well as corporate rebates programs. These duties can be assigned to Coordinators or Sub-Committees.

Fundraising committee will also work closely with other committees to achieve goals set collaboratively (ie- Art fundraiser, STEM grants, etc.)

## **8. Appreciation and Celebrations**

Identifies opportunities to show appreciation and celebrate success. Some events include the school year welcoming celebration, the year-end celebration, and staff and teacher celebrations and recognitions.

- a. Staff Appreciation
- b. Volunteer Recognition

## **9. Photography and Yearbook**

Captures moments, events, and helps retell the story of the year in real time for yearbook and social media for students, staff and families and works with third party vendors to produce a yearbook at the end of the year. This includes photographing events, gathering third party submitted photography and the responsibility for overseeing compliance with parent/guardian permission on publication.

## **10. Environmental Support**

Helps ensure an appropriate school community environment for safe, supportive learning. Projects like sensory walks, landscaping, trash management, exterior art, and many others are so appreciated by our school and families.

## **11. Educational Enhancements Committee**

This committee works with the Board and Administration, teachers and staff to oversee the Educational Enhancement for our SWES students. This includes coordinating Mini-Grants, software support, and funding for Specials.

\*No one shall be prohibited from serving on a committee without a serious reason such as a legal matter or violation of the SWES PTA Volunteer Code of Conduct or GCS rules.

## Committee Chair Roles and Responsibilities

Below are Committee Chair Role Descriptions. Each chair is responsible for ensuring interested volunteers are included in committee work. Each Chair should also plan to join a two hour board meeting per month in addition to the time noted below.

Committees	Chair Responsibilities	Est. Time
Advocacy	Organize interested people on advocating for school funding, adequate space and environment, health and safety issues, and any other matters identified as important by the SWES community. May require networking with local leaders. Keep the board and the community informed on the issues and progress.	3-4 hours per month for organizing and meetings.
Audit	Set monthly meeting to review financials. Set meeting to review final books. Provide a statement on the review findings at year end. Attend monthly board meetings.	1 hour per month for reviews. 3 hours at year end.
Nominations	Network with Administration, Teachers, and parents on potential nominees for officer positions on a regular basis. Provide a list of nominations by March 2021.	Varies on networking.
Reflections	Organize and support the Reflections art program. Display and publicize submissions and recognitions locally.	2-3 hours per month.
Diversity & Inclusion	This is a new committee wide open for ideas. National PTA has provided guidelines on implementing this committee at the local level. The Chair will identify ways to support Diversity & Inclusion including but not limited to male engagement, special needs, cultural competence (including e-learning), and making sure our diverse community has a voice and active participation in PTA and at SWES. Work with Teachers and Staff on Multicultural night and monthly activities. Provide monthly reports on plan of work, opportunities, needs, and progress.	4-6 hours per month for committee work.
Student and Family Programming	Working with the Board and Membership, identify student and family programming needs. Identify program and event coordinators and assist with volunteer identification for the activities/events. Help identify resources including funds and volunteers by networking with other Committee Chairs and officers. Provide monthly reports to the board plans of work, progress, and help needed. Ensure volunteer inclusion and publicity are covered in conjunction with the coordinators.	5 hours per month for committee time.

Fundraising	Working with Officers and Principal Thigpen and Vice Principal Sciandra, maintain a list of potential sponsors, donors and grantors. A list exists currently as a living document that needs regular updates. Help the Board set a tiered donor recognition program. Assist the Treasurer and Event Coordinators in tracking incoming funds. Provide monthly report on progress by fundraising source. Assist in soliciting donations and sponsorships and ensure recognition is given.	4 hours per month; heavier during Boosterthon (Sept. and Oct.) for committee work.
Appreciation and Celebrations	Support school spirit and morale with school year welcoming celebration, the year-end celebration, and staff and teacher celebrations and volunteer recognitions. Works closely with other work committees on volunteer recognition to ensure volunteers receive a personal thank you. Also works with Fundraising Committee to identify resources for donations and sponsorships of recognitions. Provides monthly reports on progress and plans of work.	2-3 hours per month for committee work.
Photography & Yearbook	Attend events and programs to document attendance, take photography and video, and capture moments for Yearbook. Coordinate with President and 2 <sup>nd</sup> VP on communications and imagery resources as well as Administration for social media. Oversees yearbook production along with a subcommittee this role creates.	15 hours per month for committee work. March-April approx.10 hours per week.
Environmental Support	Supports a positive school environment that motivates children's' interest in learning and growth. Seeks parent, teacher, and student input to define activities. Engages volunteers to help define new and/or improved learning environments. Works closely with Advocacy and Fundraising committees. Reports on work plans and progress monthly.	3-4 hours per month for committee work.
Educational Enhancement Committee	Work with Administration, Teachers and Staff to oversee the Educational Enhancement for our SWES students. Also solicit parent input. Maintain a list of needs and communicate regular with Fundraising committee on these. Coordinate Teacher Mini-Grants, software support, and funding for Specials. Monitor for achieving efficiency and seeking donations where the opportunity exists.	2-3 hours per month for committee work.