

# VOLUNTEER FOR OUR 2022-2023 RHPTA EXECUTIVE BOARD

Many of Ridglea Hills Elementary's events could not happen without parental involvement. The RHPTA Executive Board consists of 42 positions held by RHPTA general members. While each position has a specific job, the Executive Board makes administrative and financial decisions for RHPTA. In addition to the specific jobs outlined, each Executive Board member should be able to regularly attend board meetings. There are eight Officer positions, elected by the general RHPTA membership, and 34 Appointed Chair positions chosen by the incoming President. A short explanation of duties is provided. If you need further explanation, please contact current President, Megan Powers, at [meganpowers84@yahoo.com](mailto:meganpowers84@yahoo.com). Completed form due by Friday, March 11<sup>th</sup>.

**Executive Board Officers (Elected by RHPTA General Membership):**

*(Check positions interested in)*

<input type="checkbox"/>	President
<input type="checkbox"/>	VP Membership
<input type="checkbox"/>	VP Programs
<input type="checkbox"/>	VP Fundraising
<input type="checkbox"/>	VP Room Parents
<input type="checkbox"/>	VP Volunteers
<input type="checkbox"/>	Secretary
<input type="checkbox"/>	Treasurer

**Appointed Chair Positions (Appointed by Incoming President):**

*(Check positions interested in)*

<input type="checkbox"/>	Academic Fairs	<input type="checkbox"/>	Library Coordinator
<input type="checkbox"/>	AR Coordinator	<input type="checkbox"/>	Mustang Mall
<input type="checkbox"/>	Cafeteria Volunteers	<input type="checkbox"/>	Mustang Muscle
<input type="checkbox"/>	Carnival	<input type="checkbox"/>	Parliamentarian
<input type="checkbox"/>	Chess Club	<input type="checkbox"/>	Popcorn Friday
<input type="checkbox"/>	Communications	<input type="checkbox"/>	RH Buddies
<input type="checkbox"/>	Directory	<input type="checkbox"/>	RIF
<input type="checkbox"/>	External Funds	<input type="checkbox"/>	Special Events
<input type="checkbox"/>	Fifth Grade Fundraising	<input type="checkbox"/>	Spring Auction
<input type="checkbox"/>	Fine Arts Day	<input type="checkbox"/>	Student Aid
<input type="checkbox"/>	Field Day	<input type="checkbox"/>	Talent Show
<input type="checkbox"/>	Hospitality	<input type="checkbox"/>	Teacher Appreciation
<input type="checkbox"/>	Hot Dog Supper	<input type="checkbox"/>	Teacher Rep (lower)
<input type="checkbox"/>	House and Grounds	<input type="checkbox"/>	Teacher Rep (upper)
<input type="checkbox"/>	Inclusion	<input type="checkbox"/>	Walkathon Chair
<input type="checkbox"/>	Kindergarten Roundup	<input type="checkbox"/>	Website
<input type="checkbox"/>	Legislative Representative	<input type="checkbox"/>	Yearbook

Name: \_\_\_\_\_ Phone/ Email: \_\_\_\_\_

Return to Megan Powers – [meganpowers84@yahoo.com](mailto:meganpowers84@yahoo.com) or leave at RHE front office by Friday, March 11th

**EXPLANATION OF DUTIES:** *(Please note these are quick descriptions. With most jobs, there is room for change and growth, and RHPTA is a constantly changing group, so no person is expected to do a job exactly like the year before, but all officers and chairpersons are expected to work independently and coordinate their activities with the President.*

**EXECUTIVE BOARD OFFICERS:**

**1st VP Membership** – Promotes membership, submits membership roster and dues to TX PTA and chairs Lifetime Membership Award Committee.

**2nd VP Programs** – Works to assist the chairs of the many programs provided by RHPTA.

**3rd VP Fundraising** – Oversees all fundraising events. Assists fundraising chairs.

**4th VP Room Parents** – Responsible for recruiting room parents for each class and communicating with room parents throughout the year.

**5th VP Volunteers** – Responsible for recruiting volunteers as needed by program chairs, recording volunteer hours and submitting volunteer hours to FWISD.

**Treasurer** – Responsible for the financial transactions of the PTA, paying invoices and keeping records of all financial transactions.

**Secretary** – Attends all meetings, recording attendance minutes at the meetings, providing records as needed.

**APPOINTED CHAIRS:**

The **Academic Fairs Chair** shall support academic programs by coordinating invention convention, history fair and science fair in accordance with district guidelines. This includes copying and distributing information packets, ordering ribbons, and obtaining judges.

The **Accelerated Reader (AR) Chair** shall coordinate the AR program with the librarian and teachers and maintain records for ribbons and awards. Ribbons shall be distributed on a weekly basis as students reach the various levels.

The **Cafeteria Chair** shall recruit and schedule volunteers to work in the cafeteria.

The **Carnival Chair** shall organize the school carnival in the fall. The chair shall work with room parents on working the class booths and recruit a third-grade parent to organize the haunted house.

The **Chess Club Chair** shall be responsible for running chess club, including enlisting students to participate and parents to volunteer. If tournaments are to be held at Ridglea Hills, the chair is responsible for coordinating.

The **Communications Chair** shall provide weekly communication to the association via electronic mail and social media to the association's private Facebook group and any other communication from chairs regarding upcoming events or opportunities.

The **Directory Chair** shall update the student directory electronically at the beginning of the year.

The **External Funds, Contests, and Awards Chair** shall research to find grants, give-aways, contests and awards that would enrich Ridglea Hills curriculum, student body, staff or educational environment. The chair shall develop programs with corporate or non-profit entities. All programs must be approved by the principal.

The **Field Day Chair** shall coordinate all PTA field day activities, including t-shirts, awards, refreshments, and volunteer help.

The **Fifth Grade Activities Chair** shall be a fifth-grade parent who shall organize and lead all fundraising for fifth grade activities, including promotion.

The **Fine Arts Day Chair** shall contact, schedule, and coordinate all artists and volunteers for Fine Arts Day, as well as gather all supplies needed for the day, and plan lunch for the artists, staff and volunteers.

The **Hospitality Chair** shall organize a welcome coffee for the first day of school as well as coordinate the closing luncheon in May.

The **Hot Dog Supper Chair** shall organize the meal for Hot Dog Supper, sell meal tickets, organize entertainment, seek donations of kid parties and work with room parents in soliciting donations for raffle baskets.

The **House and Grounds Chair** shall be responsible for interior and exterior beautification of the school, including landscaping and aquarium maintenance, in partnership with Mustang Muscle.

The **Inclusion Chair** shall work with teachers on ways to include all of the special education students in the various events and activities at Ridglea Hills in an appropriate manner.

The **Legislative Representative** shall serve as the representative to the Local Council from the association and report back monthly at board meetings and any membership meetings, as needed. The representative shall also keep the board and membership informed of any pending legislation affecting the education of our students.

The **Library Chair** shall schedule library volunteers to assist the librarian with shelving books and planning special events such as the book fair.

The **Mustang Mall Chair** shall be responsible for the design, ordering, sale and distribution of school spirit wear such as t-shirts and items such as yard signs.

The **Mustang Muscle Chair** shall be responsible for recruiting volunteers for the execution of any special beautification projects either interior or exterior in partnership with the House and Grounds Chair.

The **Mustang Roundup Chair** shall plan and organize Mustang Roundup to recruit new students for Pre-K, Kindergarten and other grades.

The **Parliamentarian** shall attend all meetings of the association and shall advise on matters of parliamentary procedure when requested.

The **Popcorn Friday Chair** shall recruit, train and schedule volunteers for Popcorn Fridays. The chair shall also be in charge of set up and take down of the popcorn machine as well as purchasing and maintaining supplies, as needed.

The **Ridglea Hills Buddies Chair** shall compile a list of interested teachers and staff and their favorite things and pair them with PTA board members who will surprise them with notes, treats and small gifts of appreciation throughout the year.

The **Run Club Chair** shall be responsible for managing the school's Run Club, including organizing and chaperoning the weekly running day for participating students and any additional group runs (i.e., Cowtown) as well as recruiting parent volunteers to assist when needed.

The **Scholastic's Family and Community Engagement (FACE)/Reading is Fundamental (RIF) Chair** shall purchase books and coordinate the distribution to students in December with the help of volunteers.

The **Special Events Chair** shall be responsible for Pumpkin Patch in the fall as well as the public school week activities, including Donuts with Dad, Muffins with Mom and Special Person's Day.

The **Spring Auction Chair** shall recruit volunteers for a spring auction committee and organize all events related to spring auction. The chair shall be responsible for scheduling a venue, entertainment and catering, solicitation of donations for silent

and live auction, working with the art teacher or parents in assisting in providing student art for Ridglea Rembrandt pieces for auction and promotion of spring auction.

The **Student Aid Chair** shall work with the counselor, principal, and teachers to support students in need with uniforms, school supplies, field trip money, etc. The chair shall also assist with coordinating the canned food drive, clothing drive, angel tree and uniform sale.

The **Talent Show Chair** shall coordinate all aspects of the talent show, including theme, acts, volunteers, photographer, etc.

The **Teacher and Staff Appreciation Chair** shall organize teacher and staff appreciation events throughout the year culminating with Teacher and Staff Appreciation Week in May.

The **Walkathon Chair** shall recruit volunteers for a Walkathon committee, organize all activities related to Walkathon, distribute event information to students and parents in September, distribute pertinent information to teachers in September, organize all promotional activities related to Walkathon, plan for safety and security of all individuals participating in Walkathon, and coordinate any recognition activities related to the event.

The **Website Chair** shall maintain the association website with current and accurate information as provided by the board.

The **Yearbook Chair** shall gather and take pictures and lay out the yearbook before sending it to the publisher. The chair shall also coordinate sales and delivery of the yearbook.