

## **Be a superHEro and Volunteer for**

### **Our 2021-22 PTA Board of Officers and Chairs!**

All of the many events at Ridglea Hills Elementary could not happen without parental involvement. The RHPTA board consists of 42 positions held by PTA general members. These positions together make up the RHPTA board. While each position has a specific job, the board as a whole makes administrative and financial decisions of the PTA. In addition to the specific jobs outlined, each board member should be able to regularly attend board meetings. There are eight elected positions, elected by the general PTA membership and 34 appointed positions. The appointed positions are appointed by the incoming president. A short explanation of duties is provided. If you need further explanation, please contact Rachel Harris at [r.harris@tcu.edu](mailto:r.harris@tcu.edu).

Executive Board Officers (Elected by General Membership):

\_\_\_ President

\_\_\_ 1st VP of Membership

\_\_\_ 2nd VP of Programs

\_\_\_ 3rd VP of Budget and Finance

\_\_\_ 4th VP of Room Reps

\_\_\_ 5th VP of Volunteer Coordination

\_\_\_ Treasurer

\_\_\_ Recording Secretary

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

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

3rd VP of Budget and Finance – Oversees all fundraising events. Assists fundraising chairs.

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

5th VP of Volunteer coordination – 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 minutes at the meetings, providing records as needed.

Appointed Chair positions:

Academic Fairs
AR Coordinator
Cafeteria Volunteer Coordinator
Carnival
Chess Club
Communications Chair
Directory
Field Day
Fifth Grade Fundraising
Fine Arts Day
Hospitality
Hot Dog Supper
House and Grounds
Inclusion
Kindergarten Round-Up
Library Coordinator
Mustang Mall
Newcomer Dinner
Newsletter
Popcorn Friday
RH Buddies
RIF
Special Events
Spring Auction
Store Incentives Chair
Student Aid
Talent Show
Teacher Appreciation
Teacher Representative 3rd-5th
Teacher Representative K-2nd
Walkathon Chair
Website
Yearbook
Mustang Muscle

*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 chairpersons are expected to work independently and coordinate their activities with the President.*

**Accelerated Reader (AR) Chairman** – Responsible for weekly tally of AR points, assisting Librarian with AR weekly awards, ribbons, etc. Responsible for the AR store, t-shirts and other recognitions.

**Carnival Chairman** – Responsible for all planning and organization of the fall carnival.

**Directory Chairman** – Responsible for compiling, printing and distribution of the student directory either electronically or in paper form at the beginning of the year.

**External Funds Chairman** – Responsible for seeking outside funds for RH, including grocery partners, etc.

**Field Day Chairman** – Responsible for all planning and organization of the spring field day.

**House and Grounds Chairman** – Responsible for upkeep and improvements around the school.

**Library Chairman** – Responsible for assisting the Librarian with book fairs, volunteers, etc.

**Yearbook Chairman** – Responsible for creating the yearbook using digital software from the vendor.

**Special Events Chairman** – Pumpkin Patch, Public School Week, Parent Breakfasts, assist school staff with grandparents' day, etc.

**Hospitality Chairman** – Responsible for PTA luncheons, including closing luncheon.

**Mustang Mall Chairmen** – Responsible for sale of school spirit shirts as well as any other spirit items, signs, etc.

**Teacher Appreciation Chairmen** – Responsible for teacher appreciation the entire year, with the main focus on official Teacher Appreciation week in May of each year.

**RH Buddies** – Responsible for pairing up a secret buddy (PTA member) for each teacher and staff member.

**Website** – Responsible for the upkeep of the RH Website.

**RIF (Reading is Fundamental) Chairman** – Planning and distribution of books at RIF events twice a year, as funds allow.

**Cafeteria Chairman** – Organizing volunteers to work in the cafeteria helping young students at lunch.

**5th Grade Graduation/Fundraising Chairman** – Work with administration and 5th grade teachers to fundraise for the 5th grade trip in the spring as well as planning the “extras” for graduation. (Must be 5th grade parents in 2019-20)

**Haunted House Chairman** – (a non-voting position, falls under Carnival)– Must be 3rd grade parents in 2019-20 school year. Responsible for planning and organizing the haunted house at the carnival, this is the project of all 3rd grade classes.

**Kindergarten Round-Up Chairmen** – Responsible for planning and organizing the annual kindergarten roundup at Ridglea Hills.

**Mustang Muscle Chairman** – Responsible for organizing the dads of the school to help with various projects throughout the year.

**Newcomer Hospitality Chairman** – Responsible for planning and organizing the New Family welcome in September, a first day coffee breakfast, as well as welcoming new families throughout the year.

**Newsletter Chairman** – Responsible for organizing, typing and copying the monthly newsletter for the school.

**Popcorn Friday Chairman** – Responsible for planning and organizing Popcorn Fridays throughout the year.

**Student Aide Chairman** – Responsible for organizing the fall uniform drive, the holiday angel tree and other activities throughout the year that benefit students in need. Work closely with the counselor.

**Talent Show Chairman** – Responsible for planning and organizing all aspects of the spring talent show.

**Website Chair** – Responsible for maintaining the website.

**Legislative Representative** – Shall serve as the representative to the Local Council from the association and report back monthly at executive board meetings and any general meetings. Also shall keep the board and general membership informed of any pending legislation affecting the education of our students.

**Communications Chair** – Shall provide weekly communication to the association via Electronic mail and any other communication from chairmen regarding upcoming events or opportunities.

**Inclusion** – Work with our teachers on ways to include all of our special education students in the various events and activities at Ridglea Hills in an appropriate manner.

**Academic Fairs** – Work with teachers to coordinate our science, history and invention convention fairs, securing judges and providing necessary materials to students.

**Chess Club** – Organize weekly meetings, secure parent and teacher volunteers to help run meetings, help organize chess club tournament.