

**FRANCONIA ELEMENTARY SCHOOL  
PTA COMMITTEE CHAIRPERSON JOB DESCRIPTIONS 2010 - 2011**

<b>Chair Position</b>	<b>Activity Description</b>	<b>Job Description</b>	<b>Est Time Req'd</b>	<b>Chairperson</b>
Arts for All	This event is held each year to promote the arts.	Meet with the Art Teacher to plan and organize event.	Spring; 2-4 hours	
Audit Committee	Perform annual review of PTA financial books.	Three volunteers are needed to perform the annual review of the PTA books to ensure accurate bookkeeping. A report must be filed with the VA PTA each year.	Audit must take place during summer, 4 hours	
Basket Bingo	Families gather in the gym and play bingo for a chance to win a basket of prizes.	Schedule and coordinate the logistics of the event to include gathering prize baskets, arranging for sale of food/beverages, determine volunteer requirements and soliciting 3 - 5 committee members.	Begin planning 6 - 8 weeks prior to event, 10-20 hours.	Rebekah Everest
Box Tops	General Mills Box Tops for Education are collected throughout the year to earn money for school equipment.	Prepare communication to promote the program. Coordinate collection and counting of box tops to submit to General Mills each quarter. Determine class winner; work with teacher to schedule class prize.	2 hours/quarter	Sharon Hester
Cartridges for Kids	Recycle used cell phones, empty laser, fax, copier, and inkjet cartridges as well as, laptops, Palm Pilots, iPods, video games, GPS Systems, DVD's and digital cameras. The recyclable items are returned to Cartridges for Kids®.	Coordinate the collection of recyclable items. Package and ship items to Cartridges for Kids once a quarter.	Quarterly, 1 - 2 hours.	
Communications: Newsletter and Website	A monthly PTA newsletter is distributed to the Franconia ES community; the school PTA website contains helpful information	Coordinate the preparation and distribution of the monthly PTA newsletter. Requires coordination with PTA board/Committee Chairpersons to gather articles to include in the newsletter. Experience with desktop publishing is helpful. Coordinate with school Technology Specialist to make recommendations on improving the PTA page on the school website.	2 hours monthly	Anand Karunakaran
Cultural Arts	The PTA supports cultural arts in our school by scheduling performing artists and curriculum-based cultural assemblies for the students.	Meet with the principal in fall to determine assembly wish list. Contact the outside vendor(s) to arrange assemblies.	1 hour/semester	Catherine Johnson
Election Day Bake Sale	A bake sale is held on election day to raise funds for the PTA.	Schedule event, coordinate food donations from parents, solicit coffee donation from local vendor and coordinate volunteers.	6 hours in November	Anna Ellis
Fairfax County Cluster V Parent Advisory Council Representative	Serve as the Franconia PTA liaison with the Cluster V Parent Advisory Council.	Attends two meetings and provides feedback to the Franconia PTA Board.	1 afternoon meeting in November; 1 evening meeting in April	
Fairfax County Council of PTA Representative	Serve as the Franconia PTA liaison with the Fairfax County Council of PTAs.	Attends county level PTA meetings and provides feedback to the Franconia PTA Board. As needed, acts as the liaison at the county, Fairfax district and VA state level by attending meetings and casting votes as appropriate.	Two-four evening meetings from October/November thru April	
Fairfax County Superintendent Parent Advisory Council Representative	Serve as the Franconia PTA liaison with the Superintendent Parent Advisory Council.	Attends monthly meetings with the Fairfax County Superintendent and provides feedback to the Franconia PTA Board.	Monthly evening meetings from October thru April	
Fall Fundraiser	Usually a gift catalog sale, the fall fundraiser is the biggest PTA fundraiser.	Coordinate distribution and collection of the sale information to students. Coordinate with the outside vendor to: create flyers and the incentive plan, tally and confirm orders. Coordinate distribution of the orders to students. Solicit other volunteers as needed to assist.	August - November; 10-20 hours	Shirley Woosley
Family Fun Run	A Family Fun Run is held in the fall to raise money for an organization that supports children.	Coordinate event logistics for run with VDOT, Franconia Police Department, and school personnel. Work with PTA Board to select organization to benefit.	November - 4 - 8 hours	
FLEX (Foreign Language Experience)	The Foreign Language Experience (FLEX) program offers an after-school foreign language enrichment program to Franconia students.	Coordinate program registration with the students, working with the Fairfax County contact to secure teachers and determine schedule of classes. Includes on-going management of the program.	Fall Session and Spring Session, 4-8 hours	
Membership	PTA membership drive is held in the fall to recruit parents and staff to join the PTA.	Coordinate efforts to maximize PTA membership by parents and school staff. Organize information tables at school events to register members. Collect dues, create membership list and submit dues to VA PTA.	September; 4-8 hours	
Movie Night	Free Family Movie Nights are held 1-2 times a year in the school gym.	Coordinate a family movie night held in the school gym, in the winter. Schedule event, select the movie, obtain movie license, organize food and drink sale. Solicit appropriate volunteers to assist.	Winter, 2 - 4 hours	Carey Yarborough

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Muffins for Moms/Donuts for Dads	Franconia families are honored by having breakfast in the cafeteria with their children.	Organize event, purchase food for event.	May/June; 2-4 hours	Anna Ellis
Nominating Committee	Solicit a slate for the PTA Board for the next school year.	Solicit individuals to run for PTA Office elections in the spring. Present the slate of officers to the PTA Board by May.	April, 1-3 hours	
PTA Directory	Each year, a directory of PTA members is published and distributed to PTA members.	Coordinate the preparation and distribution of the PTA member directory distributed to PTA members by the end of October. Requires coordination with membership chairperson to gather information of members.	October, 5 - 10 hours	Tammy Finnell
Reading Night	A reading night is held to promote the importance of reading.	Meet with the Reading Teacher and/or Librarian to plan and organize event. Schedule author visit if budget allows.	Fall; 2-4 hours	
Reflections	Reflections is a National PTA self-discovery learning program for children to encourage students across the nation to explore their artistic talents. Students create an original work of art based on the yearly theme.	Coordinates student participation in entering the Reflections competition. Create flyers to solicit entries, recruit judges, plan reception for participants, forward winners to national PTA, procure awards/prizes.	September - December, most time involved before and after the deadline in November. 4-8 hours	
Restaurant/School Spirit Nights	Coordinate quarterly restaurant/school spirit nights.	Schedule restaurant nights with local restaurants. Prepare flyers and promote event through school newsletter and Keep In Touch messages.	Quarterly, 1 - 2 hours.	Carin Blair
School Supply Sale	Coordinate the annual school supply pack program.	Coordinate with the outside vendor and teachers for list of school supplies and the pre-ordering process. Coordinate distribution and collection of the sale information to students. Coordinate delivery of the supply boxes from the vendor to students at the open house.	Begin planning in January, sale begins in May, delivery in September. 5 - 10 hours.	
Silent Auction	A silent action event is held in conjunction with Basket Bingo.	Solicit silent auction contributions from area businesses, school staff and families. coordinate the logistics of the event to include set-up, bidding process, payment process and thanking auction contributors. Determine volunteer requirements and soliciting 1-3 committee members.	Begin planning in November, 10-20 hours	
Spirit Wear	Franconia Elementary merchandise is created and sold each year.	Coordinate with an outside vendor the design, pricing, ordering and delivery of school spirit wear that is affordable for Franconia families.	Begin in August, 2-6 hours	
Staff Appreciation	We celebrate and thank our hard working Franconia staff members by treating them to a special appreciation event.	Organize and plan staff appreciation events in April/May.	April/May; 4-8 hours	Gladys Pemberton, Deena Pagliaro
Volunteer Coordinator	Volunteers for school and PTA events are needed throughout the year.	Review and update the PTA Volunteer Form in the summer. Collect volunteer forms and update volunteer database. Coordinate and communicate with PTA Board, school staff regarding volunteer requirements. Recruit volunteers for events during the year.	Begin in summer, 2 hours/month.	Nancy Nasse, Jill Vaugh
Welcome Back Staff Treat	A welcome back breakfast or lunch is provided to Franconia staff during their first week back at school.	Coordinate event with Principal. Order food, arrange delivery.	August/September; 1 - 2 hours	Renae Polovichk

**80% of coordination can be done from home - many positions require a commitment of less than 4 hours!  
Contact Carylin Waterval at carylin\_mother2@yahoo.com for more information.**