

**FRANCONIA ELEMENTARY SCHOOL  
PTA COMMITTEE CHAIRPERSON JOB DESCRIPTIONS 2009 - 2010**

| Activity Name  | Activity Description  | Job Description  | Est Time Req'd  | Chairs                             |
|--|---|--|---|------------------------------------|
| Audit Committee  | Coordinate a committee to perform annual review of PTA financial books.                                       | Coordinate a committee at the beginning of the school year, solicit 3 volunteers to perform the annual review of the PTA books to ensure accurate bookkeeping and issue a report.  | Audit must take place June-July, 8 hours                    |                                    |
| Back to School Picnic  | Coordinate the Back to School Picnic in August.   | Schedule and coordinate the logistics of the event to include food, moon bounces, and bake sale. Determine volunteer requirements.   | Begin planning beginning of school year, 5 - 8 hours.       |                                    |
| Basket Bingo   | Coordinate the Basket Bingo Night to take place in February.  | 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.     |                                    |
| Box Tops   | Coordinate reimbursement for General Mills Box Tops for Education program 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.  | 2 hours/quarter   | Sharon Hester                      |
| Cultural Arts  | Coordinate performing artists and curriculum-based cultural assemblies for the students.                      | Meets with the principal in August to arrange 2 assemblies. Contact the outside vendor to arrange the assembly.  | 1 hour/semester   |                                    |
| Election Day Bake Sale   | Coordinate bake sale to be held outside the school on election day.   | Schedule event, coordinate food donations from parents, solicit coffee donation from local vendor and coordinate volunteers.   | 2 hours in November   |                                    |
| Fairfax County Cluster V Parent Advisory Council Representative      | Serves 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                         | Serves as the Franconia PTA's 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.  | Monthly evening meetings from October/November thru April   |                                    |
| Fairfax County Superintendent Parent Advisory Council Representative | Serves 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            | Beth Krause                        |
| Fall Fundraiser  | Coordinates the fall fundraiser, the major PTA fundraiser of the year.  | Coordinate distribution and collection of the sale information to students. Coordinate with the outside vendor to create flyers, create 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                              |                                    |
| FLEX (Foreign Language)  | Coordinate the after-school foreign language enrichment program.  | 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                  | Samantha Joyner & Jeannette Kearny |
| Fun Run  | Coordinate the family run held with Franconia History Day.  | Coordinate event logistics for November run with the Franconia Museum contact and school personnel.  | November - 4 - 8 hours                                      |                                    |
| Hospitality/Teacher & Support Appreciation                           | Coordinate events during the year for appreciation.   | Organize and plan appreciation events during the year: Welcome Back Staff Breakfast, Support Appreciation event, Teacher Appreciation event, Muffins for Moms, Donuts for Dads.  | during the year, 1 - 2 hours/event                          |                                    |
| Membership   | Coordinate PTA membership drive, recruiting 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.   | August, 4-8 hours   |                                    |

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| Activity Name                   | Activity Description  | Job Description   | Est Time Req'd  | Chairs          |
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| Movie Night                     | Coordinate family movie night event.  | 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   |                 |
| Newsletter Editor               | Coordinate publication of monthly PTA newsletter.                                 | 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.  | 2 hours monthly   |                 |
| 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  |                 |
| Original Works                  | Coordinate a fundraiser of personalized gift items from student created art work. | Responsible for coordinating with the Art teacher, an outside vendor, the principal and the PTA president. The coordinators handle all communication with the vendor, order processing, money collection, distribution of the art items, and follow up as needed.                         | August - November, 5 - 10 hours   |                 |
| PTA Directory                   | Coordinate the PTA member directory.  | 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.   | September, 5 - 10 hours   |                 |
| Reflections                     | Coordinate the national PTA sponsored program of the Arts.                        | 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 | Shelly Edenhart |
| Restaurant/School Spirit Nights | Coordinate quarterly restaurant/school spirit nights.                             | Schedule restaurant nights with local restaurants. Prepare flyers and promote event through school newsletter.  | Quarterly, 1 - 2 hours.   |                 |
| School Supplies                 | 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 April, delivery in August. 5 - 10 hours.            | Beth Krause     |
| Silent Auction                  | Coordinate the silent auction event 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                     | Coordinate sale of school spirit wear.  | 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  | Jocelyn Bell    |
| Volunteer Coordinator           | Coordinate volunteers for school and PTA events during 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.   |                 |

**80% of coordination can be done from home - many positions require a commitment of less than 4 hours!**

Contact Beth Krause at [Beth\\_Krause@hotmail.com](mailto:Beth_Krause@hotmail.com) or Carylin Waterval at [carylin\\_mother2@yahoo.com](mailto:carylin_mother2@yahoo.com) for more information or to fill a spot for next year.