

**BMS PTA EXECUTIVE AND GENERAL BOARD
JOB DESCRIPTIONS
2015 - 16 School Year (Revised March 11, 2015)**

EXECUTIVE BOARD

CO-PRESIDENTS (2)

Oversee all BMS PTA activities. Meet with VP's of Fundraising, Community and Grade Level Events, to set calendar of PTA events for the upcoming school year. Develop agenda for and attend monthly Executive Board Meetings and General PTA meetings. Prepare weekly email communications and occasional Presidents' letters and proof any other e-mail, flyers and web communication to parents. Attend town meetings to represent BMS on town-wide educational issues when appropriate including bi-monthly Board of Education Meetings. Attend monthly town-wide PTA Presidents meetings (1st Wednesday of the month), Brown Bag lunches with the Superintendent (usually 2nd Wednesday of the month), and PTA Council meetings as scheduled. Meet with BMS Principal before Executive Board meetings and as needed. Coordinate PTA's summer information distribution to parents. Communicate dates and announcements and ensure that information is posted on the PTA website. Oversee Presidents' Committees listed below in the General Board section. Work closely with the VP's of Fundraising, Community and Grade Level Events to review their committees' activities and provide consultation as needed. At least one PTA president should attend all major PTA events (New Families orientation, 6th Grade Orientation, Back to School Nights, Grade level coffees, Monster Mash, Staff Appreciation dinners, Museum Night etc). Assist in the preparation of annual PTA budget and review financials on no less than a monthly basis. Review committee reports for accuracy and request additional detail as needed.

(Co) 1ST VP - FUNDRAISING (2)

Attend all General and Executive Board PTA Meetings. Stand in for, or assist, the Co-President(s) when called upon. Provide support to and

oversee all Fundraising committees/events. At least one VP should attend each Fundraising event. A complete list is in the General Board section below but includes: Barnes and Noble Book Fair, Celebration Seats, Family and School Photos, Lockerworks, Non-Event Fundraiser or Parent Social, SpiritWear and other fundraising events. (The Executive Board may add or subtract fundraisers as needed). Provide committee chairs procedural guidelines for administering all fundraising initiatives, including copies of prior committee reports, Treasurer's guidelines, tax exemption and reimbursement forms. Plan a kick off meeting with each fundraising committee and review budget with Chairs. Monitor expenses incurred by Committees to ensure they are within budgetary guidelines and to ensure expense are submitted within 30 days of an event. Meet with committees regularly. Review committee reports for accuracy and request additional detail as needed.

(Co) 2ND VP - COMMUNITY (2)

Attend all General and Executive Board PTA Meetings. Stand in for, or assist, the Co-President(s) when called upon. Provide support to and oversee all Community committees/events. At least one VP should attend each Community event. A complete list is in the General Board section below but includes: Art Coordinator, Concert Coordinators, Lost and Found, Monster Mash, Talent, Back to School Night Teacher Dinners 6th and 7th/8th), Staff Holiday Luncheon, Staff Appreciation Lunch and PTA refreshments. (The Executive Board may add or subtract community events as needed). Plan a kick-off meeting with larger committees and provide committee chairs procedural guidelines for administering community events, including copies of prior committee reports, Treasurer's guidelines, tax exemption and reimbursement forms. Review budget with Committee Chairs. Monitor expenses incurred by Committees to ensure they are within budgetary guidelines and to ensure expense are submitted within 30 days of an event. Review committee reports for accuracy and request additional detail as needed. At the end of the year, VPs are

responsible for organizing PTA cabinets in the main office and compiling a list of supplies on hand.

3RD VP VOLUNTEERS (1)

Attend all General and Executive Board PTA Meetings. Responsible for updating and producing the annual volunteer online sign-up survey (“Zarca”), based on input from the Co-Presidents and VPs. Collects, compiles, and coordinates volunteer lists generated from online Zarca volunteer registration. Distributes volunteer lists to appropriate committee chairs at the beginning of the school year and throughout the school year as needed. Be available to Co-Presidents to help solicit volunteers as unexpected needs arise during the year. Collect and maintain all committee reports and keep database for historical perspective. Distribute via email to each event Co-Chair in late August/September Committee Report, committee budget, related event files and the BMS PTA Event Committee Guidelines. Follow-up with all committee leads to ensure that event reports are submitted within 30 days of an event. Review committee event reports for accuracy and request additional details as needed, then distribute to Presidents. VP Volunteers also serves as the Executive Board representative on the Nominating Committee.

(Co) 4TH VP - GRADE LEVEL EVENTS (2)

Attend all General and Executive Board PTA Meetings. Stand in for, or assist, the Co-President(s) when called upon. Provide support to and oversee all Grade Level events. The first year VP Grade Level Events will oversee all 6th Grade events and parent team (pod) reps. The second year VP Grade Level Events will oversee all 7th and 8th Grade events and parent team (pod) reps. At least one VP should attend each Grade Level event. A complete list of events is in the General Board section below but includes: Overseeing Parent Team (pod) Reps (including overseeing two 6th Grade Breakfasts (Nov and April), 6th Grade Frozen Yoghurt Social, two 7th Grade Breakfasts (Dec and June), Veteran’s Day Event, 8th Grade Holiday Breakfast, and 8th Grade Field Day Lunch). Fall Grade Level Coffees,

Yearbook, 8th Grade Moving Up Ceremony, 8th Grade Slide Show, Holiday Gift Drive (8th Grade Penny Wars), and 6th Grade Orientation. Some summer work will be required for overseeing the 6th Grade orientation. Plan a kick-off meeting with larger committees and provide committee chairs procedural guidelines for administering grade level events, including copies of prior committee reports, Treasurer's guidelines, tax exemption and reimbursement forms. Review budget with Chairs. Monitor expenses incurred by Committees to ensure they are within budgetary guidelines and to ensure expense are submitted within 30 days of an event. Review committee reports for accuracy and request additional detail as needed.

RECORDING SECRETARY/PARLIAMENTARIAN (1)

Attend all General and Executive Board PTA Meetings. Secretary is responsible for recording, maintaining and distributing minutes of the Executive Board and PTA Meetings. E-mail minutes to all members of the Executive Board for review prior to the next Executive Board Meeting. (Presidents need to receive minutes a minimum of one week prior to next meeting.) File a copy of general meeting minutes in binder in PTA mailbox located in main office, and save in the BMS PTA Google docs. Take attendance at all General and Executive Board meetings. Maintain a list of all PTA members, obtained from the membership chairperson, and have it ready at each meeting should the need arise to confirm members before a vote. Arrange for a replacement to take minutes (preferably another Executive Board member) if s/he will not be present at a meeting. As Parliamentarian, assist with questions relating to procedure according to BMS PTA by-laws.

COMMUNICATIONS SECRETARY & WEBMASTER (1)

Attend all General and Executive Board PTA Meetings. Coordinate communication and weekly emails, grade level emails, and any stand-alone emails sent by the PTA and schedules all ConnectEd emails. Send out any communication to the parent community and BMS faculty with President's prior approval, including acknowledgement letters for PTA donations as

needed. Responsible for all PTA Website updates, including updating all forms and content on the BMS PTA Web pages which reside on the BMS School website. Edit and update the BMS PTA website weekly. Manage the BMS PTA Google calendar. May assist with special projects as determined by Executive Board. Access to information is bound by confidentiality. Working knowledge of Google Docs is desirable. Attend the PTA Council Webmaster workshop.

TREASURERS (2 – 1st year and 2nd year)

Attend all General and Executive Board PTA Meetings. PTA Treasurers are responsible for maintaining all financial transactions and records for the PTA. Specific duties as follows:

Develop the PTA budget with Co-Presidents prior to the beginning of the school year. Attend Connecticut PTSA approved training yearly. Use QuickBooks to prepare monthly financial reports to present at monthly Executive Board meetings. Maintain PTA accounts, reconcile bank statements, and write checks. Provide cash boxes and checks for petty cash to committee chairs prior to their events. Liaise with accounting firm for annual tax preparation and bi-annual financial review. Track ERF reimbursements and distribute checks to teachers and file receipts. The ERF Program provides funds for the purpose of student enrichment and relevant to the subject area. Follow-up with all committees to ensure that expenses are submitted and that the expenses are within the committee's budget. Ability to work with computer program QuickBooks, Excel and PowerPoint is necessary.

ASSISTANT TREASURER : Work with Fundraising and Community VPs to develop and provide procedural guidelines for event chairs. Provide committee chairs (Fundraising, Community Events and Grade Level Events) a clear budget at the beginning of the year. Responsible for collecting money raised from committee events within a week of the event, making bank deposits, and making QuickBooks entries of deposits promptly following deposits. Assist Treasurer in writing checks and with

other financial matters on an as needed basis. Ability to work with computer program QuickBooks, Excel and PowerPoint is necessary.

GRANTS ADMINISTRATOR (1)

Attend all General and Executive Board PTA Meetings. Responsible for administering the Bear Grants Program. The Bear Grants Program provides funds to applicants (teachers/administrators) to help underwrite programs to enrich curriculum. This includes but is not limited to contacting teachers and administrators to ascertain correct information from the grant application. Present grant applications for approval to Principal and Executive Board. Involves some phone work, forms processing, speaking before the BMS Teacher Leadership Committee and working with the Presidents, Executive Board and the Principal.

PAST PRESIDENT (1)

Acts as an advisor to the Executive Board, Nominating Committee and general membership. This person sits on the Executive Board as a full member. **This person will serve as an to the nominating committee.**

MEMBER AT LARGE (1)

Attend all General and Executive Board PTA Meetings. There are no direct committee responsibilities, however the Member at Large will assist Executive Board members with management of their committee responsibilities on an as needed basis. This may include attending committee meetings or working directly with Executive Board member to review management of PTA activities. Provide guidance and historical information to ensure efficient operation of the Executive Board. If there is no Past President, the Member at Large will serve as the advisor to the Nominating Committee. Lead or assist with special projects as needed. Position requires Co-Presidents approval prior to being filled.

EXECUTIVE BOARD NOTES:

- Executive Board members will be expected to begin to work in their positions in early June, of the current school year during which they were elected to office. The new executive board members will meet with the outgoing board member to transition their responsibilities and they will work in collaboration to help learn the position until the end of the school year.
- In June first year VP's meet with the outgoing VP, the 2nd year VP and the co-presidents to transition and review all committees and discuss a timelines for the following year.
- There will also be some summer work involved for most of the Executive Board positions.
- Executive Board members are expected to attend all PTA General and Executive Board meetings monthly. In addition, they should attend Board of Education, Board of Finance, RTM, or other town meetings when necessary and/or requested by the Presidents.
- Executive Board members need to make themselves available for any special votes taken outside of regularly scheduled meetings as all voting must be done in person – email or phone voting is not permitted.
- All Executive Board members must be members of the BMS PTA and pay PTA dues annually.
- All Executive Board members need to use e-mail and check it daily or several times weekly.
- All Executive Officers who have reporting committees are responsible for assuring timely planning, promotion, execution and follow-up of all activities under their supervision. In addition, VPs should give monthly progress reports on past and future activities to Executive Board at the monthly Executive Board meetings.

GENERAL BOARD NOTES:

- All Committee Chairs are required to maintain communication with the VP overseeing the committee, provide updates on the progress of the committee and write a committee report within one month of the end of their event and submit to the VP's overseeing their event [Presidents, VP Fundraising, VP Community, or VP Grade Level Events]. All chairs are

required to comply with budgetary guidelines and submit expenses for reimbursement within two weeks of the end of the event. If the approved expense budget is not adequate, approval from Executive Board to exceed costs is necessary PRIOR to incurring additional expenses.

- All Committee Chairs and volunteers are required to be members of the BMS PTA.

GENERAL BOARD: PAST PRESIDENTS' COMMITTEE

NOMINATING (1 Chairperson)

Chair is responsible for attending PTA Council Nominating Workshop mid-year. Following the specifics listed in the PTA By-laws, the Chair will form the Nominating Committee. Solicit committee members from BMS and feeder elementary schools by way of email and personal communications. The nominating committee members must be approved and voted on by the BMS Executive Board (usually January Exec. Board meeting). Before the first meeting of the committee, the Chair will meet with the Co-Presidents to review and revise the current PTA job descriptions for all positions. The Nominating Chair calls the first meeting, usually January/early February, and coordinates all nominating committee meetings throughout the nominating process [which can run through May]. Oversee committee members making calls/writing emails to solicit candidates. Oversees and coordinates follow-up of job confirmations. Be prepared to present the proposed Executive & General Board slate to general PTA membership during spring [May] meeting for the election at the annual meeting.

GENERAL BOARD:

PRESIDENTS' COMMITTEES & PTA COUNCIL SUBCOMMITTEES

PTA COUNCIL SUBCOMMITTEES:

CULTURAL ARTS (2, All Year- 2 year term)

Cultural Arts Liaisons work with a designated faculty contact to arrange three curriculum enhancing programs for the year.

In 2014-15 Cultural Arts augmented World Language Week during April by underwriting Spanish, French, and Mandarin performances.

Please plan to attend 3-4 designated Middle School PTAC Cultural Arts meetings, held from 9:30 - 11 am on the first Wed of the month during the school year to discuss the Cultural Arts budget and BMS & CMS programs. Facilitate idea sharing between BMS & CMS. Be an ambassador for Cultural Arts, building parent awareness and contributions. As a member of the Cultural Arts Committee help as needed to draft eblast blasts to send to the co-presidents.

Keep your school's PTA Co Presidents informed about Cultural Arts Updates.

HEALTH AND WELLNESS REP (1-2, All Year)

BMS representative on town-wide Food Service Committee which meets quarterly with Asst. Superintendent and Chartwell's food service reps. Responsible for communicating general grievances to Committee.

POSITIVE YOUTH DEVELOPMENT REP (2, two year commitment)

Acts as liaison between school and town-wide committee exploring issues relating to PYD. Meets approximately once per month with town PYD committee, with sub-committee work possible. Reps also attend and help coordinate grade-level parent coffees with the school psychologists twice/year and publish information in emails when necessary. See job description provided by PTA Council/ town-wide committee.

SCHOOL CLIMATE COMMITTEE (1, All year)

SCHOOL SECURITY COMMITTEE (1, All year)

SPECIAL ED REP (1-2, All Year)

Act as a liaison for Special Ed issues or programs and represent BMS on PTA Council town-wide Special Education Committee. Minimum of 2 meetings per month with other school reps in district and with head of Pupil Services, meeting with school administrators to update them, 1-2 meetings per month for sub-committee work, work with head of rep committee for occasional email submissions. Act as resource for parents with questions on Special Ed issues. Work with the Special Ed School Administrator to co-ordinate and plan parent coffees throughout the year.

TOOLS FOR SCHOOLS (1-2, All year)

Works with a team of parents, faculty and school maintenance and facilities professionals to ensure that Indoor Air Quality (IAQ) standards are being adhered to. Participates in visual inspections conducted during team walk through of the entire school building; the team also follows up on staff-generated TFS requests to address problems they have experienced which could be related to IAQ. Inspections can include checking HVAC supplies and returns, heating (as in are the radiators working, are they covered by boxes, etc), checking room environments (cleanliness, rubbish, signs of vermin or smells), looking for outward signs of water damage or mildew, checking that drains are being maintained properly. The complaints, the inspections, and the follow up are documented in one notebook that the TFS committee keeps. It provides a framework for schools to keep track of and be proactive about IAQ.

WESTPORT SCHOOL PERMANENT ART COLLECTION (2, all year)

The school reps are responsible for curating all the WSAC art on view at the school. This means deciding what works of art should go where; working with other committee members to hang the work; making sure that the work is properly displayed with the appropriate labels, and that its location is registered in the WSAC data base. WSAC reps develop a knowledge of the art and artists, and occasionally act as docents for tours for students, teachers and outside visitors. Sometimes they respond to specific requests for artwork from teachers or administrators. WSPAC reps

are also involved in general committee work, such as archiving, acquisitions, repair and maintenance. The committee meets once a month, usually the last Friday of each month.

WORKSHOP REP (1-2, All Year)

Represent BMS on town-wide Gifted Committee.

PRESIDENTS' COMMITTEES:

FRIENDSHIP (1-2, All Year)

Coordinate volunteers to extend a helping hand, offer condolences, and send cards or flowers from the PTA, as appropriate. Coordinate food donations to families in need, and coordinate rides to before or after school activities for children who do not have permanent transportation as needed. As each situation is unique, work with the PTA Presidents to review what is needed and how to handle each request.

Chair(s) will purchase Secretary's Day gifts (May), retirement gifts or cakes at end of year (or as needed), Holiday gifts for Principal, Vice-Principals, secretaries, nurses and custodians in December.

MEMBERSHIP (1st year position)/DIRECTORY (2nd year position)

MEMBERSHIP (1, All Year)

Before taking on this position, Chair must sign the User Acceptance Agreement as he/she will have access and editing capabilities to confidential parent information. The Membership Chair maintains the PTA membership list, collects any PTA dues that are paid by check and ensures that if parents do not pay their dues access to the online directory is turned off until funds are received. They are responsible for following up on any payment issues/problems with PTA dues. In mid-October, the Chair will provide the Treasurer, Secretary, and PTA Presidents with a list of all PTA members which is used to pay CT PTSA dues and used by the Secretary for any voting purposes.

DIRECTORY (1, All Year)

Before taking on this position, Chair must sign the User Acceptance Agreement as he/she will have access and editing capabilities to confidential parent information. The Directory Chair is the system administrator for the Online PTA Parent Directory. He/she will help parents with registration, logon issues and will also be responsible for editing data of parents who are not PTA members. The Chair will assist in training the Membership Chair on how to navigate and use the MobileArq system. Chair is responsible for providing printed directories to feeder schools in January for use in Nominating.

NEW FAMILIES (2, Late Summer)

This committee welcomes new families to Bedford. They work with the principal to organize a New Families Orientation in August before the start of school and sending invitations to and hosting a “Newcomer’s Coffee” early September/at the very beginning of the school year. Also organized a mid-year coffee at a local coffee house. Works with the secretaries/administrators to be notified when new families arrive at BMS. Responsible for welcoming new families into the BMS Community. Assist with Membership, guidance, general introduction of new families to the BMS community.

PTA REFLECTIONS PROGRAM CHAIR (2, Fall)

Act as liaison between CT PTA and BMS regarding all aspects of this CT PTA contest. Publicize the program and solicit entries in timely and complete manner. Ensure that the rules and forms are submitted to the Webmaster for posting on the website. Recruit judges and set up forum for displaying and judging entries. Follow correct processes and submit winners for all levels of competition. Working with Presidents and administrators ensure that entrants/winners are appropriately publicized.

PUBLICITY (1-2, All Year)

The Publicity person works with PTA Executive Board members and committee chairs as well as teachers who have events that merit newspaper and/or online news coverage (e.g., Monster Mash, Veteran's Day, "Tis the Season" Holiday Gift Drive, Food Drives, and other community services). Responsible for writing articles, taking photos, and contacting local newspapers when coverage is needed. May add additional writers/photographers to committee as needed. Keep clippings of newspaper mentions and pictures and post links to articles in the weekly PTA email. Approval of any external publicity must be cleared with the co-Presidents, school administrators and with the Superintendent's office. Work will start in June to work with the VPs to prepare fundraising flyers to send out with the PTA summer email.

GENERAL BOARD : 1st VP – FUNDRAISING COMMITTEES

BARNES & NOBLE BOOK FAIR (2, Fall)

Chairs work closely with Barnes & Noble Book Store to organize this book fair. Responsible for publicity including posters in school, BAM announcements, and distribution of flyers via e-mail, website, etc. Promotion of the B&N code for online transactions before/after the in-store event. Coordinate a small group of volunteers to represent BMS in the store. Work with language arts teachers and Drama Department to organize student readings and musical performances or other event at Barnes & Noble store on the day of the book fair. Gather and post wish lists from Librarians, and make copies available to shoppers.

BEAR GRANTS FUNDRAISER (1-2)

Plan and organize a fundraising event to replenish money in our Bear Grants fund. This is not expected to be an annual event. Discuss with Co-Presidents format, timing and fundraising goal of the event.

CELEBRATION SEATS (1-2, All Year)

Track and manage the sale of plaques on the auditorium seats using the "Celebration Seat Map of the Auditorium". Prepare promotional materials,

have flyers available for a table at special events including back to school nights, concerts and theatre productions. Collect forms and send confirmation card to people who purchase a plaque. When sales are closed, order plaques and arrange for installation. Annually, review the need for repairs of plaques and coordinate with the school custodian for repairs as needed.

FALL NON EVENT FUNDRAISER (GIVING TREE) (1, Fall)

Plan and organize a Non-Event Fundraiser solicitation that is targeted to fund/support a specific initiative. The Non-Event Fundraiser will commence at the end of summer or the first day of school and culminate in Giving Tree or similar solicitation drive at the two Back-to-School Nights scheduled for September. Formulate and create display to encourage Back-to-School Night solicitation drive. Oversee the online portion of the Non-Event Fundraiser (which would continue on the BMS PTA website for a short time after Back to School Night) by means of an online payment method, for example, PayPal. Work with PTA Co-Presidents to determine the targeted fundraising goal (gift to school) and the Treasurer, Assistant Treasurer and Webmaster to coordinate online and credit card payment system, e.g. PayPal, to facilitate payments from the parent population. Initial planning will occur at the end of the summer and continue through mid fall. Position starts in June, majority of the work is in late August, early September)

FAMILY PHOTO DAY (1, Fall)

Coordinate family photos with photographer and administration. (early fall position). Prepare promotional materials, collect checks from and send emails to participating families.

LOGO WEAR (SPIRITWEAR) SALES (2, All Year)

Manage the late summer and early fall logowear sales by promoting and marketing logowear products through the summer email, back-to-school night, 6th grade fall coffee, etc. Track and report on the number of orders

and revenue from the logowear sales through the distributor as well as the sales of smaller logowear items (BMS magnets) .

In the spring, work with the logowear sales distributor (currently ASF) to identify merchandise items for sale for the spring sales and for the next school year. Make recommendations for logowear merchandise and get approval from the Executive Board before finalizing the merchandise selection. Create a logowear order form/flyer for the spring and fall sales and develop a promotional strategy. Major sales opportunity is to current 5th graders/ incoming 6th graders in the spring and to the parents at the 6th grade parent transition night in the spring.

Position starts in late June to promote products for the late summer/early fall sales.

LOCKERWORKS (2, All Year)

Manage the spring LockerWorks sales by promoting and marketing LockerWorks locker organizers to the 6th/7th grade and feeder elementary schools. Manage the late summer and early fall LockerWorks sales at BMS by promoting and marketing LockerWorks locker organizers through the email promotion, back-to-school nights, grade level fall coffee, etc. Track the LockerWorks orders, and submit order quantity by color to the vendor by specified deadlines. Distribute spring and summer orders at the 6th grade graduation (before school starts) and to student homerooms at the beginning of the school year. Distribute the fall orders to student homerooms. Report on the number of orders and revenue from the LockerWorks sales.

In the spring, work with the LockerWorks vendor to customize the spring and fall sales flyers for the next school year. Distribute flyers to the three feeder elementary schools. Major sales opportunity is to current 5th

graders, the incoming 6th graders in the spring and to the parents at the 6th grade parent transition night in the spring.

Position starts in June to promote products for the late summer/early fall sales. This position requires availability the week before the start of school.

PARENT SOCIAL (2-4)

Organize all aspects of an off-site, adult-only community building social event, including; event site selection, potential contract negotiation, entire event coordination and organization, ticket sales and promotion. Tickets will be sold to fully cover the costs of the event. Each year, the Executive Board will determine if this event is a fundraiser. Venue could be a parent's home; local restaurant; Westport Playhouse, etc.

SCHOOL PHOTOS (2, September)

Work with preselected photography company to coordinate school picture date. Communicate all dates and procedures to parents, coordinate volunteers on day of pictures, distribute pictures to homerooms, and manage retake day.

GENERAL BOARD: 2ND VP – COMMUNITY COMMITTEES

ART COORDINATOR (1 lead chair Art hanging, 2 co-chairs Museum Night, 6+ committee, All Year)

ART HANGING COMMITTEE: Will assist Art Department in hanging student art for display in the school, throughout the year. Also responsible for organizing additional volunteers as necessary. Work with Art Department to mount and hang student art work throughout the school for the BMS Art Show ["Museum Night"] which is typically held in early May. If needed work with the art teachers or organize student volunteers to act as docents. Organize a regular stream of volunteers to assist art department one to two weeks before the show.

MUSEUM NIGHT (2 Leads, Jan-May)

Work with the art teachers to organize the Art Museum Night/Café experience. Set menu, coordinate food donations, provide publicity for the event, send out invitation (created by the art teachers) to parents, organize volunteers to set up, decorate, serve and clean up food after the museum night.

6TH GRADE BACK-TO-SCHOOL- NIGHT DINNERS - (3, Sept.)

Prepare and send invitations, organize, serve and clean up dinner for 6TH grade teachers before Back-to-School-Night in early September. Dinner runs from 5:00-6:00 pm.

7TH AND 8TH GRADE BACK-TO-SCHOOL-NIGHT DINNER - (3, Sept.)

Prepare and send invitations, organize, serve and clean up dinner for 7th and 8th grade teachers before Back-to-School-Night in early September. Dinner runs from 5:00-6:00 pm.

BACK TO SCHOOL NIGHT RECEPTION COMMITTEE (1 person for 6th grade BTSN (parent without a 6th grader), 1 person for 7th/8th grade BTSN (parent without a 7th/8th grader)

Coordinate with all the PTA Co-Presidents and the BMS PTA VPs and Committee Chairs with responsibilities for the two Back to School Nights in September. Work with the VP's Fundraising VP's, Community, Membership and Directory volunteers, Cultural Arts and WSPAC chairs for all posters, flyers and marketing needed. Work with the custodians to coordinate tables and easels, coordinate needed for the evening. Formulate and execute the layout of all PTA activities and volunteers. Committees which may be involved include, but are not limited to, Membership, Directory, Non-Event Fundraiser/Giving Tree, Spiritwear, LockerWorks, Celebration Seats (if there are any), Family Photo Day, Westport School Permanent Art Collection and Cultural Arts.

COMMUNITY OUTREACH COORDINATOR (2, All Year)

Liaise with PTA Council Rep to communicate town-wide PTA efforts to support extraordinary causes (e.g., Hurricane Katrina, tsunami relief, etc.) and help coordinate various food drives within the school community (including Fall 6th and 7th Grade Can Drive and Spring Food Drive that support local food pantries). Other initiatives may be added once approved by the Principal and Executive Board. Coordinator may be asked to assist teachers with other school-sanctioned initiatives.

CONCERT COORDINATORS (6-Two per Grade, 1 Specialty Concert coordinator, All Year)

Grade Level Concert Coordinators manage the purchase and presentation of gifts for the music staff at the Holiday and Spring Concerts. The Specialty Coordinator manages the purchase and presentation of gifts for the music staff at the Specialty Concerts. It is helpful if the volunteer's child(ren) is(are) involved in the music program.

LOST AND FOUND (2, All Year)

Lost & Found articles require folding and organization on a monthly basis. Chair notifies school community through emails to check and pick up items, and donates unclaimed articles to a local charity.

MONSTER MASH (2 Lead Chairs, up to 6 Chairs, Fall)

This is a large committee responsible for coordinating all aspects of this all-school event held at Halloween time. Responsible for organizing event including coordinating date and event details with Co-Presidents, VP Community, and Principal; purchasing and setting up decorations, food and games; ticket sales/promotion; managing the money collected for the event (in collaboration with Treasurer); managing volunteers on evening of event; paying DJ's fees and tips on the night of the event; clean-up after event; storage of decorations for following year; securing contract with DJ for the following year's event.

OLD BOARD-NEW BOARD LUNCHEON (1, June)

Organize food, location (chair usually hosts) and volunteers for set-up and clean-up for this luncheon in June. Responsible for sending invitations.

PTA COFFEE REFRESHMENTS (1, All Year)

Responsible for making sure that coffee and snacks are available for PTA General Meetings (held 2 times/year at BMS). Responsible for setting up the table with coffee, paper products and snacks, and clean up.

STAFF APPRECIATION LUNCH (2, Spring)

Event held as part of Teacher Appreciation Week in early May. A luncheon is provided for the entire BMS staff in the Media Center.

Set menu, coordinate food donations, prepare invitation to staff, organize volunteers to set up, serve and clean up food after lunch. Typically the budget is used to purchase the main course with the rest of the food, drinks donated by parents.

STAFF HOLIDAY LUNCHEON (1-2, November/December)

Festive holiday luncheon for entire BMS staff held in the Media Center in mid-December. Set menu, coordinate food donations, prepare invitation to staff, organize volunteers to set up, serve and clean up food after lunch. A small budget is provided for decorations, paper products or any items not donated by parents.

TALENT SHOW (Lead Chair + Co-Chairs for Subcommittees; Late Winter)

This is a BMS Community event occurring in late winter. The overall mission of the Talent Show committee is to organize and produce a fun evening to create school spirit, showcase student talent, and to raise funds for the PTA. The committee is responsible for coordinating all aspects of this all-school event, which will be held the last week of January/first week of February [so as not to conflict with the Bedford Acting Group drama productions that occur in December and April].

Lead Chair: responsible for organizing the event by coordinating dates and event details with BMS Co-Presidents, VP Community, and Principal; and overseeing the various subcommittees and Coordinators, which will include:

Audition Coordinator: Responsible for organizing and soliciting student applications; coordinating “auditions” (preview of student acts); communicating via email with students and their parents; running the auditions during early December; coordinating rehearsals during early January; making arrangements for piano accompanist; interfacing with Ryan O’Neil or other person who coordinates stage crew management [lighting, sound, etc.]; Will work closely with Production Coordinator as well as other subcommittee co-chairs for smooth coordination of show. (excellent organizational skills required)

Production Coordinator: Responsible for coordinating student performances; offer creative input in managing the stage event; participate in audition process; advise student performers with selection of acts; decide line-up of acts for the Show; oversee rehearsals, manage student performers getting on and off the stage; work closely with Ryan O’Neil or other person who coordinates stage crew management [lighting, sound, curtains, etc.]. Work closely with Audition Coordinator for smooth coordination of show. (a creative, performing arts person)

Volunteers Coordinator: work closely with Audition Coordinator to recruit parent volunteers to assist primarily with “Green Room” on night-of the Show; also recruit volunteers to help with Ticket sales and Concessions. Communicate directly with parent volunteers, perhaps using Sign-Up Genius. Oversee all volunteers on night-of Show. Assist the Talent Show Committee as needed in other areas. (strong organizational skills required).

Publicity Coordinator: work closely with Audition Coordinator to promote Talent Show, including making flyer for Summer Mailer; writing email

advertisement for PTA weekly emails; designing posters to hang in school; coordinating advertisement on BAM; and any other creative ways to promote attendance at Talent Show. Assist the Talent Show Committee as needed in other areas, perhaps specifically working with Ticket Coordinator and designing the Program.

Ticket Sales Coordinator: manage ticket sales on night-of the show, and possibly advance ticket sales in cafeteria week-of the show. Collaborate with PTA Treasurer for management of cash collected, according to PTA Treasury procedures for cash boxes, deposits, and accounting.

Concessions Coordinator: manage concessions for night-of the show, including purchase of items [could include collaboration with Concessions Coordinator for 6th Grade Play for purchase of similar items, for purpose of cost-sharing]; set up Concessions table in lobby; oversee volunteers during their shifts; collaborate with PTA Treasurer for management of cash collected, according to PTA Treasury procedures for cash boxes, deposits, and accounting.

4TH VP – GRADE LEVEL EVENT COMMITTEES

6TH GRADE ORIENTATION (2 lead chair and 1 rep from each elementary school, Summer)

Coordinate with Principal, 6th Grade Assistant Principal and co-presidents to develop a orientation program for incoming 6th grade students – typically held on the day before school starts mid day (exact time to TBD with administrators). Meetings are required in the summer to plan event. Responsible for recruitment of at least 21 parent volunteers from feeder elementary schools as well as current experienced BMS parents with incoming 6th graders to assist with escorting the students by homeroom, issuing lockers/combinations and identifying problems opening, and conducting a school tour.

8TH GRADE HOLIDAY GIFT DRIVE aka Penny Wars (3-5 8TH Grade Parents and one 7th grade parent (shadow), Fall)

Work with the Department of Human Services (DHS) and Pod leader to coordinate the gift drive, and arrange for DHS to talk to the 8th grade students. Students donate throughout a one-week period and on the last day Chairs & volunteers collect the money donated and take to several local banks for counting. Use money to purchase gift cards and deliver to DHS in early December. This position involves a significant commitment November/early December.

8TH GRADE MOVING-UP CEREMONY (4-5, June)

Responsible for planning and organizing all events associated with 8th grade graduation. Work closely with 8th grade teams and Grade Reps. Arrange for publicity, staffing, food, decorations, entertainment, invitations/tickets, etc. to ceremony and reception. Committee is responsible for keeping event within the budget provided by the PTA. * Important note – those volunteers (7th grade parents) who are confirmed through the nominating process for the following year are expected to assist the **current** 8th grade parents on the evening of graduation to become familiar with the aspects of the event as well as to allow the 8th Grade Chairs to spend the time with their families.

8TH GRADE SLIDE SHOW (3-6, All Year)

Coordinate with staff, parents, and Yearbook Committee to collect photos of students to create a 10-12 minute slide show to be shown at the 8th Grade Moving Up Ceremony. Collaborates/shares photos with 8th Grade Yearbook Coordinators. Upload the final approved video to the school Google system online so parents/students view and download the video. Volunteers should be creative, organized, willing to collaborate with others and be able to use a digital SLR camera.

GRADE LEVEL PARENT COFFEES (3 – one for each grade, Fall)

Host coffee for parents in late September/early October. Work with the VP Grade Level Events to coordinate e-mail announcements and organize food donations.

GRADE LEVEL PARENT TEAM REPS (2 reps per team Grade 6, Grade 7 & Grade 8,)

Parent Team Representatives act as information liaisons between the Grade level Team teachers, the administration, and parent community and have the following responsibilities:

- Meets with the Team Leaders at the beginning of the school year and prior to the quarterly open team meetings (if the team leader requests that).
- Must attend all open team/parent meetings and take minutes. If there are two parent team reps, then they can coordinate between themselves regarding who will attend the open team/parent meeting).
- Responsible for submitting meeting summaries to the team leader and grade level administrator for approval before sending to the Communications Secretary to post on BMS website.
- Co-ordinate grade level breakfasts and solicit parent volunteers and donations using the PTA Sign-Up Genius.
- Work with grade level team teachers in coordinating/soliciting volunteers for field trips, and various in-school activities.
- Grade level team reps overseeing the grade events must submit a detailed event report within 14 days of an event.

Co-Presidents and VP of Grade Level Events will select parent team reps for each grade. Although candidates for Grade Reps can be recruited during the nominating process [some parents will indicate the desire to do this job], the Grade Reps are not decided/announced until class team assignments are made in late August. Grade Reps will find out that they are being asked to fill a position by early September, before the first Team/Pod meeting.

6TH Grade - 6 parent team reps/2 reps per team.

6th Grade parent team reps will work with teachers in coordinating/soliciting volunteers for field trips, and various in-school activities including the organization of:

- 6th grade Breakfast – ½ day before Thanksgiving break
- 6th grade Breakfast – ½ day before April break
- 6th grade Yogurt Social after field day
- NOTE: Dates may be changed according to direction of grade team leaders or administration

7TH Grade - 6 parent team reps/2 reps per team.

7th Grade parent team reps work with Team Leaders in ordering and providing food/water for end-of year Field Day activities.

- 7th grade Breakfast - ½ Day before December break
- 7th grade Breakfast - Morning of Field day (typically second last day of school)
- NOTE: Dates may be changed according to direction of grade team leaders or administration

8TH Grade - 6 parent team reps/2 reps per team.

8th Grade parent team reps will work with teachers in coordinating/soliciting volunteers for field trips, and various in-school activities including the organization of:

- 8th Grade Veteran's Day reception in November
- 8th Grade Holiday breakfast ½ Day before December break
- 8th Grade Field Day lunch in June.
- NOTE: Dates may be changed according to direction of grade team leaders or administration

All Grade reps will work with Team Leaders in ordering and providing food/water for end-of year Field Day activities.

YEARBOOK COORDINATORS (6 – Two per grade, All Year)

Chair will work with the Yearbook Teacher Reps regarding all aspects of the yearbook production which includes:

Taking photos of all grade level school events as outlined on the photo calendar such as; Grade Level Field trips, Monster Mash, Blue Gold Events, evening concerts, school plays and other events designated in the annual photo schedule. Coordinate with the yearbook teacher reps to help take photos at other times not designated on the calendar. Upload photos to the online yearbook program (Pictavo). Collaborate and share photos with 8th Grade Slide Show Committee (as needed). Provide ordering information and promotional emails to PTA for the weekly emails. Assist Yearbook teacher rep in the process of proof-reading and editing all content of the yearbook. Organize and distribute yearbooks when they arrive at BMS. The yearbook coordinators must be available throughout the day to take photos as needed. Note: The teacher reps are primarily responsible for the production and editing of the yearbook, and the parent volunteers are assisting the teacher reps as needed.