

Interested in Serving on the Alcott PTSA Board of Directors or in a Chair Position?

Your membership and contributions support our children and staff of Alcott Elementary. Why not take the next step by serving on our Board of Directors or as a Chair of a program or event? Contact your PTSA President or the current Nominating Committee to discuss positions!

Board of Directors: Roles & Responsibilities

President / Co-President

While the PTSA President provides leadership and support to the Executive Board, Chairpersons, volunteers and our school community, the PTSA President also presides at all PTSA meetings, makes appointments as necessary to positions and committees, and is an ex-officio member of all committees. The PTSA President also communicates regularly with the school principal and the administrative staff, internally communicates information important to PTSA programs, and attends or sends representatives to the LWSD PTSA Council meetings and state workshops. This position requires a presence at school and at a reasonable number of PTSA functions. Amount of hours spent ranges throughout the year and with the President's leadership style. This position may be held by a single person or shared between two people as Co-Presidents.

Treasurer

Do you have an eye for detail and a head for numbers? The Treasurer deposits and disburses dues & funds, prepares a monthly Treasurer's report, prepares mid-year and end-of year summaries and is responsible for all required government paperwork. The treasurer is also responsible for keeping all financial records and for presenting them to a yearly audit committee.

Vice President

The Vice President (VP) is partnered closely with the President, and acts as their "right hand." The VP's primary responsibility is to shadow the President in order to support the President the best they can. The VP is an extension of the President, and helps manage all responsibilities involved: Relationships with Principal; Teachers; SEF leaders; SSC leaders; PSTA Board members; Parents; and new families. The VP helps oversee the budget to aid in a successful alignment of the PTSA goals.

Secretary

The Secretary provides the vital record keeping functions for the PTSA. They attend and record minutes for both Boards meetings and General PTSA meetings, submit minutes for approval, handle correspondence regarding any PTSA meetings and keeps attendance records. They also maintain the legal documents and the permanent record files. This position is perfect for someone who is very organized, enjoys writing, and has the ability to summarize well. The amount of hours spent per is 2-5 hours per month (including Board meetings and General PTSA meetings).

Director & Chair Positions: Roles & Responsibilities

Director of Communications: The VP of Communications is a fun and creative position that oversees all aspects of communication with the school through the Orca Waves newsletter, website, reader board and bulletin board and the PTSA calendar of events. The overall time commitment for this position is 4-5 hours per week at the beginning of the year and during larger school event times, and only 1-2 hours a week the rest of the year.

Director of Family Events: The Director of Family Events oversees the planning and execution of fun, educational, and community-building family events and manages chairs for Back to School Bash, Bingo Night, International Night, International Games Night, Skate King, Movie Night, Back to School coffee and any others that you'd love to have! Gear up for some serious fun! If you love to plan a party, we need you here!

Director of Membership: This position recruits members at the start of the school year and throughout the Membership Drive, and organizes socials and hospitality events, including the Welcome Tea, Staff Appreciation and General Membership meeting.

Director of Volunteers: This position organizes volunteer sign-ups and communicates with volunteers, board members and committee chairs to distribute appropriate volunteer lists.

Director of Fundraising: The VP of Fundraising raises the funds for the PTSA through fun school events, as well as smaller efforts to raise money. This position is an opportunity to be creative in finding ways to raise money. It is a big job, but very rewarding! This position requires presence at school and the overall time commitment for this position is 4-5 hours per week in Sep/Oct/May, and only 1-2 hours a week the rest of the year.

Director of Legislative Affairs: The Director of Legislative Affairs is responsible for reviewing laws and issues affecting children and youth, and for recommending a legislative platform or advocacy to be taken by the Alcott PTSA; responsible for maintaining member communications regarding legislative actions that may impact Alcott students, supervising advocacy efforts, and planning and conducting any legislative outreach efforts after approval by the Board.

Student Enrichment Chairs: Student Enrichment Chairs guides programs that are directly related to enhancing the educational experiences of all of the students of our school and manages chairs for Reflections, Parent Education, Special Needs, Grant Writing, Assemblies, Extended classes and Art Docent. These roles are typically filled by someone with special interests in Art Education, Special Needs, or Parent Education and would like to help develop programs that directly impact our children's learning experiences.

Community Outreach Chair: The most important goal for Outreach is making our community feel welcome and encouraged. There are opportunities to host donut days and promote and run various charity drives.

Emergency Preparedness Chair: Emergency Prep will be the liaison between the District Emrep group and our school to make sure we are organized, informed and prepared. This chair would also work directly with the staff at Alcott to make sure everything is in place.

Hearing and Vision Chair: Coordinate with the district on date and time. Coordinate with volunteers and supply snacks and lunch for the volunteers.

Coordinators:

Student Picture Day | Room Parent | Kindergarten Registration | After School Programs

Volunteer Opportunities:

(Please note this list is only a small portion of volunteer opportunities available)

Welcome Coffee: Someone who enjoys hosting a brunch and meeting new people. Job entails coordinating purchase of baked goods and fruit, coffee, tea, arranging flower donations from parents, decorating room (library) and hosting event. Time: 10 hours total over first mornings of school. A budget is provided for purchases.

Back to School Bash: Do you like to plan a good party? This job is for you. This is a terrific, big event and pre-planning is a must but outline and contact information is available. Coordinating food vendor, entertainment, PTSA information, Before- and After-School Program Leaders, volunteers, and crowd control.

Monster Bash/Fall Festival: This event is an Alcott family favorite. This is a fun event where the kids wear their costumes and are treated to a night of fun. Options for event activities are flexible. This is a great chance to have some fun and be creative.

International Culture Night: The greatest event we do all year. This volunteer needs to be someone who is passionate about celebrating the diversity at Alcott. Time: 2 hours per week beginning in January or February; 3-5 hours per week the 3 weeks before the event and 5-10 hours the week of the event. Total: 30-40 hours but worth it.

International Games Night: Someone who enjoys board games and meeting people from around the world would be perfect to organize this fun event. Market in Orca Waves ENews, coordinate families, craft tables and volunteers to help run trivia games. Time: 8-10 hours total.

Skate King: 2-3 skate nights a year. ½ hour-1 hour marketing time prior to event (sending to Enews); have 1-2 volunteers at event to help take money. Total time for year: 7 hours (3 hours for each night) September and February.

Staff Appreciation: This is a great opportunity to show the staff how much we appreciate them. There is a lunch provided in September (3 to 4 hours preparation) and also prepare special treats for the staff during teacher appreciation week.

Used Book Sale: Help promote and collect books from the students.

Winter Wonderland: Help Alcott students create some memorable gifts for friends and family! Research and plan craft projects, purchase materials, advertise the function including order sheets. You'll work with the treasurer to manage orders and money. Plan event for the evening with volunteers. Time: 20-30 hours up until December event.