

Greencastle PTA Volunteer Roles

President: You will play a lead role in: Unit organization, Meetings Inclusiveness, Elections, Programs, Member training and Finances You will use your skills to: Organize: plan and set priorities. Recruit, manage, motivate and retain volunteers. Welcome a diverse and inclusive group of members, volunteers and leaders. Run effective programs. Manage money and raise funds. Support membership growth and retention. Run effective meetings. Ensure all voices are heard through effective use of parliamentary procedure. Advocate on behalf of students. Transition to the next leadership team by nurturing potential leaders and preparing the incoming team.

Vice President: Support the role of the President and fill-in or cover when the President is not available to do so.

Treasurer: Oversees the financial transactions and records of the PTA. Makes sure all paperwork is properly and timely filed to meet all PTA standards. Oversees the PTA is kept in good standing with the County MCCPTA, State of Maryland PTA and the National PTA.

Secretary: Oversees and completes correspondence on behalf of the PTA. Takes meeting notes.

Membership Chair: Creates and carry out campaigns & incentives to publicize and increase PTA membership. Maintains membership lists. Distributes PTA membership cards.

Fundraising Chair: Acts as the point person on overseeing, centralizing, preparing and scheduling fundraisers for the PTA.

NAACP Rep: Represents Greencastle in the county NAACP Parents Council (attend meetings once a month and report back to Greencastle PTA). Brings ideas and oversees events for Black History Month in February and throughout the school year.

MCCPTA Delegate(s): Greencastle PTA has two delegates to vote and represent Greencastle in our county PTA – MCCPTA. Attend their monthly meetings, every 4th Tuesday of the month. Reports back to the Greencastle PTA.

Things to think about:

REPRESENT! (Can you attend evening meetings once a month and share what you learned?)*

- MCCPTA—2 delegates to vote for Greencastle in our county PTA (4th Tuesdays)
- NEC—Represent at NE Consortium meetings (Blake-Springbrook-Paint Branch clusters)
- NAACP—Represent Greencastle in the county NAACP Parents Council (meet once a month and report back to Greencastle PTA)

COMMUNICATE! (Love posting & websites but can't volunteer at school? This is for you!)

- Communications—Manage listserv, email announcements, edit website & post Facebook
- Design - Make fliers/banners and decorate for PTA events

ENGAGE! (Meet people, stay connected)

- Membership—Create/carry out campaigns & incentives, maintain list, distribute cards
- Fundraising—Oversee creative projects to raise funds to support PTSA activities
- Staff Appreciation—Donate/serve meals, create unique gifts, raffles, week in May
- Hospitality - Purchase & set up food for meetings & periodic guest receptions

FUN STUFF! (Do something NEW that's never been done before! We are always looking for new ideas!)

- Diversity—Help the NAACP Rep Plan Black History Month event, find ways to make all families feel welcome & included
- Family Fun—Organize family fun events, game night, bingo night, reading night, etc. (at least 3 Family Fun Nights a school year)
- Great Dads—Find ways to encourage male supporters to get involved in PTA/school
- Community –Coordinate with events in our community i.e. Burtonsville Day, Community Clean-up, etc.

VOLUNTEER in the Castle!

- Volunteer during recess
- Volunteer during lunch
- Volunteer in the classroom
- Volunteer in specials i.e. P.E., art, music, counseling

Questions: Contact the PTA at president@greencastlepta.org We'd love to hear from YOU!