

Committee Name	Responsibilities
School Assemblies Committee – provide additional resources to support classroom instruction	<ul style="list-style-type: none"> <li>• Meet with instructional team leaders to determine desired resources (story tellers, artists, scientists, zoo, etc.). There should be 4-5 School wide assemblies and at least one grade specific assembly each year. We host approximately 15-20 shows each year.</li> <li>• With input from team leaders select appropriate presenters. Schedule presenter and make all necessary arrangements including: <ul style="list-style-type: none"> <li>○ Using the school booking system to secure a location for the event and coordinating this with the Team Lead and the Assistant Principle and Sharon Sonni</li> <li>○ Making sure the contracts get signed by the PTA President and a school administrator</li> <li>○ Making sure all presenter requests are met prior to their arrival: tables set up, speaker system requested from Tammy Sczepanski, water, projector setup</li> <li>○ Issuing check requests and making sure the presenters are paid upon arrival</li> </ul> </li> <li>• Maintaining an up to date budget</li> <li>• Maintain and provide to the President on a monthly basis a listing of scheduled presenters. The schedule should include the date, time, place, grade receiving presentation, program and the related cost.</li> <li>• Tasks may be completed outside of regular business hours and from home. Some shows will require you to attend during school hours.</li> </ul>
Family Fun Committee	<ul style="list-style-type: none"> <li>• Select, promote and execute four or five events (back to school social, dance, bingo, movie night, ice cream social, game night, year end celebration) during the school year.</li> <li>• Back to school social is held the first week of school and year end celebration is held the week before the last week of school. Dates must be coordinated with Mrs. Booth.</li> <li>• Tasks may be completed outside of regular business hours and from home.</li> </ul>
Fundraising - generate necessary funds to support PTA activities and programs	<ul style="list-style-type: none"> <li>• Coordinate with the President fundraising expectations for the school year.</li> <li>• Select and execute the primary fundraising activity in the fall.</li> <li>• Select and execute additional fundraising activities (restaurant nights, Orioles game) as needed to meet cash requirements.</li> <li>• Tasks may be completed outside of regular business hours and from home.</li> </ul>
Hospitality	<ul style="list-style-type: none"> <li>• Plan and execute the staff back to school luncheon which is held the week before school starts.</li> <li>• Plan and execute a staff dinner during both parent/teacher conference events.</li> <li>• Recognizes teachers during Teacher Appreciation week. This week is usually in May and we show our appreciation with a little treat each day (ideas - breakfast, afternoon snacks of fruit, cookies, ice cream, flowers, lunch)</li> <li>• Most tasks may be completed outside of regular business hours and from home.</li> </ul>

<p>Membership - encourage parents and teachers to become members of the HSES PTA</p>	<ul style="list-style-type: none"> <li>• Plan a membership campaign (theme, promotional ideas, bulletin board)</li> <li>• Create and distribute membership solicitation information</li> <li>• Collect membership forms and create PTA membership cards</li> <li>• Create and maintain a membership data base.</li> <li>• Tasks may be completed outside of regular business hours and from home.</li> </ul>
<p>Spirit Wear – the sale of HSES logo clothing</p>	<ul style="list-style-type: none"> <li>• Select the company and items to be sold.</li> <li>• Coordinate selection and pricing of the items with the President.</li> <li>• Promote and execute the sale.</li> <li>• Tasks may be completed outside of regular business hours and from home.</li> </ul>
<p>Yearbook – create a yearbook comprised of student photographs and photographs from all school sponsored activities</p>	<ul style="list-style-type: none"> <li>• Meet with the yearbook company to create contract (set order dates, sales price and print dates). The company is generally the same company that takes the student photographs during the year. Present contract to the President for signature.</li> <li>• Photograph school events throughout the school year.</li> <li>• Assemble yearbook using the yearbook software provided.</li> <li>• Promote and execute the ordering of the yearbooks.</li> <li>• Most tasks must be completed during school hours using school equipment.</li> </ul>
<p>Box Tops</p>	<ul style="list-style-type: none"> <li>• Collect, sort, and ship box tops throughout the school year.</li> <li>• Develop campaign and contest ideas for collection.</li> <li>• Tasks may be completed outside of regular business hours and from home.</li> </ul>
<p>Communications - – promote HSES activities via PTA website and Facebook and social media</p>	<ul style="list-style-type: none"> <li>• Receive any and all PTA correspondence and load onto HSES PTA website and Facebook page (and other mediums).</li> <li>• Monitor website and Facebook page (and other mediums).</li> <li>• Tasks may be completed outside of regular business hours and from home.</li> </ul>