



2012/2013 Goldwood PTA General Board Job Descriptions

Art Room/District Art Show Support: Goldwood walls are used to display students' artwork. In the spring, there is a district-wide art show which is held at the Middle School. All Goldwood students participate, using work done during class.

How can YOU help? A Chairperson assists the art teacher with showcasing work at Goldwood throughout the year. In the spring, the Chairperson supervises individual volunteers hanging artwork for the District Art Show.



Assemblies: PTA sponsors school assemblies throughout the year. The PTA coordinates with the principal to select program(s) based on their cultural, motivational, or educational qualities.

How can YOU help? A Chairperson meets with the school principal at the end of the previous school year to decide on the nature of programs to be presented to the students. Proactive phone work, paperwork, and follow up are key to this position. Most of the work is done during the spring of the previous year and summer.



Book Fair: Via Scholastic Books, children are given an opportunity to purchase books. The two to three day event is held twice a year in the Goldwood Room.

How can YOU help? Chairpersons (2 works well) develop flyers, sell books, handle money and coordinate with Scholastic to get the books on-site. The biggest time commitment is during the events. Individual volunteers assist students choosing books.

Box Tops for Education (BTFE): This national program provides unrestricted cash rewards to Goldwood for many of your everyday purchases. A few of the participating brands are Avery, Betty Crocker, General Mills, Nestle, Pillsbury, Progresso, Yoplait and Ziploc. Box Tops can be submitted throughout the year at Goldwood, other Rocky River schools, the Board of Education building, the library, the Rec Center and the Senior Center. BTFE also runs specials throughout the year at Giant Eagle where you can get cash register slips for bonus Box Tops. The BTFE website offers online shopping and games to earn additional funds for the school.

How can YOU help? A Chairperson educates parents about the program, coordinates various classroom competitions throughout the year, gathers submissions from community collection points and submits them for payment. Parents -- and extended family! -- can help by clipping them at home and sending them in with the kids.



Community Service: Goldwood participates in clothing and food drives for local charities.

How can YOU help? A Chairperson is responsible for managing the drives, communicating to parents, coordinating volunteers, and working with the charity to get them the collections. The Chairperson can work with PTA and Goldwood to find other ways for children to help our community. This is a year-long commitment with most of the time commitment around planning and running the events. Individual volunteers can assist with item collection (typically as students enter school) and transportation of donations to the appropriate charity.

Creativity Day: This one-day spring event encourages kids to explore their own creativity and to see the importance of art in their everyday lives.

How can YOU help? A Chairperson works with the art teacher to organize the event, and coordinate supplies and volunteers. Working artists are invited to share their talents and collaborate with students to create large scale art projects. Individual volunteers work with the kids on various art projects.

Directory: A student directory is distributed annually to PTA members, providing a community service by helping families get to know their classmates & other students.

How can YOU help? A Chairperson takes approved student/family information from the school district and compiles a directory. Computer knowledge, attention to detail, and editing skills are required. Commitment is over when the directory has been distributed in mid-October.

Family Events: Multiple events are planned through the year to make Goldwood an inviting, friendly place for everyone in the family. Events, held on site at Goldwood, include a Family Picnic, an evening Ice Cream Social, Snow Creature Day and Grandparents Day.

How can YOU help? A Chairperson(s) plans each event, with details varying by event. Individual volunteers are needed to scoop ice cream, serve refreshments, direct guests, etc.



Fundraising: Fundraisers such as SchoolKidz (school supplies), coupon books, yoga, Zumba, etc. fund the many educational, fun and exciting programs that PTA sponsors.

How can YOU help? Each fundraiser has a Chairperson responsible for organization and marketing. Excellent communication and organizational skills are required. Chairs may also work with the PTA's Executive Committee to select new opportunities that fit our mission. Opportunities for individual volunteers vary by fundraiser.

Fun Lunch: A winter Pizza Day is spiced up by the addition of entertainment.

How can YOU help? A Chairperson coordinates entertainment & additional pizza for kindergarteners.

Goldwood Games: This field day event at the end of the school year gives the kids an opportunity to work off some of their end-of-school energy. Outdoor games encourage them to try fun physical activities and get them ready for summer.

How can YOU help? A Chairperson works alongside the fitness instructor to organize volunteers. Individual volunteers supervise the games and assist kids where necessary.



Goldwood Garden: PTA sponsored renovation of this outdoor courtyard within Goldwood in 2006. Art classes and others use it as an outdoor teaching area. It brings nature and the living world (including ducklings in the spring!) into Goldwood.

How can YOU help? A Chairperson coordinates volunteers to help with garden maintenance. Individual volunteers can help get the Garden ready for back to school, weed, prepare for winter and plant in the spring.

Grade Level Coordinators: We're here to support the teachers and kids in the classrooms!
How can YOU help? Coordinators are responsible for implementing a uniform sign up process during the August Open Houses for head room parents, holiday parties and other school events. The Coordinators also act as a liaison among the school, the PTA and the head room parents regarding school events that require parent volunteers such as holiday parties, Helmet Day, Staff Appreciation Week and Mother's Day (Kindergarten). Coordinators may also work with Head Room Parents to organize optional holiday or end of the year teacher appreciation gifts.

Helmet Safety Day: This special safety day in the spring (typically March) includes presentations by Rainbow Babies & Children's Hospital's Injury Prevention Team and helmet fittings. Presentations designed for each grade include egg drops, JELL-O brains and other fun props that engage the kids while teaching them the importance of wearing a helmet EVERY time they get on a wheeled vehicle (bikes, skates, skateboards, scooters, etc.) or participate in winter sports (skiing/snowboarding, ATVs, etc.). Very inexpensive helmets are available to order via *Why Not Wear A Helmet?*, a local non-profit.

How can YOU help? A Chairperson works with Rainbow, Goldwood and *Why Not Wear A Helmet?* to schedule a date, works with volunteers to gather props, gathers volunteers before Helmet Safety Day so they can learn to properly fit helmets, and supervises volunteers during the event. The Chairperson also works with *Why Not Wear a Helmet?* to manage the helmet ordering process and delivery to the classrooms. Individual volunteers can make JELL-O brains at home, fit helmets in the classroom, and assist with brain games during the presentation to each grade.



Heritage Day: This spring event is an opportunity for kids to learn about different countries and cultures. Volunteer speakers share their heritage and interesting facts from their countries.

How can YOU help? A Chairperson works with the teacher in charge to schedule volunteer speakers and organize lunch.

Library Support: We're here to help the library run smoothly!

How can YOU help? A Chairperson schedules individual volunteers to help in the library. Most of the Chairperson's job is done August-October. Individual volunteers assist the librarian by checking out books to students, collecting returned books and re-shelving them.

Membership: Membership is critical to a successful PTA!

How can YOU help? A Chairperson staffs a membership table at early fall events. The Chairperson also develops membership forms, collects any paper forms and dues, inputs information into the membership database and coordinates dues payments to Ohio PTA with the Treasurer. A highly motivated and creative person will be successful in this role. The work is typically completed by mid-October.



Pizza Days: We have Pizza Days approximately twice a month for 1st & 2nd graders.

How can YOU help? A Chairperson(s) is responsible for communication to parents, sign-ups, money collection, and ordering food and drink. This position requires good organization and communication skills. The bulk of the work is at the beginning of each semester during sign-ups. Individual volunteers are needed to serve children.

Recycling Club: This Club collects discarded paper from the classrooms on Tuesdays and Thursdays during recess. New teams of 2nd grade volunteers are selected by their teachers each quarter.

How can YOU help? A Recycling Coordinator organizes fall and spring recycling drives and coordinates parent volunteers. Classroom Recycling: Individual volunteers lead student groups through Goldwood (12:15-1:00pm) for a quarter or all year, keeping the students organized, quiet and courteous as they make their rounds. The ability to assist in lifting slightly heavy recycling bins is required. This is a great opportunity to volunteer directly with your 2nd grader! Individual volunteers can also assist with the recycling drives.



Snowflake Palace: This is a holiday shopping experience for the kids, so they can purchase items for their family members. A variety of inexpensive items (typically \$1-\$5) are available for sale. Children shop with their class during the school day.

How can YOU help? Chairpersons are responsible for purchasing items/supplies, handling money (cash & online payments) before the event, and running the event. Most of the work takes place in early December. Individual volunteers can help with set-up/teardown, wrapping gifts and assisting the little shoppers as they pick out gifts.

Spirit Wear: Wear your school colors!

How can YOU help? A Chairperson is responsible for printing flyers, working with the vendor, ordering product, managing inventory, collecting money, and distributing merchandise. The Chairperson (or their representative) should be at major school events where parents might be interested in purchasing or ordering items. Online ordering is being developed this year. This is a year-long commitment.



Staff Appreciation: Goldwood teachers and staff are incredible and we want them to know it!

How can YOU help? Chairpersons are responsible for coordinating the back-to-school luncheon, dinner during conferences, an annual holiday Cookie Walk and staff appreciation week. These events may have different Chairs. Individual volunteers can cook/bake, help with set-up/tear down, etc.

Website/Facebook: The world is electronic and we're there!

How can YOU help? A Chairperson is responsible for managing the Goldwood PTA website and Facebook pages. A home computer with Internet access, and organization and computer skills are required. The majority of work is in August and September, with ongoing updates throughout the year.

Get involved today!

Contact Chris Albano, PTA President

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