



### West Irondequoit PTSA volunteer opportunities

To inquire about or express interest in any of these opportunities, fill out the form at <https://tinyurl.com/WICPTASignup> or email us at [wicptsa@wicptsa.org](mailto:wicptsa@wicptsa.org).

### School Building Positions

1-year commitment (or as noted)

#### **Building Representative (2-4 per school building)**

3-10 Hours/Month

- Self-nominate/recruited by Vice President - School Affairs, appointed by President, affirmed by Executive Board
- Not all tasks will be completed by all building reps, but as a team the building reps:
  - Meet regularly with building principal
  - Work with principal and other building reps to choose events (movie night, game night, fitness night, art night, speakers, etc.)
  - Hold Building PTSA planning meetings on a regular schedule. Identify topics and prepare a meeting agenda
  - Communicate your PTSA programs to your parents and keep parents informed, including making, organizing and distributing materials and flyers and managing building social media
  - Invite new parents to volunteer for community building events and other activities. Develop leaders within your group; identify and mentor parents to fill executive building positions and district PTSA positions
  - Plan and execute Teacher/Staff Appreciation Week in May and other teacher/staff appreciation activities
  - Attend monthly WICPTSA central/association meetings

#### **Bookkeeper (1 per school building)**

1-3 Hours/Month

- Prepares school building budget using Excel template
- Submits receipts for reimbursement and check requests for building PTSA expenses
- Reviews monthly reports from WICPTSA Treasurer
- Consults with WICPTSA Treasurer on allowable expenses if there are unusual requests

#### **Book Fair Chair (K-3 and 4-6 buildings)**

8-30 Hours/Fair

- Coordinates with Scholastic for scheduling, delivery, and pickup of the book fair
- Works with librarian and building principal to schedule and publicize the book fair
- Recruits/signs up volunteers to set up, tear down, work as cashiers and assist children with purchases during the book fair. Often the book fair chair attends the entire book fair, but this is not always necessary
- Administers program to ensure all children can get books
- Makes sure there is cash for change

#### **Event Chair**

3-10 Hours/Event

- Manages a particular building-level event, such as bingo night, carnival, trunk-or-treat, playground event, movie night, etc., by coordinating logistics, recruiting volunteers, creating flyers, etc.

**Event Volunteer****1-3 Hours/Event**

- Volunteers for a particular event, often by time slot or role, such as serving as a cashier at the book fair or serving popsicles at a playground event

**WICPTSA Central Committee Chairs****1-year commitment**

Self-nominate/recruited by Vice President - Administrative Affairs, appointed by President, affirmed by Executive Board

**Advocacy Chair****5-10 Hours/Year**

- Identifies and gathers information important to education and the community.
- Becomes acquainted with the school staff, school district staff, and decision-makers/policymakers, such as members of the school board.
- Informs and educates the WICPTSA membership through programs, conferences and workshops, projects and newsletters and also inform parents how they can gain access to additional resources.
- Encourages participation on school advisory groups, school site councils, or fact-finding/study committees; provide meaningful and valuable contributions.
- Identifies opportunities to work on education issues that will affect student achievement.

- **School Board Observer**

**3-5 Hours/Month**

- Attend regular school board meetings and WICPTSA central/association meetings and report to WICPTSA.
- Could be Advocacy Chair or another person

**Awards Chair****5-10 Hours/Year**

- Honorary Life Membership Award – Advertise Honorary Life Application process, oversee nomination and voting process, submit nomination to NYS PTA, organize all aspects of Annual Honorary Life Ceremony.
- Identify additional opportunities to recognize outstanding volunteers and community members.

**Community Service Coordinator****1-5 Hours/Month**

- Plans and manages districtwide community service projects, such as Irondequoit Community Cupboard food drives.

**Cultural Arts Chair****1-2 Hours/Month**

- Arranges for District representatives to attend October central/association meeting to review proposed Cultural Arts programs for the upcoming year.
- Throughout the year, serves as point person on requests for WICPTSA contributions to Cultural Arts programs.
- PTSA expert on Monroe County's BOCES Arts in Education and Exploratory Enrichment program.

- **Reflections Program Chair**

**5-15 Hours/Year**

- Reflections Program Chair may be Cultural Arts Chair or another member of the Cultural Arts Committee
- Recruits and manages committee as needed
- Committee communicates and publicizes program information to teachers, students and parents, secures judges, collects student entries
- Sends winning entries to District level for further judging
- Plans for and provides prizes to participating students, within budget

**Diversity, Equity, and Inclusion Chair****1-2 Hours/Month**

- Support families of diverse identities and backgrounds. Represent the interests of underrepresented parents in the district. Provide advocacy support for parents as needed or requested. Promote collaboration & effective communication between parents and educators.
- Engage parents, teachers, and administrators across the district to discuss and plan for ways to create a welcoming school climate for families and children of all identities to assure inclusiveness and guard against discrimination.
- Be informed on WICSD current policies/services for diversity and inclusion, and understand appropriate channels and processes by which to advocate for students within and outside of WICSD.
- Promote within the district, diverse programming and staff training that develops awareness, understanding and celebration of differences. Identify and collaborate on improvement opportunities within district and PTA education programs.

**Fundraising Chair****1-15 Hours/Month**

- Plan and organize WICPTSA central fundraising activities, including coordinated building-level fundraisers (such as the fall Local Good/Leo's Pies fundraiser) as well as fundraising activities specifically for WICPTSA central funds
- Focuses on raising the amount of funds needed to meet WICPTSA's budget.
- In collaboration with the VP School Affairs, reviews proposed fundraisers
- Presents reports on proposed fundraising activities at meetings for approval.

**Get out the Vote Chair****1-5 Hours/Month, March-May only**

- Coordinates annual Candidates Night for Board of Education candidates
- Arranges for distribution of lawn signs to promote budget/school board vote
- Other GOTV activities as desired

**Hospitality Chair****0-5 Hours/Month**

- Acts as official host of a PTA in creating welcoming atmosphere at meetings and events, specifically at June Life Membership Award Ceremony, Parent Education events/speakers, certain District PTSA and Building Rep meetings, and other events as needed
- Works with committee and other chairman to organize and set up refreshments, food, decorations, registration, greeters and baby-sitting for PTA meetings and events
- Maintains hospitality supplies and equipment and an updated inventory for them
- Presents hospitality budget for approval at executive board meeting at start of the PTA year and monitor authorized budget

**Membership Chair****1-2 Hours/Month**

- Administers membership activities in MemberHub (online membership website) as needed
- Creates and implements a membership plan, promotes membership throughout the year, provides membership reports at PTA board and association meetings, collects dues, and distributes membership cards

**Parent Connection Chair****3-5 Hours/Month**

- Initiates and oversees parent education events for PTSA, including but not limited to: speakers, book recommendations, and information nights.

**PASSN (Parent Advocate for Students with Special Needs) Chair****3-5 Hours/Month**

- Host regular PASSN meetings

- Provide advocacy support for parents as needed or requested. Promote collaboration & effective communication between parents and educators.
- Identify and collaborate on improvement opportunities with special education programs.
- Represent the interests of Special Education Parents in and outside the District

#### **PTSA Post**

**3-5 Hours/Issue**

- Creates and distributes online newsletter including (but not limited to:) WICPTSA activities, fundraiser results, upcoming events, membership and other pertinent WICPTSA information. Published 2/x year (but could be more with volunteer support).

#### **Scholarships Chair**

**1-5 Hours/Month, March-May only**

- Ensures updated scholarship form is available on the website by the end of March
- Receives and reviews scholarship applications and forwards request for payment to WICPTSA Treasurer
- If more applications are received than scholarships are available, convenes a committee of three WICPTSA members to review and vote on applications

#### **School Pictures Chair**

**5-15 Hours every 3 years**

- When school pictures contract is about to expire (generally, every three years), solicit bids from school pictures companies. Identify the top 2-3 companies and arrange for presentation to executive board to select contract awardee.

#### **Social Media/Website**

**1-5 Hours/Month**

- Posts to WICPTSA Facebook and Twitter
- Updates WICPTSA website as needed, including posting monthly minutes after approval
- Make sure forms are updated and operational.

#### **Spiritwear Chair**

**5-20 Hours/Month during sale(s)**

- Coordinates districtwide spiritwear sale
- Works with vendor to provide building-specific spiritwear for all 10 buildings as well as I-Eagles and WICPTSA branded items
- Coordinates drop-off/pickup of items after the sale

#### **Student Involvement Chair**

**2-5 Hours/Month**

- Recruits student involvement committee that includes adults and students.
- Surveys the school community to find out what types of activities would encourage student involvement.
- Develops a plan for student involvement. Sets reasonable goals based on available resources and the desired outcome.
- Recruits student membership, making a formal commitment to youth involvement in the form of a motion or an action item. Promotes student membership. Highlights benefits of involvement such as PTSA scholarships, community service opportunities, and enhancement of college and job applications.
- Develops and implements programs that are relevant and that involve both students and adults. Include students in the initial planning stages as well as in the execution of the projects.

#### **Treasury Assistant**

**5-10 Hours/Month**

- Accept deposits from building bookkeepers. Review paperwork and make deposits at bank.

**West Irondequoit Health and Safety Committee****0-3 Hours/Month (see below)**

- PTSA representative on West Irondequoit Health and Safety Committee; attends four 1.5 Hour Meetings/Year and reports back at next WICPTSA central/association meeting
- Identifies, targets, and monitors health and safety related issues in order to provide for the safest and healthiest environment at school.

**WICPTSA Executive Board****2-year commitment****Nominated by nominating committee and elected by membership at May meeting*****All members of the Executive Board***

- Attend monthly WICPTSA central/association meetings
- Attend monthly Executive Board meetings
- Attend meetings with the superintendent (approximately 7x/year)
- As board members, owe duties of care, obedience, and loyalty to WICPTSA and its members
- Help execute activities as needed

**President****10-20 Hours/Month**

- Manages overall objectives and strategies of WICPTSA
- Serves as the official contact, communicator and representative of WICPTSA
- Acts as liaison between WICPTSA and West Irondequoit Central School District
- Presides over all WICPTSA central/association and executive board meetings, ensuring all who are present act within Bylaws, and within some approximation of required procedure
- Represents WICPTSA on the WI DEI Coalition
- Designated as an authorized signer for PTA contracts and second signature for checks and authorizations for payment
- Serves as ex-officio member of all committees except the nominating committee
- Works with other PTA leaders to connect families, school and community to support student success
- Ensures that the WICPTSA Board is: nurturing future leaders for our WICPTSA, giving adequate training to our Board so that they can lead in the future, matching the skills of our volunteers with their assignments so they can succeed in their job, meeting the needs of our volunteers, building unity and teamwork, and being inclusive
- Ensures WICPTSA's insurance is in good standing
- Sends monthly communication to membership

**Vice President - School Affairs****5-10 Hours/Month**

- Recruits and oversees building representatives

**Vice President, Administrative Affairs****5-10 Hours/Month**

- Recruits and oversees WICPTSA Committee Chairs

**Treasurer****10-15 Hours/Month**

- Tracks and records all financial transactions: membership dues, donations, receipts, disbursements
- Keeps the WICPTSA compliant with rules and regulations, reporting to government agencies and state PTA as required
- Informs committees of budgeted funds
- Pays bills and reimbursements as required (within 48 hours of approval)
- Oversees ongoing WICPTSA finances
- Ensures adherence to approved WICPTSA budget

- Prepares and presents budget/treasurers report for each WICPTSA meeting
- Prepares reports for submission to outside auditor
- Collects membership dues and submits monthly payment to PTA/NYS PTA

**Secretary**

**5-10 Hours/Month**

- Records minutes at WICPTSA meetings
- Creates agenda, with the help of other executive board members
- Counts vote when requested by the presiding officer
- Handles WICPTSA correspondence as directed by the president
- Maintains and preserves WICPTSA records and important documents to pass on at the end of the term