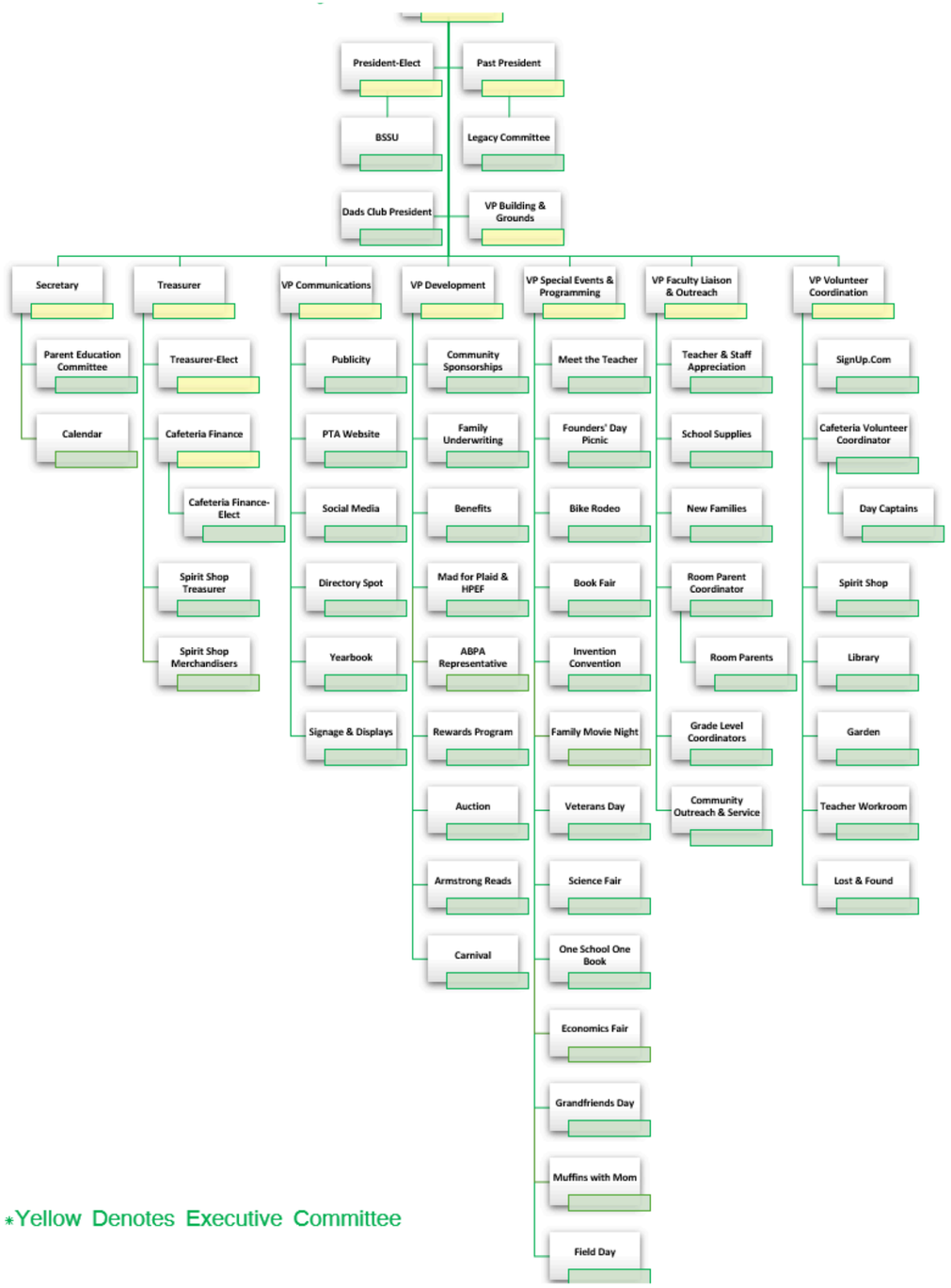
ARMSTRONG PTA

Volunteer Fair

2021 - 2028



*Yellow Denotes Executive Committee

PTA POINTERS

- Members must be in good standing to serve on the PTA
- All positions are slated through the Nominating Committee and voted on by the Board of Directors on February 3, 2027
- Self-nominations are strongly encouraged!
- Board of Directors (13 positions) typically serve a one year term
- Officers may serve no more than 2 consecutive terms in the same office, unless voted on by the board for an additional 3rd consecutive term.
- Additional Committees through the BOD
    - Nominating Committee
    - Finance & Budget Committee
    - Cafeteria Finance Committee
    - Gift Committee
    - Bylaws & Standing Rules Committee
    - Legacy Committee

ARMSTRONG BOARD OF DIRECTORS

- President
- President-Elect
- Past President
- Secretary
- Treasurer
- Treasurer-Elect
- Cafeteria Finance Chair
- VP Communications
- VP Development
- VP Special Events & Programming
- VP Faculty Liaison & Outreach
- VP Volunteer Coordination
- VP Building and Grounds



ARMSTRONG PTA POSITIONS

PRESIDENT

- Preside at all meetings of the Executive Board and General PTA and oversee Executive Board
- voting officer, on & off site, attend monthly exec meetings
- all year, Loves all things Armstrong 24/7

PRESIDENT - ELECT

- Assist PTA President, Serve as the Chair of Gift Committee and Bylaws & Standing Rules
- voting officer, on & off site, attend monthly exec meetings
- all year, 40 hours/month

PAST PRESIDENT

- voting officer, on & off site, attend monthly exec meetings
- Advisor
- all year, 3 hours/month

ARMSTRONG PTA POSITIONS

BSSU & BSSU ELECT (Back to School Sign-Up)

- liaison to HPISD; attend district meetings, man BSSU hotline, manage late BSSU
- Must be able to attend BSSU on Armstrong's Day
- March - October, 3 hours/month

SECRETARY

- voting officer, on & off site, attend monthly exec meetings
- keep minutes at Board Meetings
- all year, 5 hours/month

MASTER CALENDAR CHAIR

- works with PTA President & Dad's Club President to manage calendars.
- Reports to Secretary, all year, 1 hour/month

PARENT EDUCATION COMMITTEE CHAIR

- work with PTA President to schedule in person PTA meetings, surveys, speakers, etc.
- Reports to Secretary, all year, 1 hour/month

ARMSTRONG PTA POSITIONS

VP BUILDING & GROUNDS

- voting officer, on & off site, attend monthly exec meetings
- interior and exterior of Armstrong
- all year, 10 hours/month

TREASURER

- voting officer, off site, attend monthly exec meetings and provide monthly reports
- track and reconcile all finances through QuickBooks and banks
- pay invoices and reimbursements
- prepare budgets & monthly reports
- all year, 10 hours/month

TREASURER-ELECT

- voting officer, off site, attend monthly exec meetings
- banking and prepares tax letter for donors
- tracks all donations in calendar and school year
- oversees Spirit Shop Treasurer & Supplies Chair Finances
- Reports to Treasurer, all year, 5 hours/month

ARMSTRONG PTA POSITIONS

CAFETERIA FINANCE CHAIR

- voting officer, on & off site, attend monthly exec meetings
- track and reconcile all cafeteria finances; work with CPA and Cafeteria Manager
- prepare budgets and monthly reports, Chair Cafeteria Committee; Serve on District Cafeteria Board
- year round, 5 hours/month

CAFETERIA FINANCE CHAIR-ELECT

- on & off site
- Assist Cafeteria Finance Chair and serve on the Cafeteria Finance Committee
- all year, 2-3 hours/month

SPIRIT SHOP TREASURER

- Work under the Treasurer-Elect for all expenses and reimbursements
- Reports to Treasurer, all year, 5 hours/month

SPIRIT SHOP MERCHANDISER & DESIGNER CO-CHAIRS

- purchase, promote and sell school spirit items and coordinate Eagle Store operations
- Reports to Treasurer, all year, 5 hours/month

ARMSTRONG PTA POSITIONS

VP COMMUNICATIONS

- voting officer, on & off site, attend monthly exec meetings
- manages all comms related chairs; keeps brand standards implemented, liaison to Armstrong Article
- year round, 10-15 hours/month

PUBLICITY

- submit school events/news to local news outlets, all year, 2-3 hours/month

PTA WEBSITE CHAIR

- work with PTA Exec Board to maintain and update website, all year, 5 hours/month

SOCIAL MEDIA CHAIRS (2)

- manages all PTA social media, develops graphics, etc, all year, 10 hours/month

DIRECTORYSPOT CHAIR

- responsible for overall publication and distribution of school directory, fall, 5 hours/month

YEARBOOK CO-CHAIRS (2)

- responsible for design, publication and distribution of yearbook, all year, 3 hours/month

YEARBOOK CO-CHAIRS ELECT (2)

- supports Year Book Co-Chairs and serves as Chair(s) following year, all year, 5 hours/month

SIGNAGE & DISPLAYS CHAIR

- responsible for sgns and bulletin board displays throughout the year, all year, 1 hour/month

ARMSTRONG PTA POSITIONS

VP DEVELOPMENT

- voting officer, on & off site, attend monthly exec meetings
- manage and oversee all fundraising efforts including Auction, Family Giving, Carnival, Armstrong Reads & Mad for Plaid
- creates and implements Community Sponsorship Opportunities and solicits underwriting along with chairs
- year round, 10-15 hours/month

DONOR RELATIONS

- COMMUNITY SPONSORSHIPS CHAIR
  - plan and execute Community Sponsorships
  - all year, 4 hours/month
- FAMILY UNDERWRITING CHAIR
  - Family Giving Campaign
  - all year, 4 hours/month
- BENEFITS CO-CHAIRS (2)
  - execute and distribute donor benefits including signage
  - all year, 3 hours/month

COMMUNITY PARTNERSHIPS

- MAD FOR PLAID REPRESENTATIVE
- ABPA REPRESENTATIVE
- REWARDS PROGRAMS CHAIR
- AUCTION CO-CHAIRS (2-4)
- ARMSTRONG READS CO-CHAIRS (2)
- CARNIVAL CO-CHAIRS (2-4)

ARMSTRONG PTA POSITIONS

VP SPECIAL EVENTS & PROGRAMMING

- voting officer, on & off site, attend monthly exec meetings
- manages all Special Events (non-fundraising events)
- year round, 10-15 hours/month

MEET THE TEACER CO-CHAIRS (2)

- June - August, 4 hours/month

BOOK FAIR CO-CHAIRS (2)

- June - October, 4 hours/month

BIKE RODEO CO-CHAIRS (2)

- June - November, 4 hours/month

FOUNDERS' DAY PICNIC CO-CHAIRS (2)

- June - November, 4 hours/month

3RD GRADE INVENTION CONVENTION CO-CHAIRS (2)

- June - October, 4 hours/month

FAMILY MOVIE NIGHT CO-CHAIRS (2)

- June - October, 4 hours/month

VETERANS DAY CO-CHAIRS (2)

- June - November, 4 hours/month

4TH GRADE SCIENCE FAIR CO-CHAIRS (2)

- December - March, 4 hours/month

ONE SCHOOL ONE BOOK CO-CHAIRS (2)

- December - February, 4 hours/month

GRANDFRIENDS DAY CO-CHAIRS (2)

- January - March, 4 hours/month

2ND GRADE ECONOMICS CO-CHAIRS (2)

- January - April, 4 hours/month

MUFFINS WITH MOM CO-CHAIRS (2)

- March - May, 2 hours/month

FIELD DAY CO-CHAIRS (2)

- January - May, 4 hours/month

ARMSTRONG PTA POSITIONS

VP FACULTY LIAISON & OUTREACH

- voting officer, on & off site, attend monthly exec meetings
- manages all things faculty and outreach
- all year, 5-10 hours/month

STAFF APPRECIATION CO-CHAIRS (2)

- all year, 4 hours/month

FACULTY & STAFF APPRECIATION TEAM (4-6)

- all year, 2 hours/month

SCHOOL SUPPLIES CHAIR

- all year, 2 hours/month

SCHOOL SUPPLIES CHAIR-ELECT

- all year, 1 hour/month

NEW FAMILIES CO-CHAIRS (2)

- all year, 1-2 hours/month

ROOM PARENT COORDINATOR CHAIR

- all year, 2-3 hours/month

ROOM PARENTS (44)

- all year, 2 hours/month

3RD GRADE MUSIC PROGRAM SUPPORT (2)

- January- March, 2-4 hours/month

PREK-4TH GRADE LEVEL COORDINATORS (12)

- all year, 1-2 hours/month

COMMUNITY OUTREACH & SERVICE DAY CO-CHAIRS (2)

- all year, 2 hours/month

ARMSTRONG PTA POSITIONS

VP VOLUNTEER COORDINATION

- voting officer, on & off site, attend monthly exec meetings
- manages all volunteers
- all year, 5-10 hours/month

SIGNUP.COM CHAIR

- all year, 4 hours/month

CAFETERIA VOLUNTEER COORDINATOR CHAIR

- all year, 4 hours/month

CAFETERIA DAY CAPTAINS

- all year, 4 hours/month
- MON, TUES, WED, THURS, FRI

SPIRIT SHOP SUPPORT & VOLUNTEER

- all year, 4 hours/month

LIBRARY VOLUNTEER COORDINATOR

- all year, 4 hours/month

GARDEN VOLUNTEER COORDINATOR CHAIR

- all year, 4 hours/month

TEACHER WORKROOM VOLUNTEER COORDINATOR

- all year, 4 hours/month

LOST & FOUND CHAIR

- all year, 1-2 hours/month

ARMSTRONG PTA

Q&A

THANK YOU!