John S. Armstrong
PTA Position Descriptions
2027-2028

Executive Board

President: Preside at all meetings of the Executive Board and the General PTA, oversee Executive Board, appoint committee chairmen not provided for in the bylaws, provide support in the event an office is vacated for any reason, serve as a voting member of the Cafeteria Committee, Armstrong Gift Committee, Nominating Committee, Bylaws & Standing Rules Committee, Finance & Budget Committee, serve as Compliance Officer under the Whistleblower Policy, represent and support all Armstrong events, HPISD School Board meetings, District PTA President luncheons and all other district-related events. Serve as a campus liaison for City of University Park and City of Highland Park as needed. Hold District-wide positions, such as District Leadership Council. Serve as Past President in 2028-2029.

Estimate Duration & Time - Role begins as President Elect the previous year and finishes as Past President the following year of their presiding term. This role will work roughly 40 hours a week during their Presidential term.
Months: All Year; Hours per week – 40

President-Elect: Assist 2027-2028 PTA President, attend monthly Executive Board meetings, attend monthly District PTA President luncheons with the Superintendent, serve as Chair of the Armstrong Gift Committee and Bylaws & Standing Rules Committee, serve as a member of the Cafeteria Committee, Nominating Committee, Finance & Budget Committee, and serve as PTA President in 2028-2029. Hold District-Wide positions as needed. Serves as the President in the President's absence, inability, or refusal of the President to act.
Months: All Year; Hours per Month – 40 hours

Past President: Attend monthly Executive Board meetings and serve on the Gift Committee. Advise as needed.Advise as needed. Months: All Year; Hours per Month – 3 hours

Secretary: Take attendance and minutes at all PTA, Executive Board meetings and standing committees, upload minutes to the PTA Google Drive and distribute them at the next Executive Board meeting. Serves on the Gifts Committee. Maintains all records for the PTA except financial records kept by the Treasurer and Cafeteria Treasurer. Distribute Whistleblower Policy, Gift Acceptance Policy, oversees compliance of Document Retention Policy and collects signatures of all directors and offices regarding the Conflicts of Interest Policy. Attend monthly Executive Board meetings.
Months: All Year; Hours per Month – 5 hours

Vice President of Building & Grounds: Provide support that focuses on the exterior and interior of the Armstrong campus. Work with the President and VP of Development (and others) to install proper signage for sponsor/donor benefits. Work with PTA President, donors, HPISD district level administration, and Armstrong administration to ensure landscaping needs are met. Sits on Legacy Committee. Attend monthly Executive Board meetings.
Months: All Year; Hours per Month – 5 hours

Treasurer: Handle the General Funds of the PTA thereby keeping full and accurate account of all receipts and disbursements as well as preparing and delivering monthly reports to the Executive Board and annual reports and ledgers to the CPA, separate from the budgets to the cafeteria. Prepare and distribute all disbursements and reimbursements in accordance with the Accountable Reimbursement Policy. Prepare and monitor an annual budget with officers, including cash availability spreadsheets. Ensure tax letters for BSSU, Family Giving, Carnival, Armstrong Reads, and Auction are prepared and sent by their respective committees. Collect receipts, write checks, maintain accounting books and work with event treasurers. Collect all monies, including monies collected through Back-to-School- Sign-Up and all Armstrong fundraisers. Administers and oversees all bank and investment accounts and maintains required financial records for such accounts, excluding any accounts related to the Cafeteria. Ensures the purchase and maintains the appropriate liability insurance for the PTA and its directors and officers. Attend monthly Executive Board meetings.
Months: All Year; Hours per Month –10 hours

Treasurer-Elect: Make deposits, assist sitting Treasurer as needed, serve as Treasurer of the Eagles Store, serve on the Finance & Budget Committee, Cafeteria Finance Committee and Gift Committee, assist President/Supplies Chair with student supplies ordering and distribution, and serve as Treasurer in 2028-2029. Serves on the Finance & Budget Committee, Gift Committee, and Cafeteria Finance Committee. Attend monthly Executive Board meetings.
Months: All Year; Hours per Month – 5 hours

Cafeteria Finance Chair: Work with Cafeteria Volunteer Chair and Cafeteria Manager. Serve as Chair of the Cafeteria Committee. Manage the school Cafeteria finances including all funds derived from the operation, monthly preparation of updated Cafeteria financial statements, delivery of annual financial information to CPA, serves on District Cafeteria Board and oversees implementation of any Board decisions, give input to HPISD at annual Cafeteria Employee Review and chairs the Cafeteria Finance Committee and serves on Gift Committee. Attend monthly Executive Board meetings.
Months: All Year; Hours per Month – 5 hours

Vice President of Communications: Provide support and guide PTA positions that promote and communicate Armstrong initiatives including: Publicity, Website, Social Media, DirectorySpot, Yearbook, and Signage and Displays. Assist with all communication between PTA and parents, staff and faculty. Serves of the Gift Committee. Create an annual communications plan and act as the PTA Liaison for the Armstrong Article. Attend monthly Executive Board meetings.
Months: All Year; Hours per Month – 20 hours

Vice President of Development: Provide support and guide PTA positions that coordinate and oversee all Chairpersons in charge of Fundraisers including Auction, Family Giving, Carnival, Armstrong Reads, and Mad for Plaid. Create and implement the Community Sponsorship Opportunities for the 2027 - 2028 school year and solicit underwriting for both Community and Armstrong families. Serves on the Gift Committee and Finance & Budget Committee. Attend monthly Executive Board meetings.
Months: All Year; Hours per Month – 20 hours

Vice President of Special Events & Programming: Provide support and guide PTA positions that coordinate Special Events (i.e. non-fundraising events) including Bike Rodeo, Founders'

Day Picnic, Family Movie Night, Field Day, Invention Convention, Science Fair, Library events to include Book Fair and One School One Book, Veteran's Day, etc. Serves on the Gift Committee. Attend monthly Executive Board meetings.
Months: All Year; Hours per Month – 10 hours

Vice President of Faculty Liaison & Outreach: Provide support and oversees PTA Chairpersons that focus on teachers including Staff Appreciation, School Supplies, New Families, Room Parents, Grade Level Coordinators, Music Program Support and Community Outreach. Attend monthly Executive Board meetings.
Months: All Year; Hours per Month – 5 hours

Vice President of Volunteer Coordinator: Provide support and oversee PTA Chairpersons that focus on Volunteers including: Signup.com, Cafeteria, Spirit Shop, Library, Garden, Teacher Workroom and Lost and Found. Work with and make sure all volunteers are compliant with district background checks and cafeteria documents
Months: All Year; Hours per Month – 5 hours

Legacy Committee: The Legacy Committee consists of the Immediate Past President (Chair), President, VP of Building and Grounds and a committee nominated by the Nominating Committee that has served at least one term on the John S. Armstrong PTA Board.
Months: All Year; Hours per Month - 5 hours

BSSU and Secretary Positions

These roles work closely with both the PTA President, President - Elect, and Treasurer.

Back to School Sign Up "BSSU" Chair: Assist BSSU online registration process by serving as a liaison between Armstrong and HPISD, communicate specific PTA information to District in advance of BSSU, distribute BSSU reports to PTA Chairperson(s) after BSSU, attend District BSSU meetings and work as needed during the week(s) of BSSU as directed by the district. Handle late BSSU registration.
Months: March – October; Hours per Month – 3 hours. Must be able to attend BSSU on Armstrong's Day. Reports to President - Elect.

Back to School Sign Up Chair-Elect: Assist the BSSU Chair for 2027-2028. BSSU Chair in 2028-2029. Attend BSSU meetings and work as needed during the week(s) of BSSU as directed by the district.
Months: April – October; Hours per Month – 3 hours. Must be able to attend BSSU on Armstrong's Day. Reports to President - Elect.

Master Calendar Chair: Work closely with the PTA President and Dad's Club President to manage the online website. Reports to the Secretary.
Months: All Year; Hours per Month – 1 hour

Parent Education Committee "PEC" Chair: Work closely with the PTA President to coordinate in person PTA meetings, Parent/Teacher Surveys, volunteer trainings, speakers, etc. Reports to the Secretary.
Months: All Year; Hours per Month – 1 hour

Treasurer Positions

These roles work closely with both the PTA President and Treasurer, and report to the President. The

Armstrong PTA funds and operates our cafeteria. These volunteers help ensure its success.

Cafeteria Finance Chair-Elect: Assist Cafeteria Finance Chair in 2027-2028. Serve as a member of the Cafeteria Finance Committee. Serve as Cafeteria Finance Chair in 2028-2029. Plan and coordinate Nutrition Week with the Cafeteria Manager in the Spring.
Months: All Year; Hours per Month – 2-3 hours

Spirit Shop Treasurer: Purchase, promote, and sell school spirit items and coordinate Eagle Store operations. Work under the Treasurer-Elect for all expenses and reimbursements. Months: All Year; Hours per Month –5 hours

Spirit Shop Merchandiser & Designer Co-Chairs (2): 1 Boy/1 Girl Parent - Purchase, promote, and sell school spirit items and coordinate Eagle Store operations. Work under the Treasurer-Elect for all expenses and reimbursements.
Months: All Year; Hours per Month –5 hours

Communications Positions

These positions work with the VP Communications and chairs of various programs and events.

Publicity Chair: Submit school events/news to local news outlets.
Months: All Year; Hours per Month – 2 hours

PTA Website Chair: Work with PTA Executive Board to maintain and update website, working closely with VP of Communications, VP of Development and President. Responsible for inputting all school calendar events and fundraising opportunities.
Months: All Year; Hours per Month – 5 hours

Social Media Co-Chairs (2): Manages all PTA social media communications—Facebook and Instagram. Develops graphics for social media use. Works with VP of Communications and all VPs, event chairs, and President to communicate events, milestones, and news. Months: All Year; Hours per Month – 10 hours

DirectorySpot Chair - Responsible for the overall publication and distribution of the school directory.
Months: All Year – Fall concentration, minimum Spring hours; Hours per Month – 5 hours

Yearbook Co-Chairs (2): Responsible for design, publication, and distribution of the Yearbook. Take photos and/or collect photos from class photographers throughout the year. Oversee yearbook photos and work with yearbook publishers. Order all yearbook orders collected through BSSU and throughout the year and distributed to the classrooms at the end of the year.
Months – All year; Hours per Month – 3 hours

Yearbook Co-Chairs-Elect (2): Support the Yearbook Chairs during the year and serve as Co-chairs in 2028-2029. Months: All Year; Hours per Month – 3 hours

Signage & Displays Chair: Assist with signs and bulletin board displays throughout the year.
Months: All Year; Hours per Month – 1 hour

Development Positions

These roles support Armstrong's legacy of successful fundraising and report to the VP of

Development and work closely with the PTA President and Treasurer.

Donor Relations

Community Sponsorships Chair: Plan and execute Community Sponsorships and the benefits associated with each throughout the school year. Keep up to date records of all past and current year received donations and report to the Board monthly. Work directly with the VP of Development, President, and event/program chairs. Identify and solicit corporate and foundation donors. Months: All Year; Hours per Month: 4

Family Underwriting Chair: Work with VP of Development and President on Family Giving Campaign, the annual fundraising initiative during Back-to-School Sign Up "BSSU" and the first month of school. Provide data to the VP of Development regarding benefits purchased under Family Giving. Draft and distribute Family Giving brochure and collateral (yard signs, stickers, etc..) to all Armstrong families throughout the year.
Months: All Year; Hours per Month: 4

Benefits Co-Chairs (2): Work with the VP of Development and President on executing and distributing all donor benefits throughout the year.
Months: All Year; Hours per Months: 3

Community Partnerships

Mad for Plaid & Highland Park Education Foundation Representative: Work with Mad for Plaid Committee to communicate information to PTA members & Armstrong parents about the Education Foundation's fundraiser and strategize annual Armstrong gifts with the VP of Development, PTA President and Treasurer. Attend and serve as our representative along with the President at the Mad for Plaid recognition event at the HP Scots Football Game. Work with the Parent Education Committee Chair to host the HPEF at a PTA meeting.
Months: All Year; Hours per Month: 1

ABPA Representative: Work with ABPA to communicate information to the Armstrong community about the ABPA Home Tour fundraiser, liaison for development partnerships, and liaison for ABPA Kinder Popsicle Party at the beginning of the school year. Coordinate Kinder Tears and Cheers with the Kinder Grade Level Coordinators. Work with the Secretary and Master Calendar Chair for overlapping events.
Months: All Year; Hours per Month: 1

Rewards Programs Chair: Identify, plan, and coordinate rewards and give-back programs, including restaurant and retail give-back events, Tom Thumb rewards, among others. Work with the Website Chair to keep the information on the PTA website up to date with current community partnerships.
Months: All Year; Hours per Month: 1

Auction Co-Chairs (1-4): Oversee Auction team and all operations pertaining to the Armstrong Auction that usually occurs in the Fall. Execution of the event including communication, party planning, online bidding execution and maintenance, and class contest. Oversee subcommittee in the delegation and execution of all aspects of Auction. May seek volunteers to assist with all aspects of Auction including, but not limited to the support list below. Reports to the VP of Development and the PTA President.
Months: February 2027 - November 2027 with wrap-up responsibilities in Spring of 2028; Hours per Month: 20

Auction Committee / Support Roles:
-Live Auction Chair(s) (1-2)
-Silent Auction Co-Chairs (2)
-Online Auction Chair (1)
-Social Media Chair (1)
-Ticket Coordinator (1)
-Auction Booklet Chair (1)
-Graphic Designer (1)
-Auction Slideshow & Video Chair (1)
-Swag Bag Co-Chairs (2)
-Wrap-Up Chair(s) (1-2)
-Class Contest Chairs (2-3)
-Sleepover Chairs (2-3)
-Family Party Co-Chairs (3-4)
-Teacher Gift of Time Chair (1)
-Scottie Experiences Chair (1)
-Runner or General Support Volunteers (1-3)
-Underwriter Party Co-Chairs (2) – Optional

Armstrong Reads Co-Chairs (2): Draft and distribute Armstrong Reads brochure to the students and collect money raised. Encourage fundraising efforts and keep daily track of amounts read and donated by student and by class through the event. Work closely with the VP of Communications and subcommittees to communicate daily to update the bulletin board and social media through the event. Post winner by designated categories in Armstrong Article, on school campus display and social media. Reports to the VP of Development and the PTA President.
Months: January-April; Hours per Month: 8

Carnival Co-Chairs (2-4): Assemble and lead the Carnival Committee, plan and execute the community event at the end of the school year, and work with the VP of Volunteer Coordination for volunteers. Reports to the VP of Development and the PTA President. Work with the Spirit Shop Merchandiser & Designer to create and order t-shirts for both students and staff, and distribute out.
Months: January-April; Hours per Month: 10

Special Events & Programming Positions

These roles report to the VP of Special Events & Programming and work closely with the PTA President and annual theme.

Meet the Teacher Co-Chairs (2): Organize Meet the Teacher night prior to the first day of school and support any needs for the Fall Curriculum Night. Work closely with the PTA President and Teacher Appreciation for any resources provided during Teacher Work Week; the week prior to the first week of school.
Months: June-August; Hours per Month: 4

Book Fair Co-Chairs (2): Assist the Librarian with the annual Book Fair in the Fall. Help coordinate setup, book reviews, take down, and recruit volunteers with the Library Volunteer Chair to work the registers throughout the week of the Book Fair. Work with the Librarian and teachers to create teacher book wish lists for their classrooms. Work with the Benefits Chairs and Teachers for the VIP shopping time for students and Teacher Appreciation for staff Book Fair gift cards. Months:

June-October; Hours per Month: 4

Bike Rodeo Co-Chairs (2): Plan and coordinate the annual fall student Bike Rodeo by working with the PE teacher, Principal and PTA President. Work with the Spirit Shop Merchandiser & Designer to create and order t-shirts for both students and staff, and distribute out.
Months: June-November; Hours per Month: 4

Founders' Day Picnic Co-Chairs (2): Plan and coordinate the annual Founder's Day Family Picnic in the Fall with the Principal, PTA President and Teacher Appreciation. Months: June-November; Hours per Month: 4

3rd Grade Invention Convention Co-Chairs (2): Coordinate Invention Convention in the Fall working with the 3rd Grade Teacher Lead and Principal Cummins. Coordinate the volunteer judges.
Months: June-October; Hours per Month: 4

Family Movie Night Co-Chairs (2): Coordinate Family Movie Night in the fall. Work with the VP of Special Events & Programming to plan and execute.
Months: June - October: Hours per Month: 4

Veterans Day Co-Chairs (2): Coordinate and implement programming related to honoring our veterans. Work with the Spirit Shop Merchandiser & Designer to create and order t-shirts for purchase for both students and staff, and distribute out.
Months: June-November; Hours per Month: 4

4th Grade Science Fair Co-Chairs (2): Coordinate Science Fair in February, working with the 4th Grade Teachers.
Months: December-March; Hours per Month: 4

One School One Book Co-Chairs (2): Organize One School One Book in the Spring including organizing books to distribute to students, planning special events or activities, working with the Signage & Displays Chair to display One School One Book, and coordinating with the Librarian and Dad's Club President.
Months: December-February; Hours per Month: 4

Grandfriends Day Co-Chairs (2): Work with the Principal and Teachers for GrandFriends' Day in the Spring and coordinate the needs for the Spring Open House the night before. Months: January-March; Hours per Month: 4

2nd Grade Economics Fair Co-Chairs (2): Coordinate the Economics Fair with the 2nd grade teachers.
Months: January - April; Hours per Month: 4

Muffins with Mom Co-Chairs (2): Coordinate Muffins with Mom in May and work with the Cafeteria Manager to execute.
Months: March - May; Hours per Month: 2

Field Day Co-Chairs (2): Plan and organize Field Day on the last day of school. Work with the PE Coaches for programming. Work with the Spirit Shop Merchandiser & Designer to create and order t-shirts for both students and staff, and distribute out.
Months: January-May; Hours per Month: 4

Faculty Liaison & Outreach Positions

These positions report to the VP of Faculty Liaison & Outreach and support and liaise directly with the Armstrong staff, Armstrong families, and the community at large by helping address the current and highest needs in each group.

Staff Appreciation Co-Chairs (2): Work with the PTA President and Principal to plan the annual monthly lunches, breakfast, treats, birthdays, holidays, beginning, mid and year end gifts for all teachers and staff. Plan "Back to School" Teacher Luncheon prior to school start. Work with the Principal to plan and coordinate December Days. Plan and coordinate Principal Appreciation Month and Teacher Appreciation Week in the Spring. Help coordinate with the Social Media Chair for annual recognition days. Coordinate appreciation and gifts to all crossing guards, campus officer, cafeteria, nurse, librarian, specials' teachers, etc.
Months: All Year; Hours per Month: 4

Faculty & Staff Appreciation Team Members (4-6): Team Members to be assigned to implement the annual appreciation plan.
Months: All Year; Hours per Month: 2

School Supplies Chair: Work with Principal, PTA President, Treasurer, and Front Office to determine appropriate school supplies to order in February for Summer delivery. Responsible for inventorying and distributing supplies during the summer to teachers. Work with PTA President, Treasurer, Principal and Front Office to order and address any teacher and staff supply needs on a weekly basis. Must be present on supply delivery day over the summer.
Months: All Year (February and July-September Heavy); Hours per Month: 2

School Supplies Chair-Elect: Work with the School Supplies Chair to learn the ordering process and assist with summer inventory and distribution and monthly supply needs. Must be present on supply delivery day over the summer.
Months: All Year; Hours per Month: 1

New Families Co-Chairs (2): Work with the PTA President and Principal to plan the 1st-4th Grade New Families Family Popsicle Party the weekend before school starts as well as the Parent Welcome Coffee the week school starts. Work with the Principal and Counselor to help host the New Student Lunch in September. Provide information and be a point of contact for new 1st-4th grade families throughout the school year.
Months: All Year (July-September Heavy); Hours per Month: 1

Room Parent Coordinator Chair: Work with the President, President-Elect and VP of Faculty Liaison and Outreach to assign room parents to each classroom from BSSU intent form: 1 boy and 1 girl parent per class that is a PTA member in good standing. Hold the room parent training meeting in August in the Armstrong Auditorium with the selected room parents. Prepare and distribute monthly room parent email communications as necessary for room parent class distribution. Support room parents in their school year needs.
Months: All Year (July-September Heavy); Hours per Month: 2

Room Parents (44): Sign up for room parent through the Nomination Form and BSSU intent form. Room Parents attend a training in August, attend Curriculum Night for a shift in your specific classroom to address the parents with PTA information, distribute room parent email and communications as necessary to classroom parents. Work with the SignUp.com Chair to create all

signups for your classroom for the year and help manage classroom volunteers and their sign-ups (i.e. Mystery Reader, Monthly Teacher Lunch and Classroom Photographer). Responsible for planning and executing the December Class Holiday Party and the Valentine's Class Party.
Months: All Year; Hours per Month: 2

Third Grade Music Program Support: 3rd grade parent supports the music teacher and music program with needs for the 3rd grade performance. The role may be automatically filled by 3rd grade room parents and class coordinators if there is not a separate volunteer for the year. Months: January-March; Hours per Month: 2

Pre-K-4th Grade Level Coordinators (12): 1 boy and 1 girl parent from each grade level to coordinate and plan off-campus parent social event (Fall) and other grade level parties including Eagles Parties sold during auction. Plan and coordinate the end of year grade level party. Additionally, 4th grade level coordinators are also in charge of 4th grade graduation activities for the year. Months: All Year; Hours per Month: 1-2

Community Outreach & Service Co-Chairs (2): Organize outreach projects during the Fall and Spring including Armstrong Day of Service, Brother Bill, and Change for Children's. Coordinate volunteer help through the VP of Volunteer Coordination.
Months: All Year; Hours per Month: 2

Volunteer Coordination Positions

These positions report to the VP of Volunteer Coordination and help ensure a positive volunteer.

SignUp.Com Chair: Responsible for inputting data and updating the volunteer website, currently SignUp.com, in a timely manner regarding volunteer opportunities for parents, teachers/classes, cafeteria, special school events, and programming. More hours upfront to set up the system and then maintain throughout the year. If this role is not filled, it will be filled by the VP of Volunteer Coordination.
Months: All Year; Hours per Month: 4

Cafeteria Volunteer Coordinator Chair: Identify Day Captains to schedule and coordinate cafeteria volunteers to serve as cashiers and servers. Recruit volunteers starting in May for the following school year and follow up at the beginning of the school year to fill out the year. Provide updates to the cafeteria page on the PTA Website with training videos for volunteer training. Keep signed compliance documents for volunteers. Serve as a member of the Cafeteria Finance Committee.
Months: All Year; Hours per Month: 4

Cafeteria Day Captains (Monday, Tuesday, Wednesday, Thursday, & Friday): Staff and support cafeteria volunteers to serve as cashiers and servers on your designated day. Serve as a sub if coverage is not provided.
Months: All Year; Hours per Month: 4

Spirit Shop Support & Volunteer Coordinator Chair: Work with the Spirit Shop Treasurer, Merchandiser & Designers to create a schedule and coordinate volunteers to work shifts during morning Spirit Store hours and with event chairs for special sales at and for events. Help report store inventory and any storefront needs. Help the front office with classroom merchandise delivery as needed throughout the school.
Months: All Year; Hours per Month: 4

Library Volunteer Coordinator: Work with the librarian and teachers to create a schedule and coordinate volunteers to work shifts during class library time. Help coordinate volunteers for the Book Fair and any other special library events or projects. Assist the librarian as needed. Months: All Year; Hours per Month: 4

Garden Volunteer Coordinator Chair: Work with the principal, PTA President and Master Gardeners to create a schedule and coordinate volunteers to work shifts during Garden class time. Help support the master gardeners as needed. Months: All Year; Hours per Month: 4

Teacher Workroom Volunteer Coordinator Chair: Organize schedule and volunteers to staff Teacher Workroom, maintain supplies, and order supplies through the School Supplies Chair when needed. Assist staff and teachers with special projects.
Months: All Year; Hours per Month: 4

Lost and Found Chair: Collect items from fields, playground, gyms, and common areas and place in Lost & Found. Work with the 4th Grade Heroes once a month to deliver items to lockers with names labeled on items and with the front office to donate items during winter and summer break.
Months: All Year; Hours per Month: 4