

Committee Chair Roles & Responsibilities 2010-2011
Mt. Airy-Parr's Ridge Elementary PTA

Welcome! As a committee chair you are an important part of the PTA. The Executive Board appreciates your time and efforts.

Many committees have been in place for several years and run like well oiled machines with the help of a strong committee chair. However, there is always room for improvement. If you see a better, faster, smarter way of doing things lets talk about it! Contact any member of the PTA Executive Board with questions.

Some key points to keep in mind throughout the year:

- Volunteers are critical and there are many ways to obtain volunteers.
 - Volunteer sheets are available at most every back to school event. It's helpful, but not required, to have a committee chair or co-chair at one of these events to help "sell" your committee.
 - The MAP is another wonderful resource to find people ready to pitch in and help. Contact Cheryl Pickard in order to place a "Help Wanted" ad in the MAP. The deadline for the MAP is the 25th of each month.
 - In support of our schools efforts to "go green" the PTA website will be "the place to go" this year for everything from news, help wanted, important dates ... Contact Chris Barker in order to place a "Help Wanted" ad on the website.
 - If your committee needs volunteers start looking for them early!!!
- Each committee has an approved budget. Your responsibility as a committee chair includes keeping all members of your committee aware of the budget and ensuring the committee stays within the approved budget. If you need additional funds a written request *must* be submitted to the Board for approval, *prior* to spending that amount.
- AlertNows are an easy way to communicate with families but don't over use them. To get an AlertNow sent email your communication to Janice Brady (MAES) and/or Re Rennie (PRES) and cc: Lee Piccolo Include information about when the AlertNow should be sent and to which schools. Please give the staff at least 24 hours notice.
- If your event involves the serving of food to the children (e.g. Ice Cream Social, Bingo Night), please contact Chris Bloch regarding food allergies.
- Please keep your Committee Chair Notebooks up to date. This tool is important to the success of your committee year after year. It's especially helpful when a new person takes over as chair. It doesn't have to be anything formal; neat handwritten notes are fine.

Again, our schools benefit from your efforts. Thank you in advance for your support!

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