



Tuckahoe PTA Executive Board Open Positions for the 2020-2021 School Year

The Tuckahoe PTA still has several openings available on the Executive Board. Helping the PTA as a parent volunteer is a fulfilling way to contribute to our school district and help students across the board enjoy fulfilling programs and experiences. Now more than ever, volunteers are needed to make the 2020/2021 PTA programs and offerings a possibility for all students.

Committee terms are for two years. All committees have two chairs to share the responsibilities, along with several parent volunteers able to support their efforts. Chairs must attend monthly PTA Executive Board meetings (held the third Tuesday of the month at 7:30 pm), but can switch off attendance in case both are not able to attend all meetings.

The following positions will become available at the start of the 2020-2021 school year. If you are interested, please send a short email to the Nominating Committee at tuckahoeptanominating@gmail.com with the name of the position of interest in the subject line. Questions may also be directed to that email address.

The email should include:

- Your name and contact information
- Grade of each child
- What committee you would like to co-chair
- A sentence or two about why you'd be a good fit for the committee you're applying for.

Not sure what would be the best fit for your schedule and interests? Let us know, and we'll help you find a good fit.

Available Positions

Position	Description	# Needed
President <i>Must have 2 years' experience on the PTA Executive Board to apply</i>	Leads monthly PTA Executive Board meetings and creates the agenda. Serves as liaison with district administrators and Board of Ed. Reviews and approves all contracts, payments, and PTA communications. Gives remarks at parent-attended events like Back to School Night. Supports PTA-committee efforts. Partners with Vice President on divvying tasks.	1
Ways & Means	Develops and implements initiatives to raise funds for the PTA. Creative thinking is encouraged. Oversees subcommittee efforts and helps support their activities.	2
Ways & Means sub-committee: Boutiques	Operates Holiday "stores" at Cottle twice a year to allow children to buy gifts for family.	2
Ways & Means sub-committee: Fall Fundraising	Assist with fundraising efforts.	2
Ways & Means sub-committee: Spring Social	Plan the PTA's largest annual fundraiser and put the FUN in fundraiser. Schedule venue, choose menu, coordinate raffle, invite the community, manage RSVPs, and determine other fun elements. Executed with the support of other committee members and the PTA Executive Board.	2
Welcoming Committee	Plans and implements activities to welcome families to the district. This has included hosting a meet-and-greet during the kindergarten bus-run, coordinating a new-families picnic, updating informational packets, and new-family outreach.	1
Cottle sub-committee: Halloween	With the support of a committee, plan and implement the annual Halloween party for grades K-5.	1
Middle School	Coordinates Principal Tea (Nov), Taste of Tuckahoe (March), provides refreshments at induction of 8 th graders into Jr. National Honor Society (May), reviews the MS yearbook with yearbook teacher liaisons (May), volunteers at color war day (June), holds a "lost and found day" (June), coordinates MS dance and dinner (June), coordinates 8 th grade graduation refreshments (June).	1