



Executive Board Committee Descriptions and Vacancies

Looking to make a difference for the children and teachers in the Tuckahoe school district?

Calling all parents, grandparents or guardians looking to volunteer your time to plan fun and educational events, partnering with school staff and exposing our children to the amazing world around them, then you are a perfect match for the TUFSD PTA Executive Board!



Executive Committee Officers (2-year appointment)

Position	Description	# Needed
President <i>Must have 2 years prior experience on the PTA Executive Board to apply</i>	Attends and reports on PTA activities at monthly Board of Education meetings; prepares agenda for all meetings; signs all contracts and checks; prepares the calendar for the year; Speaks about the PTA at the back to school nights and other school/community functions. Leads the monthly PTA Executive Board meetings.	1
Vice President <i>Must have 2 years prior experience on the PTA Executive Board to apply</i>	Assists the President with programming and oversight duties as needed.	1
Treasurer <i>Must have 2 years experience on the PTA Executive Board to apply</i>	Custodian of all funds; reconciles and pays receipts of committee expenditures; prepares and distributes budget for monthly meetings; keeps track of budget lines; keeps insurance current. The Treasurer is required to stay on a third year to help with transition (may be on another committee during this third year).	1
Corresponding Secretary <i>Must have 2 years experience on the PTA Executive Board to apply</i>	Distributes PTA (e)mail to appropriate committee chairs. Emails Executive Board monthly meeting reminders. Plans the annual PTA Executive Board Holiday party. Creates the PTA Executive Board contact list and provides it to the District Office. Completes all Schooldude requests for the 3 buildings. Communicates with Karen Barros at the district with any Schooldude issues or changes.	1

If leading or helping a PTA committee sounds intriguing to you, submit your nomination. (See second page for more!)



2023-24 Executive Board

WHEN

by Friday, May 10, 2024

Submit your nomination for consideration.

HOW

Fill out our short [Google Form](#) (5 minutes)



Learn more: www.tuckahoepta.com
QUESTIONS? tuckahoeptanom@gmail.com





2024-2025

Executive Board Committee Descriptions and Vacancies

Executive Board Committee Co-chairs (2-year appointment)



Committee Title	Description	# Needed
<i>No minimum prior experience on the PTA executive board for Committees</i>		
Communications	Design and create communications. Communicates news of PTA events and programs to district families via PTA website, Schoolbee, school e-blasts. Manages the PTA social media presence. Manages tuckahoepta.com as well as Memberhub calendar and mailing list. <i>(Team of 3)</i>	1
Community School Relations	Supports and plans events recognizing school support teams including teacher's back to school breakfast, custodian appreciation, school board appreciation, and teacher appreciation. <i>(Team of 2)</i>	1
Community Service	Identifies and coordinates community service opportunities for the student body. Helps match student volunteers with PTA volunteer needs. <i>(Team of 2)</i>	1
Cottle Committee	Plans and organizes field day activities for Cottle, Halloween party, & BINGO by coordinating volunteers. Organizes other various events through the year for Cottle students. <i>(Team of 3)</i>	1
Cultural Arts	Coordinates student enrichment programs (assemblies, field trips) at all 3 schools. <i>(Team of 2)</i>	2
PTA Dance	Manages the September-May after-school dance program for K-12, including the Spring Recital. <i>(Team of 3)</i>	1
Diversity, Equity and Inclusion	Provides a DEI perspective on the PTA's programming and communications, considering a variety of factors such as race/ethnicity; gender; sexual orientation; mental, emotional, psychological, and physical disabilities; a variety of learning needs; geographic residence; languages used; cultural heritage; educational level; and more. Advocates for district policies, activities, and accommodations to support students and families. Plans and coordinates programs and communications designed to celebrate diversity and promote inclusion. <i>(Team of 2)</i>	2
Health & Safety	Provides information and sponsors activities in the areas of health, nutrition and safety for the school community. <i>(Team of 2)</i>	2
High School	Provides breakfast for college reps, coffee and baked goods for 2 parent breakfasts with the Principal, plans and executes Taste of Tuckahoe, helps Ms. Martino with the HS senior dinner and HS awards and provides refreshments at HS graduation. Engages student body with unique activities/events. <i>(Team of 2)</i>	1
Middle School	Work with TMS administrators to coordinate Chat with the Principal (Nov), and programs similar to 6th and 7th Grade Fun Nights (Nov), Taste of Tuckahoe (March or April), plans 8th Grade Color Wars (June), supports other MS programs as requested by MS teachers (such as Pi Day and MS Dance), coordinates 8th grade graduation refreshments (June). <i>(Team of 2)</i>	1
Pick a Reading Partner (PARP)	Coordinates literacy activities and programming across the schools, mostly focused on Cottle historically. Possible events to be organized: assembly/ book. <i>(Team of 2)</i>	1
Room Representatives	Organizes class parent volunteers for grades K-5, plans meeting for class parents with teachers, oversees the DARE, Kindergarten and 5th grade graduations, 5th Grade Luau, and disseminates PTA information through class parents as needed through School Bee and email. Updates School Bee directory with parent contact information. Coordinate gifts for the Fall and Spring concerts for Chorus, Strings and Band teachers. <i>(Team of 2)</i>	1
Scholarships	Works with school administration to collect and identify seniors who submit an essay. Read and determine a defined number of seniors to be selected to receive scholarships. <i>(Team of 2)</i>	1
Student Support (SEPTA)	Responsible for planning programs and speakers/assemblies to support students, teachers and parents in the special education community. Organizes activities and volunteers for annual Building Bridges event, where parents go into classrooms to teach students how students with disabilities are both similar to and different from their peers, and help them see things from those students' perspectives. <i>(Team of 2)</i>	1
Ways & Means	Develops and implements ideas for raising funds to support the PTA budget, which supports all Tuckahoe schools. Collaborate and plan with respective sub committees on fundraising initiatives. Sub Committees include: Boutiques, Yearbook, SpiritWear, Spring Social, and School Pictures. <i>(Team of 3)</i>	3
Ways & Means sub-committee: Yearbook & School Pictures	Meets with representatives from the yearbook company to plan the yearbook. Coordinates with photographers to get copies of all photos and works with teachers and administrators to ensure accuracy and inclusion. Organizes all photos to be included in the yearbook. Plans and organizes layout, graphics, fifth grade baby pictures, order forms and payment, fifth grade ads, labeling and yearbook distribution. Coordinate picture day/retake day and cap gown dates with school office and picture company. Coordinate reserving space needed for picture day. Act as liaison between picture company and school/parents. Distribute pictures. <i>(Team of 3)</i>	1
*Combined Committee for 2024		
Ways & Means sub-committee: Spring Social	Plan the most important and largest fundraiser of the year. Coordinate location, vendors and community donations. <i>(Team of 2)</i>	2
Ways & Means sub-committee: Fall Fundraising	Comes up with 1-2 fundraising ideas in the fall, like family photo shoots and parents' night out. <i>(Team of 2)</i>	1
Ways & Means sub-committee: Spirit Clothing	Designs and coordinates sale of Tuckahoe Tiger and Cottle Cub clothing and related items to boost school spirit and raise money for PTA. Sell spirit wear at various school events including back to school night. <i>(Team of 2)</i>	1
Welcoming Committee	Plan and attend the picnic for UPK & Kindergarten families and new families to the district in the fall, as well as attend the K bus run in August. Updates PTA packets for the new parents, and contacts any other new families in the district to introduce them to the PTA. <i>(Team of 2)</i>	1



For a description of all committees, visit www.tuckahoepta.com

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