Cary Academy PTAA Leadership Job Descriptions 2017-18

**Vice-President/President-Elect:** Assists the President and performs/assumes all the duties of the President in his/her absence, death, resignation or disqualification; becomes President at the end of the President’s term.

The Vice-President (VP) spends the year working closely with and shadowing the President. The Vice-President will attend monthly PTAA Board Meetings, monthly meetings with the CA Division Heads, as well as PTAA Committee meetings as needed. The VP performs a key role in promoting the PTAA at major PTAA events including those with outside speakers, new parents and at the start of the school year.

The VP administers the PTAA grant program -- updating forms, accepting applications, presenting requests to the PTAA Board and the Grants Oversight Committee and communicating with applicants.

The VP can also voluntarily take on additional duties to support the President if asked to do so.

The VP volunteer hours are about 20-30 per month with late August/early September and late April/early May as the busiest times.

**Treasurer:** Works closely with the CA Business Office to keep full and accurate accounting of PTAA receipts and expenditures. Assumes the duties of the President at PTAA Board and General Membership meetings in the absence of both the President and Vice-President/President Elect.

Minimum requirements include 4 hours per month at CA reviewing month end financial reports for the PTAA meetings and website. These reports are prepared by the CA Business Office. In addition, the Treasurer handles special payment requests, signs checks and attends monthly PTAA board meetings. There are many issues that may be resolved via email from offsite. At certain times throughout the year, the Treasurer’s job may require more hours of dedication, i.e. during the budgeting and year end process, at the onset of a new school year educating new committee chairs as to procedures, and during the main PTAA fundraising event.

**Assistant Treasurer:** This is a two-year commitment since the Assistant Treasurer becomes the Treasurer the following year. The Assistant Treasurer fills in for and supports the Treasurer as needed. Primary responsibility is to support the Auction committee as a dedicated Treasurer by working closely with the CA Business Office to keep full and accurate accounting of PTAA Auction receipts and expenditures. It is useful for the Assistant Treasurer to attend the PTAA Auction meetings. The time commitment varies with the most need occurring during January-March.
However, many of the issues may be resolved through email and much of the work can be done on your own schedule.

**Secretary:** Records, types and distributes minutes of the General Membership, Board and Executive Committee meetings within two weeks of each meeting; maintains current PTAA documents of all non-financial records.

Collects Committee reports from all PTAA committees, prepares summary for PTAA board meetings; Helps track committee chair and volunteer hours; Maintains all contact information for Board members, committee chairs and grade level representatives; Makes copies of all minutes, agendas and committee reports prior to each meeting; Makes all PTAA Board and General meeting arrangements, (room, refreshments etc.); Prepares and e-mails all General Meetings-related information two weeks prior to the General Meeting dates.

The usual time commitment revolves around the PTAA board meetings. A week before and a week after the meeting the secretary communicates with all board members and committee chairs. Works closely with all PTAA officers. Time commitment is 8-10 hours per month.

**Middle School Representative:**
Two Middle School Representatives work together as a team.

Must be a parent of a child who will be enrolled in the CA Middle School during 2 one-year terms in this position.

Serves as coordinator, planner and resource for all PTAA programming involving MS community; recruits volunteers for MS activities, including the Charger Cup, various grade level socials and MS community building events. Duties include: coordinate MS-wide activities for students and parents; serve as representatives to the PTAA Board and liaisons with MS administration (monthly meeting with Head of MS); submit monthly board reports; participate in training of & assisting grade-level coordinators with grade-level responsibilities; plan at least one MS parent/faculty social per trimester (usually occurring during MS dances); help with PTAA annual fundraising events.

On average, combined time commitment for both representatives is about 20 hours/month. September - October are higher due to grade level rep orientation and Charger Cup (probably about 25 hours for each rep during those months).

**Upper School Representative:**
Two Upper School Representatives work together as a team.
Must be a parent of a child who will be enrolled in the CA Upper School during 2 one-year terms in this position.

Duties include: coordinate US-wide activities for students and parents; serve as representatives to the PTAA Board and liaisons with US administration; assist grade-level representatives with grade-level responsibilities, including school community building events; assist and co-sponsor Student Council activities (i.e. dinner in conjunction with the Variety Show, Pizza/Movie night on the quad, etc.); plan at least one US parent/faculty social.

The time commitment is approximately 80 hours for the year (divided between the 2 reps) from the beginning of the year. Per month is generally 2 to 3 hours for the PTAA meetings, emailing and compiling the committee report. Some months it may increase to 6-8 hours.

**Grade Level Coordinator (GLC):**

GLCs are Ambassadors of the PTAA for their designated grade level. In MS, each grade-level team of three parent volunteers work with the grade-level teacher advisor and PTAA MS representatives to plan and lead special grade-level events for students and for parents each trimester; and communicates with parents monthly about grade-level and school-wide PTAA activities. MS GLCs also play key roles in the Charger Cup field day. In US, the student class leaders, receiving guidance & support from the faculty grade level leaders & the GLCs, plan activities. GLCs plan and appropriately document the use of PTAA-provided funds for grade-level activities, and provide monthly reports to the PTAA board.

**For Parents**

Plan and host a grade-level parent coffee for the second and third trimesters. Arrange for a speaker/s to present to parents. (MS/US Reps will help with selection and coordination of speaker). Dates for coffees are preset at the beginning of the year for convenience but can be moved by GLCs if necessary. Speaker and topic suggestions are provided from prior years. GLCs may opt to consult with their grade-level faculty advisor to explore alternatives.

Coordinate off campus lunches (approximately one per trimester) at various restaurants around the Triangle area, or in grade-level parents’ homes. At least one GLC attends and acts as a host for each lunch.

Arrange for parents to fill in for lunch duty when teachers have faculty meetings. Between 4 and 8 dates for year will be set at beginning of school year (MS only). On each lunch coverage date, one GLC should arrive in the cafeteria no later than 11:15 to greet and guide lunch coverage volunteers.
Prepare and send monthly email to parents with key dates and relevant information.

Attend important school-wide events throughout the year, representing PTAA, and helping to welcome and engage grade-level parents.

**For Students**
Select location and plan end of trimester event for the students in specified grade. This will involve sending out permission slips, collecting money (either ahead of time or at event) and coordinating additional parent chaperones (primarily MS. US GLCs will work with grade level leaders and class officers to plan activities.)

Coordinate specific grade level events as dictated by Grade level faculty leader. These events/celebrations would take place during the school day.

Assist MS Reps with management and execution of Charger Cup field day.

**Time commitment**
Each GLC can expect a monthly time commitment of 3 hours in May, 5-10 hours in August, September and October; and 2-5 hours for the remainder of the school year. MS GLC’s are asked to plan to attend an orientation (choice of Th., May 3, 11:30 a.m. – 1 p.m. or Wed., May 9, 7:45-8:15.) All GLC’s are asked to attend the PTAA leadership transition meeting (May 15, time TBD.)

**General Responsibilities by Grade**

**6th Grade:**
Start of school responsibilities: Attend PTAA new parent welcome coffee (typically the morning before the first day of school, while 6th graders attend orientation;) and help set up and serve lunch for the 6th graders just before dismissal. Help with “first day PTAA popsicles” for all MS students, at the end of the first day of school. Attend PTAA leadership meeting and GLC training the first week of school.

Charger Cup responsibilities: Purchase drinks, and ice; order and pizza; and help check in volunteers. Help with field set up if needed.

Grade level activities: enrichment period snacks (perhaps in conjunction with 8th grade buddies;) help staging the students’ spring “Poet Café;” and assisting the 6th grade advisors with an activity on the last morning of school.
7th Grade:

Start of school responsibilities: Help with “first day PTAA popsicles” distributed to all MS students, at the end of the first day of school. Attend PTAA leadership and GLC training the first week of school.

Charger Cup responsibilities: Inventory and order needed supplies. Fill in as-needed during the day. Lead the field clean-up (3:00-3:45 p.m.) All games are already created and stored in Admin basement.

Grade level activities: enrichment period snacks, breakfast in the hall.

GLC’s are responsible for organizing 7th grade parents to plan, set up, host and clean up the daytime Reception for the 8th grade following their “celebration” ceremony (the morning after the last day of school.)

8th grade:

Start of school responsibilities: Help with “first day PTAA popsicles” distributed to all MS students, at the end of the first day of school. Attend PTAA leadership and GLC training the first week of school.

Charger Cup responsibilities: Plan and lead the set-up of games on the MS field. Fill in as needed during the day.

Grade level activities include: cocoa with 6th grade buddies, root beer float day, last day taco lunch.

GLCs are in charge of organizing the 8th graders’ End of Year Celebration/Dance in lieu of a T3 trimester party. This is an evening event held the last day of school, (typically at the Wessex neighborhood community building.) Responsibilities include collecting participation fees from students, and recruiting volunteers to plan, contract vendors (i.e., DJ, food, photo booth;) purchase decorations and other supplies; and set up and clean up the event.

9th Grade:

- GLCs host a Meet & Greet reception just prior to start of school for new families to the class.
- GLCs meet w/ Grade Level Faculty Leaders & student elected leaders in the early part of the year to brainstorm ideas & activities for the class (which will typically be voted on by students in a class meeting). Assistance is provided by the GLCs to help coordinate, implement & chaperone the activities.
- Plan & host trimester parent coffees (held at school) & monthly parent lunches @ community restaurants
- Monthly email updates to parents keep everyone informed of upcoming events.

10th Grade:
- GLCs meet w/ Grade Level Faculty Leaders & student elected leaders in the early part of the year to brainstorm ideas & activities for the class (which will typically be voted on by students in a class meeting). Assistance is provided by the GLCs to help coordinate, implement & chaperone the activities.
- Plan & host trimester parent coffees (held at school) & monthly parent lunches @ community restaurants
- Monthly email updates to parents keep everyone informed of upcoming events.

11th Grade:
- GLCs meet w/ Grade Level Faculty Leaders & student elected leaders in the early part of the year to brainstorm ideas & activities for the class (which will typically be voted on by students in a class meeting). Assistance is provided by the GLCs to help coordinate, implement & chaperone the activities.
- Plan & host trimester parent coffees (held at school) & monthly parent lunches @ community restaurants
- Monthly email updates to parents keep everyone informed of upcoming events.
- Plan/host the Baccalaureate reception for senior class/families week of graduation (details from prior year’s event provided)

12th Grade: There are many traditions for the Senior class, as well as new ideas that come from the students.
- GLCs meet w/ Grade Level Faculty Leaders & student elected leaders over the summer to brainstorm ideas & activities for the class. Assistance is provided by the GLCs (& additional parent volunteers) to help coordinate, implement & chaperone the activities.
- Plan & host trimester parent coffees (held at school) & monthly parent lunches @ community restaurants
- Monthly email updates to parents keep everyone informed of upcoming events.

**Recommended Number of Rep for each grade level: 3**

**Arts Hospitality:**
Supports activities in the arts throughout the year by hosting receptions for the Middle School and Upper School chorus, dance, drama, band, orchestra and visual arts programs.
Example of the schedule of events for a year: MS Play (Fall); MS/US Chorus Concert (Fall); MS/US Orchestra Concert (Fall); MS/US Band Concert (December); MS/US Dance Performance (December); US Play (February); MS/US Orchestra Concert (April); US Chorus Concert (April); MS/US Dance Performance (May); and MS Chorus Concert (May).

Time commitment averages about 5 or 6 hours per month, with some months having multiple events and others months having none. Many of the hours are spent outside of school, planning for and procuring the items needed for a reception. The time spent at school working the reception averages about 2 hours per reception.

**Book Fair:** Committee Chairs (1 US Rep and 1 MS Rep) work with the librarians and a vendor to plan and hold a three-day Book Fair in the school library. The chairs meet with the librarians, recruit volunteers for the fair, and purchase snacks. The chairs will staff the fair. The work load is approximately 30 - 40 hours. The volunteers are needed to sell books and refill snacks when there are performers during the event. Volunteer hours will vary, depending on the shift. There is usually one evening when the book fair is open.

**Charger Club:**
Supports all aspects of CA athletics through the promotion of school spirit, good sportsmanship and volunteer commitment. Charger Club objectives: encourage attendance at athletic events; promote overall school spirit; support coaches and the operation of teams; and raise funds to support Athletic Department needs.

Highlights of Charger Club activities: Host Fall Tailgate – September; Support Homecoming – December; Host Spring Tailgate – April; Help host conference tournaments held at CA.

**Charger Derby:** The Chair of the Charger Derby 5K and Expo work with PTAA leadership to plan this exciting morning of events. Contact 2017 Chairs (Jenn George and Michael Bate) for more information or to get more involved.

**Cultural Arts:**
Organizes resources and events to enhance school curriculum by partnering with CA teachers and administrators and community groups to bring innovative cultural arts experiences to CA, including: writers and artists -in-residence; unique speakers; guest artists; and special performances. In addition, the committee manages grant applications for cultural arts funding.

Chairs can expect to spend 50 to 75 hours per year. Committee members can choose responsibilities that require 6 to 12 hours of volunteer time per year. Much of the time involved is
working from home on the computer or telephone. Recommendation: 2 Reps to serve both the US and MS.

Responsibilities:
- To qualify for United Arts grants, in August the chair or a committee member must attend both a mandatory, half-day meeting and a talent showcase day.
- Occasional meetings with the other Cultural Arts chairs, volunteer parents, teachers and outside organizations.
- Chairs or committee members sometimes meet artists when they come to CA.

Diversity:
A committee of parents, teachers and staff, working together to promote cross-cultural learning and understanding so that all CA students and families can reach their full potential as life-long learners and global citizens. Diversity is approached as a multidimensional, broadly inclusive concept that acknowledges and embraces the richness of human differences. The committee supports two primary activities and initiatives sponsored by the CA Office of Diversity. These include: 1) Ubuntu International Festival, an event aimed at exposing students to worldwide cultures through the performing and culinary arts, workshops and presentations; and 2) Parent Ubuntu, an event aimed at helping parents gain an appreciation for how peoples’ differences enhance everyone’s lives. Both events require the committee chair(s) to demonstrate planning skills (identifying contemporary topics and speaker’s, evaluating dates, coordinating refreshments and other event requirements), budget management, marketing, and communication skills.

Time involved – August, September, October (5-10 hours per month); February, March, April (5-10 hours per month).

Employee Appreciation: Lets the CA faculty and staff know just how much we value their contributions to our students' lives. Committee Co-Chairs organize an average of one event per month, frequently using Sign-Up Genius to solicit assistance from a volunteer list of 60-70 CA parents. Assistance is particularly needed with set-up, providing food and hosting trimester break breakfasts or lunches.

What we do:
- Provide dinners to Faculty Advisors during October parent-advisor conferences
- Coordinate and host a meal for the faculty and staff during at least one trimester break
- Work with other CA parents to provide food donations for employee snacks, informal breakfasts and other treats
- Determine other activities to benefit employees (for example: chair massage event, cookie exchange)
The time commitment is approximately 7.5 hours per month.

Fun Fest: Fun Fest is a wonderful all-school event co-sponsored by the PTAA and Cary Academy Advancement Office. More than 1,000 students, parents, faculty and staff come together for an afternoon of fun, food, games and rides.

Pre-event (at home) preparation by the two co-chairs takes roughly a full week’s time and activities are primarily focused on soliciting and organizing parent volunteers, entering attendees into a spreadsheet, reconciling dinner orders and organizing ticket envelopes. Purchase of wristbands, prizes, candy and water can occur the month before the event with guidance and input from the Advancement. This planning will require a meeting with Advancement sometime before August. The day of the event all co-chairs are required to be on site at CA to organize the set-up of food tables and chairs, games, hand out and organize final student tickets, prepare to host event and are last ones to leave to ensure clean-up is completed, roughly a 10 am - 7 pm day but you are having so much fun that it flies by!

Health and Wellness Committee: A committee of parents, counselors, teachers and staff, working together to promote and develop health and wellness programs so that all CA students and families can live a healthy and well life. Health and Wellness is treated as a multidimensional, broadly inclusive concept that addresses all aspects of human health and wellness ranging from human sexuality; drugs, alcohol, and medicine; technology and media; life skills; safety; social and emotional development; nutrition; and other health and wellness topics. The committee chair(s) should demonstrate planning skills, identifying relevant and timely topics and speakers, evaluating dates, coordinating refreshments, and other event requirements. Time involved – 5-10 hours per month

Interview Skills Committee: Works with College Counseling office to set date and logistics for resume workshops (usually occurs during Enrichment) and half-day Junior mock interviews to prepare students for college interviews (usually occurs during a morning in May's Discovery term, on or right before Graduation). Organizes parent volunteers to review resumes, conduct interviews and provides training materials, refreshments and token gifts. Point person for requests from Seniors for optional Job interviews; assigns parent volunteers to Seniors. Assists the College Counseling office with other requests.

New Parent Programs: The New Parent Programs Committee assists the Admissions Office in three key areas: 1) Group Tour & Information Session volunteers - this generally runs from October -
December. There are typically 6 Middle School tours and 4 Upper School tours. Parent volunteers help with the tours by holding doors, answering questions and providing feedback. The tours typically run from 8:15 - 10:00. This is a wonderful opportunity to meet new prospective families.

2) Parent Ambassadors - for those who need more flexibility, we always welcome volunteers who would like to give individual tours. Some prospective families can't make it on the scheduled group tour dates or just want a more personalized tour. Tours are scheduled during the week during school hours. Training is provided and must be completed to assist in this capacity.

3) Welcome Hosts - the goal of the welcome host is to welcome and reassure new families. Some families are very nervous coming into CA for the first time. A host is assigned to welcome them in early April usually through a phone call to inquire if they have any questions. A couple of follow-up emails usually occur in August to ask if they have any questions prior to the start of the school year.

Chairs are most active in April when new families are matched with current CA families to be welcomed and again in September when the Admissions support activities are planned. The chair responsibilities can largely be performed from home on one's own schedule. Typically, there is a kickoff meeting for the entire committee (approximately 30 members) in September, as well as training for Parent Ambassadors. There are two or three meetings with Admissions throughout the school year. Strong organizational skills, enthusiasm for CA and an eagerness to welcome new families are important assets in this role. Since most new families have Middle School students, it’s ideal for the chair (or at least one co-chair) to have a current Middle School student. Admissions support activities take place during the school day - the chair(s) do not have to be present at all of these but typically choose to attend some of these events personally. In the spring, there’s a welcome event for families, and in the fall, there’s a New Parent social, the 9th grade Orientation dinner, and a coffee for new MS parents.

**Nominating Committee:** The Nominating Committee works from January through April each year to identify, recruit and confirm parent volunteers to serve as leaders on the PTAA Board, as Committee Chairs, and as Grade Level Coordinators, ensuring compliance with PTAA By Laws. The committee consists of six parent representatives – one each from grades 6, 7, 8, 9, 10, 11 (one of whom serves as Chair). The Chair organizes the committee work, identifies leadership openings for the next year, updates committee information, and utilizes various CA communication vehicles to engage interested parents. Committee members work together to match talents and interests with openings. The Chair presents PTAA Board nominees at the General Meeting in April and provides information to facilitate the online election. Following election of PTAA board members and confirmation of committee chairs and grade level coordinators for the next year, the Chair finalizes the contact list and distributes it to next year’s PTAA leaders.

**Communications/Photography Committee:** Organizes team of parent photographers, who choose PTAA events to attend and provide photos for general use (Photographers upload their photos to a PTAA-administered Vidigami site). Chair develops and sends out sign-up schedule, follows up to make sure photos make it to Vidigami and provides overall photography assistance to PTAA.