



LAS LOMITAS PTA JOB DESCRIPTIONS

All roles are welcome to be shared by co-chairs to spread out the time commitment.

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PRESIDENT

GENERAL

Oversees and coordinates the work of the Executive Board to effectively run the PTA, including management of the overall timeline and calendar for the year, management of the budget along with the treasurer and financial secretary, and support for all committees and committee chairs.

Serves as the official contact, communicator, and representative of the PTA including making sure all families are thanked for joining and donating.

Ensures that this job description document and a "President's operating guide" are updated annually to document processes, procedures, and relevant timelines.

MEETINGS

Sets agenda for and presides at PTA Association and Executive Board Meetings.

Serves as an ex-officio member of all committees except the Nominating Committee.

Represents the PTA at school and district meetings including: Coordinating Council meetings (3x per year), Joint Council on Priorities (JCOP) meetings (monthly), and with the Principal and/or Vice Principal as needed (often monthly, can be by phone).

Coordinates the annual calendaring meeting in the spring, to plan for the year ahead.

Acts as the official representative at quarterly PTA District 17 meetings.

GOVERNANCE & ADMINISTRATION

Signs PTA checks and contracts, authorizes for payment and/or legally binding documents (once approved by the Association).

Appoints Parliamentarian and Auditor, subject the ratification of the Executive Board.

Reviews and submits wording for the PTA section of Info Snap online district registration system for all LL families (due to LLESB by 3/1 for the next school year).

Performs other duties as may be prescribed in the bylaws or needed by the Association.

TIME COMMITMENT

Total time: 200-250 hours

- Approximately 20 hours/month (5 hours/week) including meeting prep, attending meetings, and email



- Like all roles, but especially given the size of this one, it can be divided among co-presidents and/or shared with others across the PTA to decrease the number of hours and lighten the load

EXECUTIVE VICE PRESIDENT

GENERAL

Serves as the primary aid to the President.

Shadows the President in anticipation of election to the role for the following year.

Performs duties of the President in her/his absence or disability to act.

VOLUNTEERISM

Manages the Room Parent Program including the fall sign up and onboarding process, and ongoing email communications with room parents throughout the year (see Room Parent Guidebook for more details).

Works with Executive Board and Committee Chairs to record the activities, achievements, and volunteer hours of the association for submission to the District PTA.

GOVERNANCE & ADMINISTRATION

Works with the Executive Board and Committee Chairs to ensure that committee reports are filed after all major programs/events (ideally within three weeks of the event/program conclusion).

Prepares the list of Association Officers and Chairpersons for the upcoming year and submits (a) to the Lion's Roar in advance of the election meeting, and (b) to the 17th District PTA by May 15.

Prepares for and attends PTA Executive and General Association meetings.

Performs such other duties as may be delegated to the Executive Vice president.

TIME COMMITMENT

Total time: 80-100 hours

- 2-3 hours per month on meeting prep and meetings.
- 4-5 hours per month on correspondence/email.



TREASURER

GENERAL

Maintains permanent records to track PTA funds and financial transactions.

Participates in the annual budgeting process and prepares Annual Budget for adoption by the Executive Board and Association.

Pays all PTA bills as authorized by the Board and/or Association.

Prepares the Treasurer Report and financial reports for every Board and Association meeting as well as an Annual Financial Report.

GOVERNANCE & ADMINISTRATION

Immediately upon taking office, secures signatures of all authorized signers on the accounts and files with the bank (or convenes everyone in-person at the bank if needed or easier).

Receives funds from the Financial Secretary, secures two authorized signatures on all checks, and deposits immediately into the PTA bank account. Receives and retains a copy of the deposit slip for any deposit made.

Keeps an accurate record of receipts and disbursements in a ledger that is a permanent record of the Association. All other financial records must be retained for seven years (including the current year).

Ensures completion and submission of all reports required by the PTA and the state and federal governments. This includes tax returns, independent contractor reporting forms (if applicable), and documents to maintain insurance from the PTA.

Forwards a copy of the adopted budget, all government filings, and the Annual Financial Report to the 17th District PTA.

Remits in a timely manner all dues owed to the District, State, and National PTA to the District Financial Officer.

Coordinates the mid-year and end of year audits with the appointed Auditor.

TIME COMMITMENT

Total time: 80 hours

- 6 hours per month on duties outlined above, plus meeting prep, attending meetings, and other email correspondence.
- 6 hours combined on tax preparation, mid-year and end of year auditors.



- 5-10 hours on the annual budgeting process.

FINANCIAL SECRETARY

GENERAL

Supports the Treasurer in anticipation of election to the role for the following school year.

GOVERNANCE & ADMINISTRATION

Participates in the annual budgeting process and prepares Annual Budget for adoption by the Executive Board and Association.

Categorizes and keeps accurate records of all income, receipts, and authorizations for payment for the Treasurer's financial records for the Association.

Gives a receipt for monies received by the PTA and remits immediately to the Treasurer.

Prepares all authorization for payment as required by the Executive Board or the Association.

Prepares for the Treasurer and PTA Executive Board all reports on PTA Activities including Membership, Read-A-Thon, Art-Note card, and others.

Keeps the membership and Executive Board informed of expenditures as they relate to the budget adopted by the Association.

Prepares and submits to the Treasurer the monthly Bank Reconciliation report.

Prepares for and attends PTA Executive Board and General Association meetings.

Performs such additional duties as may be delegated to the Financial Secretary.

TIME COMMITMENT

Total time: 55 hours

- 5 hours per month on meeting prep, meetings, the duties outlined above and related email correspondence.





SECRETARY

GENERAL

Takes minutes (or designates a note taker) at Association and Executive Board meetings, including recording all votes, expenditures, and action items.

Prepares a monthly update recapping any Executive Board and/or General Association meetings in the Lion's Roar for those who could not attend.

GOVERNANCE & ADMINISTRATION

Maintains an electronic PTA board "binder" (google docs) with updated meeting minutes.

Works with webmaster to ensure all meeting minutes are posted on the PTA website.

Keeps a signed, original set of the current Association Bylaw as required by 17th district or state AW

Conducts any necessary correspondence of the Association.

Prepares for and attends PTA Executive Board and General Association meetings.

Performs such other duties as may be delegated to the Secretary.

TIME COMMITMENT

Total time: 30-40 hours

- 3-4 hours per month on meeting prep, meeting attendance, minutes preparation/approval/posting, and related email correspondence.



MARKETING / COMMUNICATIONS

GENERAL

- Oversees and supports the use of PTA publications to promote PTA events and share information (see schedule of communications).
- Oversees/supports the Lion's Roar eNewsletter Chair.
- Oversees/supports the Directory chair.
- Maintains the PTA website, with support from the webmaster.
- Liaisons with VP to keep abreast of room parent announcements.
- Supports the President with creation of the monthly teacher newsletter.
- Develops and maintains PTA flier templates and other marketing materials.
- Performs such other duties as may be delegated to the Marketing/ Communications Chair.
- Manage marketing expenses in line with the allotted PTA budget and submit reimbursement requests in a timely manner and according to the reimbursement policy.
- Submit post-program report in a timely manner.

MEETINGS

- Prepares for and attends PTA Executive Board meetings and all General meetings.
- Provides in-person or written updates at Executive Board meetings as needed/relevant

TIME COMMITMENT

- Total time: 40 hours
- 0-4 hours/month on miscellaneous communications support, depending on upcoming events and what is needed.
- 2.5 hours per month on meeting prep/Executive Board meetings.



FAMILY ENGAGEMENT CHAIR

GENERAL

Oversees and supports Family-School Engagement programs and activities including the Fun Fridays, Fun Run, New Families Welcome, Pancake Breakfast, PTA Playdates, Third Grade Field Day, and a Community Day (Volunteer / Service oriented).

Recruits and manages program chairpersons for Family-School Engagement programs and events.

Creates strategies to engage families that reflect the diversity of the Las Lomitas community. Manages communications about Family-School Engagement programs in collaboration with the program/event chairs and Marketing/Communications Chair.

Communicates with the Executive Committee before and after programs and events.

Performs such other duties as may be delegated to the Family Engagement Chair.

See prior year event folders doc for suggestions and detailed notes.

Manage event expenses in line with the allotted PTA budget and submit reimbursement requests in a timely manner and according to the reimbursement policy.

Ensures event/program chairs submit post-event reports within three weeks of event/program conclusion.

MEETINGS

Prepares for and attends PTA Executive Board meetings and all General meetings.

Provides in-person or written updates at Executive Board meetings as needed/relevant

TIME COMMITMENT

Total time: 30 hours

~5 hours per month on meetings/meeting prep plus email coordination with Program Chairs.

2 hours per month preparing for and attending PTA Executive and General meetings.



STUDENT DEVELOPMENT CHAIR

GENERAL

Oversees and supports Student programs and activities including Art Notecards, Assemblies, Book Fair, Holiday Workshop, Read-A-Thon, Science Wonders, Wellness, Class Parties

Recruits and manages program chairpersons for Student programs and events.

Creates strategies to engage students in programs to reflect the diversity of the Las Lomitas community. Manages communications about Student programs in collaboration with the program/event chairs and Marketing/Communications Chair.

Communicates with the Executive Committee before and after programs and events.

Performs such other duties as may be delegated to the Student Programs Chair.

Manage event expenses in line with the allotted PTA budget and submit reimbursement requests in a timely manner and according to the reimbursement policy.

Ensures event/program chairs submit post-event reports within three weeks of event/program conclusion.

MEETINGS

Prepares for and attends PTA Executive Board meetings and all General meetings.

Provides in-person or written updates at Executive Board meetings as needed/relevant

TIME COMMITMENT

Total time: 30 hours

~8 hours per month on meetings/meeting prep plus email coordination with Program Chairs.

2 hours per month preparing for and attending PTA Executive and General meetings.



SCHOOL SUPPORT CHAIR

GENERAL

Oversees and supports School Support programs and activities including Art Exhibition, Campus Beautification, Hot Lunch, Kindergarten Round-Up, Memory Book, Picture Day, Staff Appreciation & Hospitality

Recruits and manages program chairpersons for School Support programs and events.

Creates strategies to engage families in programs to reflect the diversity of the Las Lomitas community.

Manages communications about School Support programs in collaboration with the program/event chairs and Marketing/Communications Chair.

Communicates with the Executive Committee before and after programs and events.

Performs such other duties as may be delegated to the School Support Programs Chair.

Manage event expenses in line with the allotted PTA budget and submit reimbursement requests in a timely manner and according to the reimbursement policy.

Ensures event/program chairs submit post-event reports within three weeks of event/program conclusion.

MEETINGS

Prepares for and attends PTA Executive Board meetings and all General meetings.

Provides in-person or written updates at Executive Board meetings as needed/relevant

TIME COMMITMENT

Total time: 30 hours

~8 hours per month on meetings/meeting prep plus email coordination Program Chairs.
2 hours per month preparing for and attending PTA Executive and General meetings



DIVERSITY, EQUITY, INCLUSION & ACCESS CHAIR

GENERAL

Oversees and supports Diversity, Equity & Inclusion (DEI) programs and activities including monthly DEI activities (e.g. Black History Month, Hispanic Heritage Month, Women's History Month, Pride Month).

Ensures enrichment activities have culture-centered curricula

Other monthly programs will be designed by the DEI Chair and may include programs from the DEI Social Justice Workshops

Ensures all members of our community have access to events and looks for ways to improve access

Works with Committee Chairs to align activities with intentional DEI awareness and purpose (e.g. school picnic, lunchtime enrichment, etc.).

Establishes checks and balances system to ensure no appropriation is occurring

Participates in the district DEI Committee, JCOP and/or programs as the PTA representative

Recruits and manages program chairpersons for DEI events.

Creates strategies to engage students, teachers, staff and families that reflect the diversity, awareness and inclusion we are fostering in the Las Lomitas community.

Manages communications about DEI programs in collaboration with the program/event chairs and Marketing/ Communications Chair.

Communicates with the Executive Committee before and after programs and events.

Reviews programs/events quarterly to identify progress toward DEI objectives. [See example slides](#)

Oversees Outreach budget

Performs such other duties as may be delegated to the DEI Chair.

Manage event expenses in line with the allotted PTA budget and submit reimbursement requests in a timely manner and according to the reimbursement policy.

Ensures event/program chairs submit post-event reports within three weeks of event/program conclusion.



MEETINGS

Prepares for and attends PTA Executive Board meetings and all General meetings.

Provides in-person or written updates at Executive Board meetings as needed/relevant

TIME
COMMITMENT

Total time: 30 hours

~6-8 hours per month coordinating programs

~2 hours per month preparing for and attending PTA Executive and General meetings and district or La Entrada meetings.



TECHNOLOGY CHAIR

GENERAL

Ensures that all Executive Board members and committee chairs have access to the PTA Gmail system and google drive.

Updates the PTA website as needed, including ensuring that all Executive Board and General Association meeting minutes are posted in a timely manner.

Ensures that an “operating guide” or “how to” document is updated annually to outline and record processes, procedures, relevant timelines, and so forth for future chairs.

Ensures that all relevant technology services are renewed and paid for annually, as applicable.

Provides written or in-person updates at Executive Board meetings as needed/relevant.

TIME COMMITMENT

Total time: 5-10 hours

- 2 hours during transition from old PTA board to new board.
- Additionally, up to an hour a month (a few emails/tasks) to update email addresses etc.



PARLIAMENTARIAN

GENERAL

Is knowledgeable about the organization's Bylaws and helps ensure all Bylaws are being properly followed.

Provides support to the President and Executive Board as needed. (Parliamentarian is often the immediate past president and so serves a sort of "historian" function as well.)

Leads the triennial process to update the Bylaws and file the appropriate paperwork with the 17th District PTA.

GOVERNANCE & ADMINISTRATION

Calls the first meeting of the Nominating Committee (may or may not be on the committee).

Leads the triennial Bylaw review and updating process in applicable years.

MEETINGS

Attends monthly Executive Board meetings and General Association meetings.

TIME COMMITMENT

Total time: 20-30 hours

- Years without updating bylaws: 2 hours/month for monthly meetings.
- Years with bylaw review (every 3 years): 3 hours per month or slightly more, between monthly meetings and the bylaw review process.



WELLNESS CHAIR

GENERAL

Oversees and supports wellness programs and activities in coordination with the District Wellness Committee, including the Safe Routes to School (SRTS) program.

Recruits and manages volunteers for programs or events as needed (e.g. Safe Routes, walk/bike to school, mental health awareness, etc).

Coordinates with the District Wellness Coordinator and School Counselor on wellness programs/events and manages communications and promotion.

Acts as the PTA liaison to the District Wellness Committee, a non-PTA, LLES D-sponsored program comprised of parents, teachers, counselors, administrators, and school nurses that aims to help reduce health risks among students and staff.

Ensures (personally or via a delegated volunteer) that the front office has healthy snacks on hand for any children who don't have a snack or lunch (replenish as needed).

Attends Executive Board and General Association meetings as needed to give updates and/or seek assistance.

Manages the Wellness budget.

GOVERNANCE & ADMINISTRATION

Communicates with the Executive Board before and after programs and events, ideally in person but written reports also work.

Ensures that any event recaps/summary documents are completed and filed on Box within three weeks of the event/program conclusion.

Performs such other duties as may be delegated to the Wellness Chair.

TIME COMMITMENT

Total time: 15-25 hours, depends in part on number of events

- Attend quarterly District Wellness meetings (1.5h/quarter).
- Host SRTS Walk/Bike to School events in Fall and Spring (3h/event).
- Manage other LL Wellness initiatives as required (time commitment is event-driven).



STAFF APPRECIATION CHAIR

GENERAL

Oversees all teacher and staff appreciation events including monthly treats/snacks program, as well as spring (usually April) teacher appreciation week events.

Recruits and supports volunteers for monthly teacher/staff appreciation treats/snacks.

Manages all relevant communications to teachers and parents about teacher appreciation treats and snacks.

Coordinates holiday and year-end gifts for support staff.

Manages Teacher and Staff Appreciation budget.

GOVERNANCE & ADMINISTRATION

Communicates with the Executive Board before and after programs and events, ideally in person but written reports also work.

Ensures any event recaps/summary documents are completed and filed on Box within three weeks of the event/program conclusion. Fill out Reimbursement forms and submit.

Performs such other duties as may be delegated to the Teacher Appreciation Chair.

TIME COMMITMENT

Total time: 25 hours

- 1.5 hours per Monthly Treats.
- During teacher appreciation week, roughly about 1 hour per day.
- A few hours of emails, meetings and preparation throughout the rest of the year as needed.



SPIRIT WEAR CHAIR

GENERAL

Attends or coordinates volunteers to attend major PTA and school events to sell Spirit Wear, including (1) "Meet the Teacher," (2) the first-day-of-school volunteer fair, (3) Pancake Breakfast, and (4) Kindergarten Roundup. Other potential events could include the Halloween Parade and Dance Festival but are optional.

Recruits and supports volunteers as needed for spirit wear sales.

Manages all relevant communications to teachers and parents about spirit wear sales.

Manages Spirit Wear budget and inventory.

GOVERNANCE & ADMINISTRATION

Communicates with the Executive Board before and after relevant programs and events, ideally in person but written reports also work.

Performs such other duties as may be delegated to the Spirit Wear Chair.

TIME COMMITMENT

Total time: 20-30 hours, depending on number of events

- 3 hours for each event: 1 to prepare and count inventory, 2 hours to set-up, attend, and break down at any event (a well-trained volunteer could also do this in your place). Time for events will also likely include communicating and coordinating with event chairs (via email, text or phone) to ensure that they order a table for Spirit Wear.
- 3-4 hours per quarter (every 3 months) to coordinate with parents or LL school affiliates (staff, PTA members, etc.) that submitted order requests and deliver Spirit Wear items to them.
- 1-2 hours per school year to place order, manage inventory, and deposit cash to treasurer.
- 1-2 hours per quarter to attend PTA meeting as needed.



HOSPITALITY CHAIR

GENERAL

Oversees all hospitality events including biennial teacher convocation breakfast the week before school starts (LL and LE handle in alternating years), as well as dinner for teachers on PIN night in the fall and Open House night in the spring.

Coordinates provision of coffee for parents at the Halloween Parade and Dance Festival.

Supports the front office in periodically cleaning out the lost and found (either personally or via designated volunteer).

Manages Hospitality budget.

GOVERNANCE & ADMINISTRATION

Communicates with the Executive Board both before and after programs and events where Spirit Wear is sold as well as regularly throughout the year, ideally in person but written reports also work.

Ensures that any event recaps/summary documents are completed and filed on Box within three weeks of the event/program conclusion.

Performs such other duties as may be delegated to the Hospitality Chair.

TIME COMMITMENT

Total time: 10-15 hours



FUN FRIDAYS OVERVIEW

Parent-volunteer led games during lunch recess the first Friday of every month.

FUN FRIDAYS CHAIR

GENERAL

Oversees monthly fun Friday events for first to third grade students (lunchtime on the first Friday of each month)

Recruits and supports volunteers for Fun Fridays.

Manages all relevant communications to teachers and parents about fun Fridays.

Manages Fun Fridays budget.

GOVERNANCE & ADMINISTRATION

Communicates with the Executive Board before regularly throughout the year, ideally in person but written reports also work.

Keeps an annual “how to” document up to date for future chairs to use in running the program.

TIME COMMITMENT

Total time: 20 hours

- 1-2 hours up front to recruit volunteers and setup a signup sheet.
- 1-2 hours/month sending a reminder email and running Fun Friday itself.



MEMORY BOOK OVERVIEW

Parent-volunteer led project to create the school’s yearbook – a wonderful compilation of memories at school. This committee engages many parent volunteers including classroom representatives, page editors, and official school event photographers (who get prime seating at events they are photographing like the Halloween Parade or Dance Festival!). All page editing can be done from your home computer.

MEMORY BOOK CHAIR

GENERAL

Manages and leads the process to create, sell and distribute the school’s memory book.

Recruits and manages Memory Book volunteers, including class reps and others.

Sends email reminders to assigned Memory Book volunteers to photograph class events, school events, etc. (Pancake Fun Run, Read-a-thon, Halloween Parade, Spirit Days, etc.)

Runs the Memory Book Cover Contest.

Oversees the creation of Memory Book pages created by the volunteers.

Manages the Memory Book budget, sales, etc.

GOVERNANCE & ADMINISTRATION

Communicates with the Executive Board regularly throughout the year, ideally in person but written reports also work.

Maintains a “how to” guide for future memory book chairs.

TIME COMMITMENT

Total time: 40 hours

- Time commitment varies throughout the year depending on the phase and stage of the process.
- Recruiting classroom photographers could be 1-2 hours a month, building the book will be several hours a week over a 3-4 week period, and other work is in the 1-2 hours a month range.
- This role is commonly split among 2, or even 3, people to reduce the overall time commitment for each individual person.



ART EXHIBITION OVERVIEW

Organize and display children's artwork for Open House in May.

ART EXHIBITION CHAIR

GENERAL

Works with classroom teachers to gather children's artwork.

Coordinates volunteers to display the art at Open House night in May, and to take it down and return it to each class after the event.

Ensures that an event recaps/summary document is completed and filed on Google drive within three weeks of the event/program conclusion to document how it went and guidance for future chairs.

TIME COMMITMENT

Total time: 15 hours

- 10-15 hours right around the event itself, including pre and post-event communications, set up and take down.
- Otherwise a few hours of email and maybe attending a PTA meeting before or after the event.



ART NOTECARDS OVERVIEW

Note cards featuring your student's original artwork are produced each Fall with teacher collaboration to raise funds to enrich visual and performing arts. The note cards are great for thank you cards and also make wonderful gifts for family members. All proceeds go to art and music programs at Las Lomas.

ART NOTECARDS CHAIR

GENERAL

Runs the Art Notecard program, including working with a former Las Lomas parent volunteer to oversee the production of the cards, working with a printing vendor, and distributing and collecting materials to/from teachers for students to draw their cards.

Oversees all Art Notecards communications with teachers and parents, including marketing to parents.

ADMINISTRATION

Manages all work with the printing vendor, including ordering and payment.

Manages production of the cards with a graphic design volunteer.

Manages Art Notecard sales.

Maintains a simple "how to" guide for the program for future chairs to use.

TIME COMMITMENT

Total time: 25 hours.

- Project starts approximately a week before school starts and ends in November.



BOOK FAIR OVERVIEW

New books for sale in the Fall - volunteers help set up prior to the fair, display and sell books, run cash registers or take down after the fair. Proceeds benefit school classrooms and the library.

BOOK FAIR CHAIR

GENERAL

Oversees the school book fair that happens each fall, including all necessary planning with the vendor, management of the event itself, and any post-event follow up.

Coordinates and manage volunteers throughout the week.

Coordinates all communications efforts with teachers and parents.

ADMINISTRATIO N

Manages Book Fair budget and book fair financials (the latter can be designated to a “book fair treasurer” volunteer).

Ensures that any event recaps/summary documents are completed and filed on Google drive within three weeks of the event/program conclusion.

TIME COMMITMENT

Total time: 100 hours

- Preparation begins in Spring preceding the event, but just a few hours.
- Much of the work is a month ahead and during the fair, including significant time being present on-site during the week of the fair.
- A few hours of wrap up after the event and throughout the rest of the year.



DIRECTORY OVERVIEW

We have an online directory that new families have to opt into and existing families have to update every year with their current grade levels and teachers.

DIRECTORY CHAIR

GENERAL

Manages all communications with parents about signing up for or updating the directory, including Lion's Roar posts, room parent emails, and Monday envelope flyers. Respond to parent questions and troubleshoot problems with joining the directory and coordinate with Directory CEO to resolve any issues.

Tracks data on how many students and families are in the directory and assigned to their teachers, and report to the Executive Board (who can help as needed). If necessary, obtain a list of students in each teacher's class and update information in the Directory.

Prepares a short fall recap of actions and lessons learned and keep it on Google drive in October or November, once everyone who is going to join or update their directory information has done so for the year (anyone who hasn't done it by mid-October probably has chosen not to).

Maintain a simple "how to" guide for this role to help future chairs.

Manages Directory budget.

TIME COMMITMENT

Total time: 15 hours.

- The vast majority of the work for this role will be completed in the first few weeks of school. Approximately 2 hours/week for the first four weeks of school.
- Then an hour a week for the next few weeks.
- Then respond to an occasional email here and there for the rest of the year.



WINTER CRAFT WORKSHOP OVERVIEW

The Winter Craft Workshop is a hands-on craft fair in which all Las Lomas students participate to create gifts for family and friends in December. It is run 100% by parent volunteers and is a favorite LL tradition for students and families alike!

WINTER CRAFT WORKSHOP CHAIR

GENERAL

Oversees all the planning, execution and post-event work for this all-day, all-school annual event in December.

Recruits and support volunteers for winter craft workshop; hold regular meetings with table chairs in the fall.

Manages all relevant communications to teachers and parents about winter craft workshop.

Manages the winter craft workshop budget.

GOVERNANCE & ADMINISTRATION

Communicates with the Executive Board before and after the event, ideally in person but written reports also work.

Ensures that an event recaps/summary document is completed and filed on Google drive within three weeks of the event/program conclusion.

Maintains a simple “how to run this event” document on google drive for future chairs.

TIME COMMITMENT

Total time: 15 hours

- 3-4 Hours during event week for set-up and prep
- 10 hours the day of the event
- 1 hour on wrap up, including thank yous, expense approvals and updating the how to guide for the following year



KINDERGARTEN ROUND-UP OVERVIEW

Held in April, incoming kindergartners tour through the kindergarten classrooms and parents receive an introduction to the school and parent groups.

KINDERGARTEN ROUND-UP CHAIR

GENERAL

- Oversees all planning, execution and follow up from this annual spring event for incoming kindergarten families.
- Recruits and supports volunteers.
- Manages all relevant communications to teachers and parents about K Round-Up.
- Manages all the food and beverage at the K Round-up.
- Manages all the parent facing slides at the Friday morning presentations.
- Coordinates with K liaison and schedule and flow of the incoming kinder sessions.
- Manages K Round-Up budget.

GOVERNANCE & ADMINISTRATION

- Communicates with the Executive Board before and after the event, ideally in person but written reports also work.
- Ensures that an event summary/recap document is completed and filed on Google drive within three weeks of the event/program conclusion.
- Maintains a “how to” guide for this event on Google drive for future chairs.

TIME COMMITMENT

- Total time: 20-30 hours
 - Mainly before the event and day-of the event.
 - Plus time for a small amount of post event wrap up and documentation for the following year.



LION'S ROAR E-NEWSLETTER OVERVIEW

The Lion's Roar is the weekly email newsletter for the Las Lomitas community, published jointly by the PTA and the school.

LION'S ROAR E-NEWSLETTER CHAIR

GENERAL

Produces and publishes the weekly Lion's Roar E-newsletter, including layout and management of the email list in the school's online directory system, Membership Toolkit, with content provided by the administration, PTA, parents and/or community. Work with the administration to review the content before publication each week.

Responds to emails sent to communications@llpta.org and/or lionsroar@llpta.org, where all Roar submissions and Roar-related questions are sent. These can be forwarded to an email address you use regularly, for easy reference.

Trains at least one back up volunteer to publish the Roar and/or manage the communications@llpta.org email if needed.

Maintains a simple "how to" guide to walk people through your processes in case you can't do the job for some reason or for future chairs.

TIME COMMITMENT

Total time: 1 hour per week

- Requires strict weekly consistency over email and in preparing and sending the Roar e-newsletter.



READ-A-THON OVERVIEW

This fundraiser encourages daily reading with the students and supports the many PTA programs and services at Las Lomitas. Students collect sponsorships and keep track of their daily reading for the month of January.

READ-A-THON CHAIR

GENERAL

Oversees all aspects of planning, execution, and post-event follow up for this PTA fundraiser that happens every January and February.

Recruits and support volunteers as needed.

Manages all relevant communications to teachers and parents about Read-A-Thon activities and deadlines.

Manages Read-A-Thon budget.

GOVERNANCE & ADMINISTRATION

Communicates with the Executive Board before and after the event, ideally in person but written reports also work.

Ensures that an event recap/summary document is completed and filed on Google drive within three weeks of the event conclusion.

Maintains a “how to” guide for this event for future chairs.

TIME COMMITMENT

Total time: 80 hours

- Some of this over email/text, some physically volunteering or supervising/training volunteers.
- In particular, it is good for one of the co-chairs to be able to periodically come to the school during the day for short periods.



SCIENCE WONDERS OVERVIEW

Science Wonders is a K-3rd grade version of a science fair held in the spring each year. Students prepare presentation boards explaining their science projects and then share them with the school in a fun-filled evening in Cano Hall. Even those who don't do projects are encouraged to attend the event and interact with their fellow classmates. The event also includes several hands-on STEM activities for all presenters and attendees to enjoy.

SCIENCE WONDERS CHAIR

GENERAL

Oversees all aspects of the planning, execution, and post-event follow up for this spring evening science fair event.

Recruits and support volunteers for the event as needed.

Manages all relevant communications to teachers and parents about the event.

Manages Science Wonders budget.

GOVERNANCE & ADMINISTRATION

Communicates with the Executive Board before and after the event, ideally in person but written reports also work.

Ensures that an event recap/summary document is completed and filed on Google drive within three weeks of the event conclusion.

Maintains a "how to" guide for this event for future chairs.

TIME COMMITMENT

Total time: 70 hours (the tasks below could be divided among volunteers)

- 40 hours: Pre-event planning, communication, advertising, meetings
- 12 hours: Plan hands-on activities (research, purchase, prepare)
- 3 hours: Food planning, purchasing (e.g. Costco, Safeway, Dominos)
- 3 hours: Participation gift planning, purchasing, packaging
- 3 hours: Plan classroom activity winners (2 classes, 40-50 kids total)
- 5 hours: Event night
- 4 hours: On-campus classroom activity winner demo
- 1 hour: Wrap up communications, how-to guide updates, expense report



THIRD GRADE FIELD DAY OVERVIEW

A memorable outside, end-of-year event for the entire 3rd grade in June. Volunteers run games or serve lunch.

THIRD GRADE FIELD DAY CHAIR

GENERAL

Oversees all aspects of planning and executing this event at the end of the school year for third graders.

Recruits and support volunteers (approximately 60-70 volunteers needed) to lead and staff game and food stations throughout the day. Plan for and purchase supplies for the game stations, and food for lunch.

Manages all relevant communications to teachers and parents about the event, including Lion's Roar announcements.

Manages the Third Grade Field Day event budget.

GOVERNANCE & ADMINISTRATION

Communicates with the Executive Board before the event, ideally in person but in writing also works.

Ensures that an event recap/summary document is completed and filed on Google drive within three weeks of the event completion. This is especially important since school is out after this event so you can't report on it in-person at a PTA meeting.

Maintains a "how to" guide about this event for future chairs.

TIME COMMITMENT

Total time: 20-30 hours

- Includes 10-20 hours before the event for planning, shopping for game supplies and food, recruiting volunteers, coordinating with teachers and volunteers, submitting Lion's Roar announcements, etc.
- Another 6-7 hours on the day of the event to set up games, food, run the event, and clean up afterward.
- And, 2-3 hours after the event to update PTA on how things went, revise guides for next year's coordinators, send thank you emails, etc.



KINDNESS ROCK GARDEN OVERVIEW

Each year, kindergartners and new 1st, 2nd and 3rd grade students decorate a rock with images/words that inspire kindness and add it to the Las Lomitas Kindness Rock Garden.

KINDNESS ROCK GARDEN CHAIR

GENERAL

Oversees all aspects of planning and executing this program.

Plans for and purchases supplies (with reimbursement). Recruits and supports volunteers (approximately 5-10 needed) to prep and seal the rocks. Coordinates distribution of rocks to and from kindergarten classrooms.

Manages all relevant communications to staff, volunteers and the community about the event, including Lion's Roar announcements.

Manages the Kindness Rock Garden program budget.

GOVERNANCE & ADMINISTRATION

Communicates with the Executive Board before and after the event

Ensures that an event recap/summary document is completed and filed on Google drive within three weeks of the event completion.

Maintains a "how to" guide about this event for future chairs.

TIME COMMITMENT

Total time: 20-30 hours

- 15 hours for planning, shopping for supplies, recruiting volunteers, coordinating with teachers and volunteers, submitting Lion's Roar announcements, etc.
- 3-4 hours in person, coordinating rock prep with volunteers and distribution of rocks to/from classrooms
- 2 hours after the event to update PTA on how things went, revise guides for next year's coordinators, send thank you emails, etc.



SUPPORT STAFF GIFTS OVERVIEW

Twice a year, the school community shows its appreciation for its classroom teachers (organized by room parents) and for its support staff. This schoolwide contribution pool is used to purchase gift cards for the school staff and given before the winter break and at the end of the school year.

SUPPORT STAFF GIFTS CHAIR

GENERAL

Oversees all aspects of planning and executing this program.

Sets up collection website. Plans for and purchases gift supplies (with reimbursement). Recruits and supports volunteers (approximately 2-3 needed) to write greeting cards for each staff member. Delivers gifts to the school office and staff mailboxes.

Manages all relevant communications to staff, volunteers and the community about the event, including Lion's Roar announcements.

Provides reconciliation showing collection totals and gift card/gift supplies receipts.

GOVERNANCE & ADMINISTRATION

Communicates with the Executive Board before and after the event

Ensures that an event recap/summary document is completed and filed on Google drive within three weeks of the event completion.

Maintains a "how to" guide about this event for future chairs.

TIME COMMITMENT

Total time: 20 hours, split in Dec and June

- Planning, setting up collection site, shopping for supplies, recruiting volunteers, coordinating with staff and volunteers, submitting Lion's Roar announcements, etc.
- Update PTA on how things went, revise guides for next year's coordinators, submit funds reconciliation, send thank you emails, etc.

