

Standing Committee Chairs

A. Accelerated Reader (AR) Store

1. This committee shall be composed of a chair and members as needed.
2. This committee shall be responsible for:
 - a. Assist the school librarian with recognition for the accelerated reading program.
 - b. Recruit volunteers and participate with book fair.
 - c. Promote and assist with Box Top Contest.

B. Arts in Education

1. This committee shall be composed of a chair and members as needed.
2. This committee shall be responsible for:
 - a. Promote National PTA Reflections Program.
 - b. Coordinate local unit entries by publicizing, receiving, judging and forwarding winning entries in each category to Wylie Council of PTAs.
 - c. Assist Council with Reflections program where necessary.
 - d. Promote art education with the school.

C. Communication

1. This committee shall be composed of a chair and members as needed.
2. This committee shall be responsible for:
 - a. Promote Local PTA school events and district events by publishing four (4) newsletters including information requested by the board and approved by the president and principal.
 - b. Maintain website and all social media outlets with accurate and timely information as requested by the board and approved by the president and principal.

D. Environment/Green Team

1. This committee shall be composed of a chair and members as needed.
2. This committee shall be responsible for:
 - a. Develop programs and projects that will enhance the beauty of the school and community and to promote environmental education for students and the general public.
 - b. Coordinate activities with the school administration.
 - c. Participate in the district wide paper recycling contest.

E. Field & Water Day

1. The Field Day committee shall be composed of a chair and members as needed.
2. This committee shall be responsible for:
 - a. Organize annual field day:
 - (1) Coordinate activities with school administration.
 - (2) Coordinate all supplies with the school administration and purchase necessary supplies, as budget allows.
 - (3) Create a volunteer list for the school administration to assign stations for the day of the event.
 - (4) Volunteer the day of the event to setup and facilitate.
3. The Water Day committee shall be composed of a chair and members as needed.
4. This committee shall be responsible for:
 - a. Organize annual water day:

- (1) Coordinate activities with school administration.
- (2) Coordinate and purchase necessary supplies for the event, as budget allows.
- (3) Create and communicate a volunteer list to assign stations for the day of the event.
- (4) Volunteer the day of the event to setup and facilitate.

F. Hospitality

1. This committee shall be composed of a chair and members as needed.
2. This committee shall be responsible for:
 - a. Provide refreshment at the musicals for all grades, as budget allows.
 - b. Provide refreshments as requested for UIL and STAARS testing, as budget allows.

G. Room Parent Representative

1. This committee shall be composed of a chair and members as needed.
2. This committee shall be responsible for:
 - a. Be responsible for designating a room representative for each classroom.
 - b. Assist the room representatives in organizing the three (3) school designated class parties during the year.
 - c. Serve on the Staff Appreciation Committee.
 - d. Serve on Fundraising Committee.

H. Special and Gifted Education (SAGE)

1. This committee shall be composed of a chair and members as needed.
2. This committee shall be responsible for:
 - a. Promote SAGE upcoming events, classes and programs.
 - b. Advocate for the diverse learner and for their teachers. Make sure each special education and gifted education teacher on your campus has a room parent, if needed. Ensure that they are included in all activities and staff appreciation.
 - c. Be a resource for all PTA Board members.
 - d. Reach out to parents and new families.
 - e. Ensure inclusion of special and gifted children in PTA sponsored activities when possible. This may require modifications and accommodations.

I. Spirit

1. This committee shall be composed of a chair and members as needed.
2. This committee shall be responsible for:
 - a. Coordinate design, printing and sales of spirit items.
 - b. Obtain approval from the board and school principal on all new designs and items.
 - c. Schedule volunteers to work at spirit table during school events.

J. Staff Appreciation

1. This committee shall be composed of a chair and members as needed.
2. This committee shall be responsible for:
 - a. Provide for Back to School, Teacher/Parent Conference Nights and Teacher Appreciation events for the faculty and staff, which include:
 - (1) Coordinate event item donations and purchase event items when necessary, as budget allows.
 - (2) Secure volunteers to serve.
 - (3) Reserve school location for events.
 - b. Coordinate activities for Teacher Appreciation Week in May.
 - c. Serve on Recognition Committee.

K. Volunteer and Recognition

1. The Volunteer Committee shall be composed of a chair and members as needed.
2. This committee shall be responsible for:
 - a. Recruit, oversee, and train volunteers for Morning Duty, Recess Duty and Holiday Duty.
 - b. Notify volunteers that they must have a current and approved criminal background check with the district before volunteering.
 - c. Compile and enter all volunteer information into database.
 - d. Distribute volunteer information to the board when needed.
 - e. Coordinate selection of Volunteer of the Year and responsible for submitting nominee to the Council for District Volunteers of the Year.
3. The Volunteer Recognition Committee shall be composed of a chair and two (2) members.
4. This committee shall be responsible for:
 - a. Recognition of Condolences, Memorials, Retirement {within Officer and/or school position}, other School Staff Appreciation events and thanking Volunteers.
 - b. Condolences and Memorials expressed by this Local PTA shall be in the form of sympathy cards and a nominal gift not to exceed \$45 (forty-five), as budget allows.
 - c. Career Change expressed by this Local PTA shall be in the form of congratulatory cards and a nominal gift not to exceed \$20 (twenty), as budget allows.
 - d. Other staff appreciation days expressed by this Local PTA shall be in the form of thank you cards, as budget allows.
 - (1) These days consist of:
 - (a) Custodial Appreciation Week – September
 - (b) Principal’s Month – October
 - (c) Lunch Staff Appreciation – October
 - (d) Support Professional’s Day (includes speech, etc.) – November 19
 - (e) Counselor Week – February
 - (f) Bus Driver Week – February
 - (g) School Social Worker’s (counselor) Week – March
 - (h) Admin Professional’s Week – April
 - (i) Principal’s Day – May 1
 - (j) Child Nutrition Employee – May
 - (k) Nurses Day – May 6
 - e. Volunteer Thank You’s expressed by this Local PTA shall be in the form of thank you cards, as budget allows.
 - f. Chair the Recognition Committee.
 - g. Serve on the Fundraising Committee.

L. Watch D.O.G.S.

1. This committee shall be composed of a chair and members as needed.
2. This committee shall be responsible for:
 - a. Promote the program, plan and host the kickoff party.
 - b. Organize volunteer information.
 - c. Collect and turn in money for shirts, order and distribute shirts.
 - d. Make the volunteer schedules, communicate with volunteers and staff, and keep up with email daily.
 - e. Provide the campus liaison with supplies they need (printer paper and ink for pictures, goodie bags).
 - f. Order supplies for the following year.

g. Serve on the Recognition Committee.

VII. Other Board Positions

A. Council PTA delegates shall:

1. Two (2) delegates shall be appointed by the president.
2. Participate fully in Council PTA discussions and deliberations;
3. Report announcements, important actions and the Council PTA program to the board;
4. Report and/or vote as directed by the Local PTA board at the Council PTA meeting.
5. Promote/assist in all Council projects: ie. Boots & BBQ Gala with the Wylie ISD Educational Foundation and Teacher of the Year Recognition.

B. School Health Advisory Committee (SHAC) delegate(s) shall:

1. Be appointed by the president; one (1) or two (2) delegates maybe appointed.
2. Delegate(s) must participate fully in the four (4) SHAC meetings.
3. Report announcements and important actions to Local PTA board.