



KPTA

Kendale Parent Teacher Association

Board & Committee Chairpersons Position Descriptions

What helps to make Kendale such a great community? Our parent volunteers of course! Kendale Elementary takes great pride in its tremendous parent volunteer support. **YOU** can really make a difference!

We hope that the following information will help you find a role and answer your basic questions about how to join in Kendale's volunteer effort.

KPTA Board Position Descriptions

KPTA President

Perks

- Develop relationships with staff, parents, and district staff to have a greater impact
- Develop new friendships
- Serve your community
- Develop and hone skills that will impact your child and all children at Kendale

Skills

- Willing to speak in front of a group
- Willing to be a peacemaker; a team/consensus builder
- Open to ideas/willing to listen to people
- Willing to provide leadership/oversee people on the board
- Willing to be a decision-maker
- Enjoys gathering, receiving, and disseminating information
- Outgoing and optimistic

Duties

- Oversees officers and committee chairpersons
- Presides at PTA meetings
- Attends Council PTA meetings
- Works closely with the principal
- Prepares required reports and signs authorizations and contracts
- Prepares/maintains rosters of officers, chairs, and room parents to distribute to the PTA board members and Kendale staff
- Coordinate and execute Enjoy the City fundraisers and Sports fundraising events.

Time

- Year-long commitment including work during the summer
- Schedule and conduct PTA Board Meetings (every other month), and General PTA Association meetings
- An average of 15-20 hours/week during the school year and 5 hours/week during the summer
- Heaviest workload is August-January and May-June

Membership Vice President

Perks

- Develop new media skills
- Meet lots of people
- First point of contact with parents at the school—often viewed as an “ambassador”

Skills

- Passion and belief in the value of PTA membership
- Creativity is a plus
- Approachable
- Adopts a “promotion and publicity” mentality

- Outgoing and optimistic
- Willingness to communicate using multiple forms of media

Duties

- Coordinate membership drive: create membership envelopes for distribution, collect envelopes & record memberships in database, record online memberships in database.
- Collect, count, and deposit money with Treasurer.
- Directory: compile data collected from PTA President, Volunteer Coordinator, and others to compose school directory; arrange for professional printer or PPS print shop to have materials printed and collated; label and distribute the directory to Kendale families.
- Collect and create e-mail data for parents of the school
- Coordinate and execute Spring Membership Renewal Drive.

Time

- Year-long commitment, including some work during the summer
- Attends evening PTA Board meetings (every other month), and General PTA Association meetings
- Workload is heaviest at the beginning of the school year and in May.
- Continues campaign and processes new members throughout the school year
- Availability during the school day is not necessary/required

Fundraising Vice President

Perks

- Develop and/or improve budgeting skills
- Direct impact that makes a tangible difference at Kendale

Skills

- Organizer and planner with the ability to follow through
- Passion or belief in the value of fundraising programs that PTA makes possible at Kendale
- Team player

Duties

- Oversees and helps implement committee chairs in charge of fundraisers.
- Assist with recruitment of and provide support to committee chairs for key fund-raising events.
- Coordinate, oversee and implement various fundraisers such as: Chocolate sales, Papa John Pizza Nights, Quarterly Dress-Down Days, Dominoes' Slice the Price Card, Sports & Carnival Family Fun Day, Silent Auction, Box tops, Friday T-Shirt sales.
- Maintain Kendale Tiger insignia products – place vendor orders, advertise merchandise sales, organize and maintain inventory, submit approved invoices to Treasurer for vendor payments.
- Advertise ongoing fundraising campaigns, such as Chocolates, Papa John's Pizza Nights and quarterly Dress Down days.
- Monitor results of fund-raisers; align fundraising objectives and strategies with Kendale's budgetary needs and research other fundraising opportunities as required

Time

- Year-long commitment, including some work during the summer
- Attends evening PTA Board meetings (every other month) and General PTA Association meetings
- Workload is heaviest during various fundraisers

Programs Vice President

Perks

- Constant excitement and something different all the time to avoid boredom
- Develop relationships with staff and parents and make a real impact at the school

Skills

- Organized and likes to plan ahead; proactive
- Organizer; good planning and follow-up skills
- Good communication skills; excellent people skills
- Self-starter
- Passionate about the programs PTA offers for students, parents and staff
- Flexible

Duties

- Research, apply and monitor grant opportunities that align with school needs as determined by Principal and PTA
- Communicates regularly with the President regarding program calendaring, keeping a current PTA calendar of events.
- Coordinates and implements various programs such as: Screen On the Green, Enrichment Programs, Quarterly Dances, Holiday and Valentine's Day Dance, Scholastic Book Fair, Holiday Shop, Fall Festival, Spaghetti Night, Staff Holiday Lunch and Staff Appreciation.

- Oversees Quest Chairperson, 4th Grade Chairperson and 5th Grade Chairperson.

Time

- Year-long commitment, including some work during the summer
- Attends evening PTA Board meetings (every other month), and General PTA Association meetings
- Workload varies throughout the year depending on calendaring of programs

Information Technology Vice President

Perks

- You will definitely be “in the know” about what’s going on at Kendale
- Work from home at any hour/time of day; pick your own schedule

Skills

- Self-starter
- Ability to work independently
- Organized
- Familiarity and/or comfort with working with various forms of media

Duties

- Oversees and helps implement parent communications and supports the PTA in publishing PTA activities and programs on the website and through mass emails.

Time

- Attends PTA board meetings (every other month), and General PTA Association meetings
- Workload heaviest at the beginning of the school year
- Spends approximately 1 or 2 hr/week throughout the school year.
- Availability during the school day is not necessary/required.

Treasurer

Perks

- Taking advantage of free financial training provided by PTA
- Developing or expanding your experience with financial programs such as quicken and spreadsheets

Skills

- Attention to detail and good with numbers
- Stickler for accuracy
- Willingness to take PTA financial training
- Good at meeting deadlines
- Familiarity with Quicken is a plus
- Proactive / self-starter
- Team player

Duties

- Keeps permanent books (via Quickbooks) of all monetary transactions and performs all duties expected of a Treasurer.
- Prepares the books for the tax preparer
- Works with a committee to develop the PTA budget
- Works closely with the other PTA officers to make sure the budget accurately reflects the organization’s plans for bringing in income and supporting school/student programs.
- Pay bills and reimbursements as required.
- Record deposits that come in to Kendale Elementary.

Time

- Year-long commitment, including some work during the summer
- Attends evening PTA Board meetings (every other month), and General PTA Association meetings
- Variable workload; heaviest when preparing reports for PTA meetings, preparing records for the tax preparer, preparing the August budget and the January revised budget, and during fundraisers.
- Availability during the school day is not necessary/required, but an ability to take care of quick transactions before or after school is helpful.

Secretary

Perks

- Works independently; can set own schedule for completing work
- Stay “in the know” with what’s going on at Kendale Elementary

Skills

- Organized and able to keep accurate records for the organization
- Ability to work independently

- Note-taking and listening skills
- Deadline-oriented

Duties

- Attends and records the minutes of all PTA Board and General PTA Association meetings.
- Obtain committee approval of minutes.
- Keep record of all meetings in an organized fashion.

Time

- Attends evening PTA Board meetings (every other month), and General PTA Association meetings
- Spends approximately 2 hr/month on secretarial duties.

KPTA Committee Chairperson Description

Most Chairperson Positions can be split between 2-3 co-chairs

Financial Secretary

Time commitment: Workload heaviest during fundraisers (when you'll be going to the bank more frequently to make deposits). Availability during the school day is not necessary/required, but an ability to take care of quick transactions/bank deposits during banking hours is desirable.

Skills: responsible and ethical, stickler for paperwork accuracy and verification for accuracy, familiarity with PayPal a plus (or willingness to learn the system).

- Works closely with the treasurer
- Assists Treasurer with monetary transactions and recording duties including making bank deposits
- Checks the PTA safe on a weekly basis to process bank deposits in a timely and regular manner

Information Technology Chairperson

Time commitment: Duties span throughout the school year, as needed.

Availability during the school day is not necessary/required.

Skills: independent and responsible.

- Supports Information Technology needs for PTA
- Help take PTA to the next level becoming paper-less and using electronic payment on a regular basis.
- Assisting the Information Technology VP with maintaining the PTA website and making sure the website is up to date.

Room Parent & Volunteers Chairperson (Good Job for a team of 2 co-chairs)

Time commitment: duties span throughout the school year, as needed

Skills: Organized and willing to follow up, people person, enjoy helping people find a place to "fit in"

- Coordinates the parent volunteer program at the beginning of the year with the teachers and the PTA officers
- Works closely with the Room Parent Coordinator/liaison to get the word out about school-wide/PTA volunteer opportunities and events throughout the year.
- Works closely with the VP for Programs & Fundraising to support them in recruiting volunteers and getting out the information.
- Oversees the Volunteer Fair and maintains a database of volunteer interest.
- Set up online sign up program such as sign up genius.

After School Enrichment Program Chairperson (Good job for a team of 2 or 3 co-chairs)

Time commitment: Enrichment classes are quarterly, 1 hour for approximately 3 weeks per quarter.

Skills: Flexible, stickler for details, people person.

- Create and update Enrichment Classes list (per enrichment class) from google excel registration sheet
- Assist first week of classes to assure that all the students are in the right class, paid and registered.
- Contact and follow up with parents of students who did not pay or register for class
- Work closely with the program chaperones.
- Provide copies of the list to after school care staff, front office, coaches and teachers for their records.
- Inform treasurer of final numbers of students in each class for enrichment reimbursement for coaches/teachers.

Scholastic Book Fair Chairperson (Good Job for a team of 2 co-chairs)

Time commitment: Twice a year (Fall and Spring time), 1 week long each time

Skills: Organized, planner, detail oriented, good with finance

- Coordinate all aspects of the Scholastic Book Fair: overall operations including marketing and advertising, sale set-up, staffing and sales, inventory control, and tear-down.

Holiday Shop Chairperson (Good job for a team of 2-3 co-chairs)

Time commitment: Once a year (December), 2 weeks long.

Skills: Organized, planner, detail oriented, good with finance

- Coordinate all aspects of the PTA Holiday Shop's overall operations including marketing and advertising, sale set-up, staffing and sales, inventory control, and tear-down.

Fall Festival Chairperson (2-4 co-chair positions)

Time commitment: varies by week, heavy in 3 weeks prior/during event, busy in September - October

Skills: motivated, calm under pressure, people person, organized, detailed, willingness to follow through, flexible.

- Plan, Coordinate and Implement one of our largest community-building event and fundraiser in October.
- Vendor connections or a willingness to solicit donations/support from businesses is a plus

Sports & Carnival Family Fun Day Chairperson (2-4 co-chair positions)

Time commitment: varies by week, heavy in 3 weeks prior/during event, busy in February - March

Skills: motivated, calm under pressure, people person, organized, detailed, willingness to follow through, flexible.

- Plan, Coordinate and Implement one of our largest community-building event and fundraiser in the spring time
- Vendor connections or a willingness to solicit donations/support from businesses is a plus

Silent Auction chairperson (2-3 co-chairs)

Time commitment: Heaviest approximately 4 weeks prior to the Sports & Carnival Family Fun Day

Skills: organized, detailed, calm under pressure, people person, crafty a plus.

- Plan, coordinate and implement all aspects of the silent auction prior and during the event.
- Coordinate with teachers/parents to collect materials for the silent auction baskets.
- Make sure that all baskets and silent auction sheets are prepared no later than 2 days prior to the Family Fun Day.
- Distribute baskets to the highest bidders.

Bulletin Boards & Signs Chairperson

Time Commitment: about 1 hour per week

Skills: responsible, organized, and detailed.

- Update the reader-board on the side of the 800 building to reflect upcoming and current events for the week.
- Update the fliers hanging on bulletin boards and at school entrances as required.

Hospitality chairperson (good for 2 co-chairs)

Time commitment: varies depending on events which includes shopping, set up and break down throughout the school year.

Skills: enjoys shopping, party planner, on time.

- Communicates with committee chairs to provide and coordinate refreshments for various PTA activities.
- Help with setting up and break down as needed.
- Inventory management

Quest Chairperson (good for 2 co-chairs)

Time commitment: Varies throughout the school year. Heaviest during Quest events and fundraisers.

Skills: organized, detailed, people person, willingness to follow through.

- Communicate with Quest teachers to assist as needed with programs
- Collect monies, order and distribute Quest Friday Shirts.
- Coordinate and implement the Holiday Pictures Quest Fundraiser
- Be organized and turn in all collected monies or requests for reimbursement to treasurer or financial secretary.

4th Grade Chairperson (good for 2 co-chairs)

Time commitment: Varies throughout the school year.

Skills: organized, detailed, people person, willingness to follow through.

- Communicate with 4th grade teachers to assist as needed with fundraising programs
- Assist with contacting and following through with 4th grade parent volunteers
- Be organized and turn in all collected monies or requests for reimbursement to treasurer or financial secretary.

5th Grade Chairperson (good for 2 co-chairs)

Time commitment: Varies throughout the school year.

Skills: organized, detailed, people person, willingness to follow through.

- Communicate with 5th grade teachers to assist as needed with fundraising programs
- Assist teachers with 5th grade dance.
- Collect monies, order and distribute 5th Grade Shirts.

- Coordinate and implement the Publix Mother's Day Cake Fundraiser
- Be organized and turn in all collected monies or requests for reimbursement to treasurer or financial secretary.

School Dance Chairperson (good for 2 or 3 co-chairs)

Time commitment: 6 dances per year, approximately 3 hours each dance day.

Skills: detailed, organized, people person, calm under pressure, party planner.

- Communicate with Programing VP regarding dance dates
- Arrive early to help set up (with volunteers) and collect monies from children
- coordinate and implement 4 quarterly dances, holiday dance and valentine day dance.
- Be organized and turn in all collected monies to treasurer or financial secretary.

KPTA Newsletter Editor

Time commitment: 1-2 hours monthly,

Availability during the school day is not necessary/required

Skills: good writer/proofreader, responsible, eye for details.

- Put together a monthly Kendale PTA Newsletter
- Be in contact with Programing and Fundraising VP to have up to date information and upcoming events for the newsletter.
- Proofread and print newsletter to distribute.
- Provide Information Technology VP with a copy to place on the website.

Box Tops Chairperson

Time commitment: approximately 2 hour every quarter (9 weeks)

Availability during the school day is not necessary/required

Skills: organized, accurate, responsible, detailed, creative

- Collect and count Box Tops on a regular basis
- Organize quarterly contest/ice cream party for the class with the highest number of box tops turned in.
- Be the PTA representative with the Box Top Company via e-mail
- Send Box Tops to company twice a year.

Shoparoo Chairperson

Time commitment: 1-2 hours per month

Availability during the school day is not necessary/required

Skills: organized, accurate, responsible, detailed, creative

- Monitor Shoparoo for our School.
- Motivate parents/grandparents/staff and assist in signing up for Shoparoo.
- Conduct fun competitions between classes with quarterly winners/party.

Spaghetti Dinner Family Night Chairperson (good for 2-4 co-chairs)

Time commitment: Back to school time

Skill: party planner, people person, calm under pressure, detailed, motivated.

- Contact different Italian Restaurants for sponsorship/donation
- Plan, coordinate and implement the Spaghetti Dinner for all school families and staff.
- Send a thank you to the restaurant chosen.

KPTA School Shop Chairperson (good for 2 co-chairs)

Time commitment: heaviest during first few months of back to school.

Skill: organized, quick, people person, responsible, detailed, accurate.

- Inventory Management
- Sell items from the school shop to Kendale families.
- Collect and count all monies to be given to the treasurer or financial secretary.

Staff Appreciation Chairperson (good for 2 co-chairs)

Time commitment – end of Aptil/first week of May

Skills: party planner, creative, motivated, detailed, organized, people person and a person that loves and appreciates our staff!

- Organize, coordinate and Implement activities for staff appreciation week.



Kendale Parent Teacher Association

May 1, 2015

Dear Kendale Parents,

As this school year comes to an end, we are beginning to look towards the 2015/2016 school year and planning ahead. The theme for the KPTA next year is **TOGETHER WE CAN!** Together we can make a difference for our children, and enhance the AMAZING school we already have.

Please take a look at the KPTA Board and Chairperson positions (descriptions are attached) for the 2015-2016 school year. If you are interested in ANY of the positions, **return this form to the PTA by the end of the week** (Friday, May 8th). There are MANY opportunities to help out next year. ☺ KPTA **Board elections** will take place during the PTA General meeting on **Tuesday, May 12, 2015 at 7:00pm in the Cafeteria.** We hope you will all be able to attend as we close this year TOGETHER.

Important upcoming dates:

- May 4-8 - Teacher Appreciation Week.
- Tuesday, May 12, 2015 7:00pm in the Cafeteria – General PTA Meeting and 2015/2016 Board elections
- Thursday, May 14, 2015 All day – Papa John Pizza Night (Flyers will be sent home).

Don't forget to join us on the KPTA Face Book page, Kendale Families, for up to date information.

We would like to thank you for all the support you have given to us this year. We couldn't have done it without you,

Your KPTA Team

Christian Lievano – President

Efrat Horwitz – Vice President

Ofi Blandon – Vice President of Membership

Carol Maqueira – Treasurer

Yuly Pomares - Secretary



KPTA

Kendale Parent Teacher Association

2015-2016 KPTA Sign Up

*** Note: you can sign up for as many positions as you would like.**

*** Check all that apply. * Return to KPTA by Friday, May 8, 2015.**

Name of Parent: _____ E-mail address: _____

Name of Child: _____ Phone number: _____

Child's Grade for the 2015/2016 School Year: _____



KPTA Board Member Positions:

KPTA President - _____

Information Technology Vice President - _____

Membership Vice President - _____

Treasurer - _____

Fundraising Vice President - _____

Secretary - _____

Programs Vice President - _____

KPTA Committee Chairperson Positions: (most positions can be split between 2-3 co-chairs)

Financial Secretary - _____

Bulletin Boards & Signs Chairperson - _____

Information Technology Chairperson - _____

Hospitality chairperson - _____

Room Parent & Volunteers Chairperson - _____

Quest Chairperson - _____

After School Enrichment Program Chairperson - _____

4th Grade Chairperson - _____

Scholastic Book Fair Chairperson - _____

5th Grade Chairperson - _____

Holiday Shop Chairperson - _____

School Dance Chairperson - _____

Fall Festival - _____

KPTA Newsletter Editor - _____

Sports & Carnival Family Fun Day Chairperson - _____

Box Tops Chairperson - _____

Silent Auction chairperson - _____

Shoparoo Chairperson - _____

Spaghetti Dinner Family Night Chairperson - _____

KPTA School Shop Chairperson - _____

Staff Appreciation Chairperson - _____

*** RETURN TO KPTA NO LATER THEN FRIDAY, MAY 8 2015. THANK YOU!!! ***