**NAVESINK PTA**

**COMMITTEE CHAIR DESCRIPTIONS 2022-2023**

**Please do not feel that chairing a committee has to take all your time – it doesn’t!** Many committees are one-time events. Those that are ongoing often only require a little bit of work over an extended period. In particular, the committees listed below need chairs. A brief description is included, but if you have any questions or would like more information please contact the President or either of the VPs.

**\*On the last page of this packet there is a tear-off to submit your name for any committee(s) you are interested in, send in with your student or email us at NavesinkPTA@gmail.com with your questions or interest**\*

**Assemblies -** Responsible for reaching out to potential companies/vendors that are interested in presenting information to our students in a fun and educational manner. Also the liaison between company/vendor and appropriate Navesink staff member. In most cases you are not required to attend the assembly. We have info to share on past assemblies that were successful, and are available to guide you along the way.

**Beautification -** This committee is responsible for keeping the school grounds looking as good as possible. The district mows the lawn but everything else is maintained by the PTA. Duties include scheduling clean up days in the fall and/or spring.

**Book Fair** - Help manage the logistics of the book fair with Scholastic Representatives and staff members, which is held during school hours. Would also be onsite during to ensure a smooth transition between all classes attending the event. We also have 1 or 2 shopping nights where parents are invited to shop with their children. You would be responsible for

contacting Scholastic, and working with Mrs. O’Brien to select dates and then organizing some volunteers to help.

**Donations & Solicitations**- Head the committee responsible for reaching out to local businesses with the intent to build relationships that will be beneficial for Navesink school as well as community. Will communicate between business, school staff and PTA board in order to procure potential funds or items for school and events to raise money. This chairperson would also be responsible for procuring items from businesses to be used as prizes for some of our other events. For example asking local businesses for gift baskets, sending emails to companies like Disney and Six Flags to request prize donations.

**Fall Festival-** This is a Navesink Tradition. This person would work to organize our annual fall festival. This normally happens in October. This person would work with the PTA board to secure a date and security needed as well as permission to hold the event. They would book a DJ, Ice Cream Vendor, order pizza to be sold, book any rentals needed, organize a committee to assist with all of this as well as games, a bake sale, crafts, and chili contest. They would schedule parent volunteers to help run the event and help with setup and cleanup.

**Family Sports NIght -** This is a free event for the students and parents alike. It is held at Bayshore Middle School, usually the Friday before the Superbowl. This person works with the teacher representative (Ms. Luell) to plan sports activities in 3 gyms/ rooms. We have a chair for this school year but need someone to co-chair that is interested in taking over the event next year.

**Field Day-** This person will chair a committee of parents who will volunteer to plan and orchestrate this much anticipated event held in June. The event is an all day combination of outside and inside activities.

**Financial Review Committee**- Recruited in order to explore the PTA board’s financial records. Will view the transactions and make sure there are no discrepancies and ensure accurate disbursements. This review happens once a year in September. This is a very small time commitment.

**Liaison to the BOE** – regularly attend the BOE meetings (either workshop or voting) and report back at PTA Meetings. We ideally would like at least 3 people for this position. It is possible to form a group that comes up with a schedule and sends a rep to each meeting based on the groups availability. It is very important for us to be represented at BOE meetings.

**Library-** This person will be involved in the planning and improvement of the school library. Duties will include; maintaining Navesink’s digital book catalog(adding new books and removing damaged ones), organizing shelves so books are categorized and easy to reach, and reaching out to parents willing to volunteer time to the library during the school day via signup genius. Library day has typically been held weekly on Fridays. The chair would setup a signup genius to invite parent/family volunteers to come in and read to the students, check out the books, and return books to the shelves. Volunteers can also be trained to add new books to inventory, print library cards, and remove damaged books. The library chair is not expected or required to be in the library on Fridays as long as volunteers are present. This person will also procure new books and supplies using library budget funds.

**Membership & Awards** -- This person will manage our membership process which is on a website called Memberhub. When members join PTA, requests come through this website to be approved. In addition members pay their dues on this memberhub site. This chair would make sure all who paid dues have been properly added to our memberhub. With the Treasurer, send in dues to county and state PTA in a timely manner which is also done on this member hub site (this is calculated automatically on the site). This person would also apply for membership awards or grants that the PTA qualifies for. This would involve looking at the NJPTA site to see what is available and applying for anything we may be eligible for.

**NAVESINK CARES Spring Fundraiser**- This is our big spring fundraiser at Navesink. This year we are thinking of doing a 50/50.

**Navesink Goes Local-** This person is responsible for setting up dine to donate events at different local businesses. This is where we agree to a night with a local restaurant and advertise for our community to go to this restaurant which will give back a percentage of proceeds to our PTA. This involves calling the businesses setting up a date and working with the PTA to advertise for the event to make it a success. Then follow up with the vendor to thank them an collect our donation.

**Nominating-** Become part of the committee responsible for overseeing elections on the PTA executive board. Will work with other members to collect, tally and present nominees for the board to vote on. This is a committee of 3 plus an alternate that needs to be elected at one of our general PTA meeting. Once elected the 3 members will select a chair person who will be the point person to send any communications to nominees and communicate with the PTA president at election time.

**Parent Information (PIC)** The Parent Information Committee (PIC) is an organization that meets bi monthly early in the day at Central Office. PIC consists of parent organization representatives from each of our District schools.The group comes together to discuss various topics of importance, as well as different educational initiatives and District happenings with PIC Chair, Board of Education President, Superintendent of Schools, Mary Ellen Walker, and Business Administrator Amy Gallagher. PIC meetings are videotaped and open to the public.

The representatives' responsibilities are to attend each meeting and report back to their individual school's parent/teacher organization on the substance of each meeting either through summaries in their newsletters, oral reports to their parent/teacher organization meetings or both. The PIC representative report should be considered one of the most valuable given at their organization's meeting. Decisions made at the district level affect all our children's lives. Some schools may designate more than one representative to PIC to assure uninterrupted monthly coverage. Minutes are kept of each meeting and are distributed to all representatives to facilitate their reports. Parent/ teacher organizations are encouraged to utilize PIC through their representatives to make inquiries or inform administration of parental concerns in their individual schools and the district.

**Parents Night Out(trivia night)-** This person is responsible for organizing a parents night out event. In prior years this has been a very successful trivia night held at the Navesink Firehouse. This can be more than one small event every couple of months. We have done paint nights at Board and Brush, Mom’s Night Out, and are open to new ideas.

**Philanthropy-** This is a new committee focused on giving back to our community. This chair would come up with ideas and organize some events to benefit those in need in our community. For example a drive for the Blessing Bag Brigade, a penny drive, a holiday giving event.

**PIE SALE (THANKSGIVING)**- this is a new fundraiser started last year that was very successful. This person would work with a local vendor to set up this pie sale, advertise and update the google form used for orders last year. Organize a pickup date with the vendor and a pickup date for families after school hours.

**Reading is Fun-** This person organizes an established reading incentive program for students. Students are encouraged to read and keep track of the books they have read. They submit a list via a google form before the end of the month. The chair then randomly chooses a monthly winner per grade from the list submitted and communicates who the winner is to Mrs. O’Brien and Mr. Cullen via email. The winner will be announced during school announcements and given a

small prize. This person would also be responsible for procuring small prizes (normally gift cards from Barnes & Noble, Target, or local businesses.

**Room Parent Chair-** Primary role is to organize the room parent selection process, guide room parents as to what their responsibilities are, and assist where any questions or issues may arise. This person acts as a liaison between the PTA and our classroom parent reps. Classroom Parent Reps work with the teacher to plan class parties (the number of parties/events depends on the grade), collect funds from parents to be used for teacher gifts and party supplies, and recruit volunteers for classroom support at events. Classroom parents are responsible for communication with the families in their class, organizing gifts for the teacher, and setting up sign up genius lists for donations of food and party supplies needed. Room parents act as a liaison between the teacher and student’s families. The room parent chair would solicit volunteers who are interested in being the classroom parent rep for their child’s grade early in the school year. They would then select the parent reps for each class and notify them that they are selected. Once room parents are selected they would hold a quick meeting to introduce themselves and to explain the responsibilities of a room parent.

**SCARECROWS-** This is a Navesink Tradition. This person will keep track of orders that come in on Memberhub and work to put the names on the scarecrows and put them up with some volunteers after school hours. This person may need to purchase more scarecrows when needed and will need to put new names on the wooden plaques that we own. This already has a chair for this year and we are looking for one for the 2023 school year.

**Science Night-** this chair organizes our annual science night. This person would work with the school secretary to choose a date for the event, creat a flyer to advertise and get that distributed to students. Organize a student signup sheet. Work with the school custodian to get the tables setup for the event. Organize any setup, cleanup and volunteers needed.

**Spirit Wear -** This person will work with Jersey Shore Apparel in Atlantic Highlands to create an online store in the fall and spring.

**Theater Week-** This person is responsible for working to setup a week long theater class with Kathy Connolly of Middletown Arts Center. This has traditionally been done in the winter months.

**Variety Show (co-chairs)-** One of our highly anticipated events at Navesink. This requires 2 co-chairs and it is helpful if one is a bit tech savvy as help is usually needed editing music in a music app. This pair organizes the variety show from setting up in school auditions, booking the technical sound professional, making the show lineup, collecting the music from the acts and putting it all together in an edited version. Asking for volunteers to help the night of auditions and the night of the show. Making sure the show runs smoothly. We have experienced people who have run this event who will help you every step of the way.

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**NAVESINK PTA** RETURN TO NAVESINKPTA@GMAIL.COM

If you are interested in any of the open positions above or would like more information, please email the below information to [NavesinkPTA@gmail.com](mailto:NavesinkPTA@gmail.com) as soon as possible - either the President or one of the VPs will get back to you.

| Name | |  | | | |
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| Email |  | | | Phone |  |
| Committee(s) interested in | | |  | | |