

COMMACK PTA COUNCIL COMMITTEES

The Commack Council PTA has begun planning for the 2018 – 2019 school year.

We truly need your participation!

We are looking for volunteers for standing committee positions.

If you are interested in being a member or chairperson of a committee, please indicate below, even if you have already served on that committee this year.

Committee descriptions are attached.

Name: _____

Phone: Home: _____ Cell: _____

Email address: _____

Child(ren)'s Grade in September: _____

<u>COMMITTEE</u>	<u>MEMBER</u>	<u>CHAIR</u>
Arts in Education		
Budget		
Disabilities Awareness		
District Action Awareness		
Environment		
Founders Day		
Health, Safety & Transportation		
Hospitality		
Legislation/Advocacy/Education		
Nutrition		
Parliamentarian		
Photography		
Publicity		
REACH CYA Liaison		
Scholarship		
School Board		
Social Media		
Website		

Email to
dianamichelpta@gmail.com
(“PTA Council committees” in the subject line) or mail to: Diana Michel
84 Harvest Lane
Commack, NY
11725

Any questions, please call / text
Diana at 631-796-3217

Please complete by 6/30/18

Thank you in advance for your dedication to the children of Commack!

PTA Council Standing Committees

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Commack PTA Council Standing Committees

Committee	Timing/ Load	Description
Arts in Education	Year-round/ Heavy	<input type="checkbox"/> Meet monthly <input type="checkbox"/> Oversee district-wide programs funded by PTA and District Arts in Ed budget line <input type="checkbox"/> Should have Arts in Ed experience
Budget	Year-round/ Medium	<input type="checkbox"/> Promote an understanding of the educational needs of the community and to demonstrate how the proposed budget meets those needs <input type="checkbox"/> Provide opportunities for forums of discussion in regard to the budget with a diverse group of community members several times a year. <input type="checkbox"/> Disseminate information (through various ways) to the individual PTA units, parents, teachers and community members so that all may be well-informed on the school district's budget
Disabilities Awareness	Year-round/ Medium	<input type="checkbox"/> Seek and research Disability Awareness Programs and share findings with Units <input type="checkbox"/> Coordinate with Units different programs offered – especially during “Disability Awareness Week”
District Action Awareness	***	See Legislation/ Advocacy and Education
Environment	Year-round/ Light-Medium	<input type="checkbox"/> Meet with Unit reps as necessary <input type="checkbox"/> Stay up-to-date on Environmental issues and share relevant news with Council <input type="checkbox"/> As needed, initiate necessary letter writing campaigns
Founders Day	September- March/ Heavy	<input type="checkbox"/> Coordinate the presentation of PTA Awards <input type="checkbox"/> Coordinate District Founders Day Dinner, e.g., reserve hall, send invites, coordinate attendees, organize responses, create table settings, etc.
Health, Safety & Transportation	Year-round/ Medium	<input type="checkbox"/> Attend monthly Commack Coalition meetings. <input type="checkbox"/> Committee should meet at least 4 times per year with Unit reps <input type="checkbox"/> Sponsor 2 blood drives <input type="checkbox"/> Promote bus safety throughout the District <input type="checkbox"/> Attend District Transportation meetings (about 2 meetings per year)
Hospitality	Year-round/ Light-Medium	<input type="checkbox"/> Provide refreshments for: <ul style="list-style-type: none"> <input type="checkbox"/> PTA Council meetings once a month, Round table meetings. <input type="checkbox"/> Keep a record of supplies

Committee	Timing/ Load	Description
Legislation / Advocacy/ Education ***	Year-round/ Medium	<input type="checkbox"/> Communicate with unit representatives as needed. <input type="checkbox"/> Represent Council at annual Legislative events, e.g., NYS PTA Convention, Legislative Breakfast, etc. <input type="checkbox"/> Present resolutions to Council <input type="checkbox"/> Coordinate the distribution of resolutions to unit reps for a unit vote <input type="checkbox"/> Subscribe and keep up-to-date on the Legislative Newsletter <input type="checkbox"/> Meet with Administration for updates <input type="checkbox"/> Prepare fact sheet for monthly Council meetings <input type="checkbox"/> Stay up-to-date on Education issues and share information with Council <input type="checkbox"/> Coordinate and communicate parents' Education concerns and ideas
Nutrition	Year-round/ Medium	<input type="checkbox"/> Meet monthly with unit reps, Administration and a rep from the District's food service <input type="checkbox"/> Coordinate planned activities for "Nutrition Week" <input type="checkbox"/> Report at Monthly Council Meeting
Parliamentarian	Year-round/ Light	<input type="checkbox"/> Familiarize yourself with Council Bylaws and Roberts' Rules of Order <input type="checkbox"/> Assure meetings are held to parliamentary procedures according to Robert's Rules of Order
Photography	September- February/ Medium -Heavy	<input type="checkbox"/> When the contract is close to expiring: <ul style="list-style-type: none"> - Meet with primary/intermediate unit reps - Arrange for photographers to make presentations - Decide on company for next contract - Monitor company's performance <input type="checkbox"/> Coordinate / Follow-up 'Picture Days' with Units <input type="checkbox"/> Book/confirm photographers for Founders Day
Publicity	Year-round/ Heavy at times	<input type="checkbox"/> Coordinate (and implement) how best to disseminate information to community, e.g., mailing, advertisement, etc. <input type="checkbox"/> Responsible for Budget/Ballot Signs
REACH CYA Liaison	Year-round/ Light	<input type="checkbox"/> Act as liaison to Unit Reps for after-school workshops and Reach programs and offerings. Distribute information from REACH CYA to units.
Scholarship	Year-round/ Heavy	<input type="checkbox"/> Meet with unit reps at various times throughout the year <input type="checkbox"/> Raise funds throughout the year to support the presentation of scholarships, e.g., gift card sales, raffles, etc. <input type="checkbox"/> Participate in scoring of scholarship applications <input type="checkbox"/> Attend the Scholarship Presentation ceremony in June. Prepare speeches and present awards
School Board	Year-round/ Light	<input type="checkbox"/> Attend monthly Board of Ed meetings <input type="checkbox"/> Report at Monthly Council Meeting
Social Media	Year-round/ Medium	<input type="checkbox"/> Admin a Twitter, Instagram and other social media. <input type="checkbox"/> Report at Monthly Council Meeting
Website	Year-round/ Light	<input type="checkbox"/> Maintain PTA Council website