

Commack PTA Council Standing Committees

COMMITTEE	TIMING/LOAD	DESCRIPTION
Arts in Education (includes Disability Awareness Week Subcommittee)	Monthly district meetings/heavy	<ul style="list-style-type: none"> Oversee district-wide programs funded by District Arts in Ed and PTA budget line (should have AIE experience). Oversee Committee treasurer Coordinate with unit AIE chairs. Coordinate Disabilities Awareness Week programs.
Blood Drive	One Fall and one Spring drive/light	<ul style="list-style-type: none"> Coordinate two blood drives with NYBC. Coordinate unit volunteers.
Budget	March-May/medium; District budget workshops and meetings	<ul style="list-style-type: none"> Promote understanding of educational needs of the community and demonstrate how proposed budget meets those needs. Disseminate information to units and community. Advocate at District meetings for PTA units' needs/wants. Encourage people to vote.
District Action Awareness (includes Advocacy, Legislation, Education, Environment)	Year-round/medium	<ul style="list-style-type: none"> Stay up to date on NYSPTA legislative, education, and advocacy initiatives and local environmental issues and report to Council. Serve as liaison with Administration. Coordinate and communicate parents' concerns and ideas. Propose action for Council and units to take.
Founders Day (includes Dossier and Raffle Subcommittees)	September-March/heavy	<ul style="list-style-type: none"> Revise and disseminate to units Founders Day guidelines. Coordinate presentation of awards. Plan Founders Day event. Solicit prizes for raffle baskets.
Grant Research & Writing	Year-round/light	<ul style="list-style-type: none"> Seek out and apply for grants. Advise units of available grants.
Hospitality	Monthly meetings/light	<ul style="list-style-type: none"> Provide refreshments for Council meetings and BOE appreciation.
Nutrition	Monthly meetings/medium	<ul style="list-style-type: none"> Attend monthly district meetings with Whitsons and unit reps Coordinate Nutrition Week programs.
Parliamentarian	Monthly meetings/light	<ul style="list-style-type: none"> Become familiar with Roberts Rules of Order and make sure meetings run accordingly.
Photography	September-February/medium	<ul style="list-style-type: none"> Review and propose changes to contract/vendors. Monitor vendor's performance. Coordinate Picture Day with units. Book/confirm photographer for Founders Day event.
REACH CYA	Year-round/light	<ul style="list-style-type: none"> Serve as liaison to unit reps for after-school workshops. Stay up to date on and communicate REACH CYA offerings.
Reflections	Fall/medium	<ul style="list-style-type: none"> Publicize program and collect entries. Arrange for judging and submission of winners to Suffolk PTA.
Scholarship (includes Summer STEAM Camp and Senior Scholarships Subcommittees)	Year-round/medium	<ul style="list-style-type: none"> Revise and disseminate scholarship applications. Read & score scholarship applications. Make units aware of scholarships and encourage donations to scholarship fund.
School Board	Monthly meetings/medium	<ul style="list-style-type: none"> Attend and report on monthly Board of Ed meetings.
Social Media & Publicity	Year-round/medium	<ul style="list-style-type: none"> Promote PTA and related activities on social media platforms. Disseminate information to community.

Commack Council PTA Special Committees

COMMITTEE	TIMING/LOAD	DESCRIPTION
<i>Auditing</i>	Monthly / light	Review Treasurer's books, monthly reconciliations and annual audit.
<i>Bylaws</i>	Every 3 years during Fall / light	Review and make recommendations in accordance with NYS PTA and Council.
<i>Dossier</i>	November / light	<ul style="list-style-type: none"> • Committee consists of 1 member from each unit, including Council. • Review Founders Day Guidelines. • Solicit and choose Founders Day recipients for Council.
<i>Nominating</i>	Spring / light	<ul style="list-style-type: none"> • Committee consists of 1 member from each unit, including Council. • Solicit and review Council officer nominations. • Prepare slate of officers.
<i>School Based Management Team (SBMT)</i>	Year-round / light	<ul style="list-style-type: none"> • Be familiar with District SBMT plan. • Review District plan every 2 years. • Attend District meetings. • Review progress and compliance of individual schools and propose changes where necessary. • Coordinate training session in Fall for members. • Advise unit SBMT reps as needed. • Must have child attending a Commack school. • May not sit on any other SBMT in the district. • May not be employed by the district.