

Forest View PTA Overview + Organizational Structure

2023-2024 School Year

Version 4: Updated 3/13/23

Our POV of the role of the PTA:

- Teacher/Staff Support
 - o Fill the resources gaps for our teachers and staff (that includes financing supplies, professional development opportunities and in-classroom volunteer needs)
 - o Sponsor appreciation events throughout the year to boost morale and show our community's support for all the hard work our school puts in
- Communication
 - o Become a trusted resource for information about what is happening at school, volunteer opportunities, teacher spotlights and advocacy needs
 - o Engage families to identify community needs/concerns/topics of interest and partner with our administration to co-solve those challenges
- Community Engagement
 - o Sponsor events and activities during school and outside of school that build an active FV community (picnics, cultural events, etc.)
 - o Maintain a healthy volunteer network of families and broader community organizations that can be tapped as needed
- Fundraising – the HOW we do what we do
 - o Unfundraiser
 - o Spirit Events
 - o Corporate engagement

Proposed Organizational Structure:

**Require Public Nominations + Vote Process*

1. *PTA President
 - Overall strategy + budget planning
 - Manage relationship with FV administration (bi-weekly check-ins, etc.)
 - Advocacy (based on needs of admin and parents)
 - Manage PTA mailbox
 - Coordinate with other PTAs across district
 - Partner with all of the below chairs to provide oversight, logistical support, etc.
2. *Treasurer
 - Manage budget + Quickbooks
 - Provide quarterly updates on teacher/specialist budgets, etc. and send updates to staff
 - Manage audit and all financial operations

3. *Secretary
 - Manage logistics for all meetings (select date/time, coordinate calendar with administration, book room/facility, set up remote, coordinate translation if available)
 - Take meeting minutes (notes) for all member meetings and board discussions; send follow up email to board to wrap up with to-dos and next steps
 - Update PTA website with meeting minutes, budget, other materials as needed

4. *Communications Chair (currently called Vice Chair of Communications)
 - Create and publish weekly newsletter
 - Work with other chairs to identify relevant news and communication needs (whether printed flyers, Seesaw messages, Sledge Robocalls, etc.)
 - Update PTA calendar with relevant events
 - Partner with LatinX liaison on comms translations and ensure all communications are distributed through appropriate channels

5. *Teacher/Staff Engagement Liasson (currently called Vice Chair of Teacher Appreciation)
 - Hold regular check-ins with teachers; identify needs/opportunities; Regularly communicate PTA funding opportunities like stipends, professional development, etc.
 - Coordinate teacher lunches, treats, appreciation activities
 - Work with with class parents or grade-level parent reps as appropriate

6. *Advocacy Chair
 - Partner with president and overall leadership (school and PTA) to identify areas where the PTA can support/engage the district, other PTAs, NC legislature, etc.

7. Fundraising Chair
 - Coordinate Unfundraiser
 - Manage Spirit Night schedule (suggest finding volunteer for this role)
 - Identify grant opportunities and find grant volunteers, etc.

8. Events Chair
 - Maintain list of school-managed events and PTA events
 - Lead Fall and Spring Picnic planning
 - Identify partnership needs from Administration for school-based events (e.g., Hispanic Heritage Month, Black History Month, Multicultural Festival, etc.)

9. Volunteer + Recruitment Chair
 - Manage PTA memberships
 - Coordinate with Spanish-Speaking, PAAC and Disability Chairs to bring more families into the fold
 - Manage election cycle as board members cycle off
 - Maintain a list of interested parent/community volunteers

- Manage class parent process; coordinate with class parents regarding volunteer needs, events, communications to classes (overlaps with Teacher/Staff engagement liaison)

10. Spanish-Speaking Family Chair

- a. Partner with ESL team to provide communications to all families
- b. Consider starting/managing FV WhatsApp Group for Spanish speakers
- c. Identify events/community opportunities to build community
- d. Provide opportunities for Spanish-speaking families to engage with administration in smaller settings

11. PAAC Chair

- a. Manage PAAC listserv communications for PTA
- b. Identify events/community opportunities to build community
- c. Provide opportunities for families to engage with administration in smaller settings

12. Disability/EC/SOAR Chair

- a. Act as liaison between EC teachers/supports to make sure staff has voice in PTA resources/allocations
- b. Support Together We SOAR Week team as needed (note: there is a team that runs SOAR Week separately)

13. Spirit Items Coordinator

- Manage inventory via storage closet and MemberHub
- Coordinate tables for major FV events
- Make recommendations on inventory needs and explore new spirit item ideas!

14. *Nominations Chair

- Manages (along with 2 others folks who are NOT president or treasurer) yearly nominations process.
- This role comes into action around March and lasts through May and works in collaboration with the overall PTA leadership to help recruit and encourages folks to run for nominated positions

15. Yearbook Team

- Manage Yearbook creation process, sales, etc.
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