EXAMPLE OF PTA COMMITTEES

CHOOSE THOSE COMMITTEES THAT MEET YOUR PTA GOALS.

Advocacy

This is the MAIN function of the PTA. PTA are advocates for all children and youth. This committee will identify, research and communicate legislation. The National PTA message is “every child. one voice.”

After School Activities

The committee would oversee the implementation of after school activities

**Read PTACHC After School Guide and the Insurance Loss Prevention Guide from BB&T Insurance Services of California, Inc before embarking on running after school programs.

After Prom/Project Safe

The committee plans an exciting, safe, and alcohol free night for juniors and seniors that is held after the high school prom.

PTACHC After Prom Chair maintains a yahoo sharing group for the 12 high school after prom committee chairs to share information: http://groups.yahoo.com/group/HCPromSafeAfterProm/

Awards

Honor those members who serve above and beyond. This committee would complete the applications for the various awards given by PTACHC, MD PTA, and National PTA and/or any other organizational awards.

Bylaws

All PTA bylaws must be reviewed and updated on the current bylaws template every three years.

Budget (HCPSS)

Examines and prepares testimony on HCPSS Capital and Operating budgets

Budget (Local PTA Unit)

During the summer, the treasurer and committee members formulates the budget for the year based on goals set by Board of Directors and committees plans of work estimated expenses.

Classroom Representatives

These volunteers are the vital link between the local PTA and the school. Their work is to bring into closer contact the members with the school, to work with both the staff and parents to promote the work of the PTA. These representatives can function as a committee.
Community Advisory Council (CAC) Representative

Representative attends monthly meetings (3rd Tues of month) of this advisory council to the BOE and reports back to the local PTA Board of Directors. The meetings include educational issues on a county level. Contact HCPSS Public Information at 410-313-6682 for more information.

Cultural Arts Committee

After consultation with the PTA board of directors and school staff and administration, the committee books various cultural events for the school year.

Environmental Issues

To help educate building users on healthy habits regarding indoor school environments as well as surrounding grounds. Members can work with teachers and administrators to coordinate Earth Day Celebrations that are both educational and fun. This committee helps to establish and participates in an Indoor Environmental Quality Team at the school which helps monitor the indoor and outdoor environment.

Family Involvement Program

The committee should be a broad representation of the entire membership and should be appointed as soon after the election of new officers as possible, so that it may have sufficient time to plan the program for the coming PTA year.

The term program means several things: the total planned activities of the association, the presentations or special events scheduled for each meeting and the printed program of activities for the year.

Select some specific field in which the activities of the PTA will most effectively serve the needs of the children and youth. Plans should be flexible so that they can be modified to meet changing conditions, concerns and needs of the community.

Health & Wellness Issues

This committee focuses on the quality of life of the child and builds partnerships with parent and community in order to provide effective comprehensive health programs (nutrition, curriculum and services).

Historian

Custodian for all records and other materials pertinent to the PTA’s history in a permanent file.

HC DrugFree Representative www.hcdrugfree.org

This person represents the PTSA and help parents and teachers to work with children and youth to prevent and combat the abuse of tobacco, alcohol and other drugs.
Hospitality

The goal of the hospitality committee is to develop a spirit of friendliness among the members of the PTA and others who attend its meetings. The committee organizes the serving of refreshments for PTA meetings, staff appreciation lunches, and special school activities.

International/Intercultural Relations

This committee promotes the development of programs and activities that 1) assist in securing for all children the goal of enduring peace and 2) foster understanding and appreciation of the diverse cultures within our own nation and those of other countries that, with us, comprise the global community.

Membership

The goal of the membership committee is to build an informed, active membership, familiar with the mission, objects, policies, and programs of the PTA. The committee collects membership dues, distributes membership cards and maintains a current membership list.

Newsletter/Communication/Public Relations

The committee collects articles from students, staff and PTA members. Prepare the layout and submit to PTA President for final approval prior to printing. Transport the newsletter to and from the printer and distributes to the students. Send PTA news via online communication. To help create public awareness and support for PTA goals and programs by using every medium of communication.

Reflections (National PTA Reflection Art Program)

The program offers students the opportunity to create works of art for fun and recognition. Students in preschool through grade 12 are encouraged to create and submit works of art in six areas: dance choreography, film production, literature, musical composition, photography, and the visual arts (which include art forms such as drawing, painting, print making, and collage).

Students participate in the Reflections Program by submitting entries to their local PTA or PTSA. Any PTA/PTSA in good standing is eligible to sponsor a Reflections Program. The top four winners in each category and age group continue on to the county level.

Safety Issues

This committee encourages home, school and community to join together to determine needs and implement appropriate safety measures. Every child should have an education that helps develop safe living habits.

Safe-to-School

This committee would establish and maintain the Safe-to-School program (if not already a school supported function). Arrange for parent participation within the program and volunteers to actually perform the daily duties.
Scholarships

Selects recipients and oversees administration of college scholarship money.

School Improvement Team (SIT) Representative

The chair of this committee would act as a liaison between the PTA board of directors and the School Improvement Team. It would be ideal if the chair were a member of the SIT. (Parent Involvement is required on all SIT teams.) Communication between both of these advocacy groups is important to the success of your school.

Technology (Website, list serve)

The committee can maintain an already existing website, or establish a website for your local PTA unit. Maintain other technology related services to members.

Volunteer

This committee coordinates volunteers for PTA sponsored activities and/or school activities, upon request. Parents are surveyed to see where they would like to volunteer their time in the school. The committee prepares a list of possible volunteers for each activity. PLEASE, PLEASE, PLEASE, take the time to call members back if they have taken the time to volunteer their personal time. Many parents have said they signed up - but were never called. Be careful not to turn away potential future leaders for your PTA.

Ways and Means/Fundraising

The main function of the Ways and Means Committee is to arrange for fund raisers to support the PTA budget which in turn supports the goals established by the board of directors.