

Officer (O) and Committee Chair (CC) Descriptions

The PFA Executive Board is comprised of elected officers, committee chairs, and school representatives. It meets one evening per month to conduct PFA business. Anyone may attend. General meetings for the entire membership are scheduled twice per year: one in September to approve the budget and one in June to elect officers. All board members need to attend when voting is required.

Apex Fun Run (CC) – Serve as the point person for Apex to contact regarding Aspen Jog-a-thon. Negotiate initial contract and work with school principal to schedule a 2-week time for Apex to come to Aspen. About 2 meetings total - minimal time commitment.

Auditor (O) – Work closely with PFA Treasurer to conduct an annual audit of all financial records. Prepare and present Audit report to be submitted to the PFA, school principal, and school district in a timely manner (Effort: 1 time, annually)

Box Tops (CC) – Coordinate collection of Box Tops. Organize class/school competitions and provide collection sheets to promote participation. Work with Box Tops for Education to submit box tops according to deadlines and receive payment as eligible funds arrive. (Effort: ongoing, 1-2 hours per month)

Business Sponsorships (CC) – Oversee the solicitation and implementation of business/corporate relationships and sponsorship opportunities with community. (Effort: year-round, ongoing)

Directory (CC) – Publish the student address directory. Committee often co-chaired with two or three people. Responsibilities include 1) collection and formatting of address data from electronic source, 2) advertising sales, 3) student art contest for cover and sections, 4) layout and coordination with printer. (Effort: Project occurs in September-October and effort varies depending on how work is divided)

Eco Team (CC) – Coordinate and promote eco-friendly events and activities to increase student awareness about the importance of caring for the environment both locally and abroad. Plan America Recycles Day in November, Earth Week and Trash to Treasure and oversee school-wide recycling efforts. (Effort: year-round, ongoing)

eScrip (O) – Motivate parents and staff to enroll in eScrip program which earns free money for the school. Maintain eScrip records and follow up with families as needed. These programs include (but not limited to) eScrip grocery and credit cards, website kickbacks, golden spoon (similar) punch cards, etc. (Effort: Primarily August, September, depending upon program requirements and school need.)

Family Reading Night (CC) – Organize and plan early March evening family event. Options are open for design and implementation. (Effort: January-March, responsibilities end after event)

Harvest Festival (CC) – Coordinate annual Harvest Festival held at the end of October. Work with Room Parent Coordinator to organize classroom game booths. Work with 5th Grade parents to organize Spooky House and Bake Sale. Handle ticket sales, DJ, charity donation, and anything else applicable. (Effort: End of Summer – End of October, 6-8 hours per month).

Healthy Living Coordinator/100 Mile club (CC) – 1) If applicable, coordinate with the CVUSD Health and Wellness program to schedule 2 parents a month to help serve lunchtime healthy taste tests, 2) Form 100-mile club team or other new healthy programs for school. 3) Recruit PFA participation of monthly Farm stand Friday/snack sales. (Effort: Ongoing coordination, not necessarily staffing, of monthly events)

Hospitality (CC) – Coordinate End of Summer Social (Organize, plan, and oversee back to school social to be held the day before school begins. Typically includes PFA information tables, Student Store sales and refreshments), New Student/ Kindergarten Orientations and Welcome Back Coffee and Luncheon in August/beginning of school. Work with Student Store and contact new families as they enroll to welcome and answer any questions they may have about the school. Work closely with Kindergarten families to involve them in our school and welcome them to become involved. Assist Room Parent Coordinators with food/parties for Teacher Appreciation Week in May. (Effort: August and September, then May and ongoing as needed)

Membership 3rd VP (O) - Organize the annual PFA membership drive and the on-going process to encourage membership. Help prepare/update PFA packets at beginning of school year. Maintain membership records. Write thank you note to parents who donated, (Effort: Primarily in August, September. 3-5 hours per month)

Newsletter (CC) – Design and print monthly PFA newsletter to be distributed to Aspen families at the beginning of each month. Encourage submissions from PFA, school representatives, teachers, and students. Work with Advertising Chairperson to ensure advertising transactions are printed as requested. (Effort: 2-3 hours per month)

Pancakes with Parents (CC) - Organize Saturday morning family event usually held in January. Coordinate 4th and 5th grade volunteers to serve families, maintain ticket sales and volunteers for event. (Effort: Planning begins in November; responsibilities end after event. Time varies depending on how roles assigned.)

Parliamentarian (O) – Act as a consultant to assure that meetings and processes are conducted in accordance with bylaws; advise on parliamentary procedures using Robert's Rules of Order; organize nominating committee each year- done in March; bring current copy of PFA Constitution and By-Laws to all meetings. Lead all major voting meetings. (Effort: 2 hours per month).

President(s) (O) – Serve as leader and key contact for the PFA; preside at all PFA meetings; ex-officio member of most committees; appoint chairpersons for special committees; coordinate the work of the officers and committees so that the PFA's goals and objectives can be met. Oversee following positions and committees: Membership, Ways and Means, Treasurer, Auditor, Webmaster, Publicity, Yearbook, Newsletter, Advertising, Business Sponsorships, and all major fundraisers (Effort: year-round, on-going)

Programs 2nd VP (O) - Serve as Programs Chairperson. Review and contract school-wide educational programs for each school year. Also, coordinate with teaching staff to plan or schedule educational programs for various grade levels. Act as an aide to the President and shall perform the duties of the President in the absence or disability of the President and the Vice-President. (Effort: year-round, time varies depending upon roles)

Publicity (CC) - Disseminate positive information to the community about the school, its students, and the PFA. Promote related activities and programs to heighten community awareness. Publicize school events, and unique stories to local media. Supply stories and photos to Aspen newsletter and yearbook. Maintain and post banners and signs for PFA meetings and events. (Effort: year-round, ongoing)

Room Parent Coordinator (CC) – Serve as PFA liaison with Room Parents. Keep Room Parents well informed of PFA events and activities, encourage volunteerism and hold meetings as necessary to keep Room Parents well informed. Coordinate Teacher Appreciation Week in May (with help from Hospitality) and help with Harvest Fest and other major fundraisers as needed. (Effort: year-round, ongoing)

Secretary (O) - Keep the minutes of all general meetings and all meetings of the Executive Board; send notes to presidents and webmaster after PFA meetings; prepare correspondence and perform all other duties assigned; maintain master documents on computer; Help with begin of year packet assembly and help re-organize/label mailboxes in workroom at beginning of year. (Effort: 3-4 hours per month, includes attending meeting and typing up minutes.)

Science Fair (CC) – Organize and coordinate the Science Fair which usually takes place in the spring. Hire a company to do a science-focused Assembly.

Spring Fundraiser/Gala (CC) – Coordinate end of school year summer festival or Gala. Possibilities are endless! (Effort: dependent on when event takes place, but at least 3-5 months of prep)

Student Store 5th VP (O) - Coordinate the selection, design, ordering, inventory, and sales of school spirit wear and any related products. Maintain sales and inventory of assignment notebooks. Staff student store at special events as needed. Work with hospitality and contact new families as they enroll to welcome with gift basket. (Effort varies. Peak sales in August/September. New design in late Spring/Summer).

Treasurer (O)- Be responsible for and have custody of all funds; make disbursements as properly authorized; be present at all PFA events where money will be collected; assure that PFA policies and best practices are followed with regards to funds; prepare financial reports for each meeting and as needed; prepare the books for an annual audit. (Effort: 4-5 hours per month, average)

Valentine's Dance/Sock Hop (CC) – Coordinate and plan family event in February. Typically includes, dance, DJ, photography, and refreshments. (Effort: December-February, depending upon how roles are divided)

Vice President(s) (O) - Act as an aide to the President(s); perform the duties of the President(s) in the absence or inability of that officer to serve; assume other responsibilities as assigned by the Executive Board. Responsible for gathering weekly updates from committees and board and preparing weekly Wednesday Packet messages to send to principal. Ideally – is willing to serve as President in the future. (Effort: year-round, time varies depending upon roles)

Ways and Means 4th VP (O) - Manage the coordination of the PFA's fundraising activities. Other fundraising activities include monthly Restaurant Nights, family dining and/or game nights (Bingo) and overseeing the Gift Wrap programs. (Effort: year-round, time varies depending upon roles).

Webmaster (CC) – Maintain content for PFA website (www.conejousd.org/aspen). Receive information from various sources and post to PFA website/Facebook on a regular basis. Send out email blasts as directed by PFA Board. Assist VP with Wednesday packet information and submit to school principal on behalf of PFA. (Effort: ongoing, but most work done from home)

Winter Marketplace (CC) – Come up with about 4-6 holiday crafts for the kids to do during lunch recess the week prior to Winter Break (this is great if you love Pinterest!). Coordinate volunteers to help run the craft stations.

Women in History (CC) – Women in History month is observed in March. Committee Chair will organize a school event for students educating them on influential women in history. In the past, we have parent volunteers dress up as important women in our history and go around to classroom speaking about themselves. Other ideas/activities are also welcome! (Effort: February-March).

Yearbook (CC) – Oversee design and development of annual Aspen yearbook. Maintain sales of yearbooks and dedications. Gather candid photos and coordinate with school Photography Company to obtain software and school pictures. The yearbook can be created online, and responsibilities can be shared amongst several volunteers. (Effort: ongoing, depending upon how roles are divided)