



If you are interested in a PTA Board Position or Chairing a Committee next school year, **please let us know your availability and willingness to serve!**

We encourage you to **nominate yourself** or another parent for any position.

- ❖ Please note that all Board positions require your attendance at a monthly 2 hour meeting the first Friday morning of each month.
- ❖ Please see the role descriptions posted on CougarPTA.com for more information.
- ❖ Contact Lori Stockdale, our current Nominations Chair, with any questions: loristockdale@live.com

Organizational Structure

PTA
President

EVP Billingsville Campus EVP Cotswold Campus

One EVP also serves as President-Elect

Secretary

Treasurer

Vice President
Admin Support

Vice President
Enrichment

Vice President
Events

Vice President
Fundraising

Vice President
Marketing &
Communications

Advocacy Chair

Auditor

Nominations
Chair

VP – Admin Support

Campus Beautification

Lost & Found

Media Center

Pie Day

PTA Membership

Room Parent

Staff Appreciation

Staff Recognition

VP – Enrichment

Backpacks with Snacks

Enrichment Clubs

IMIB

Men of BCE

Mentoring

Reading Rocks

Teacher/Staff Grants

VP – Events

Beginners Day & Summer Play Dates

Cougar Carnival

Daddy (VIP)/ Daughter Dance

Fifth Grade Events

Meet & Eat

Mother Son Event

Prospective Open House & Tours

VP - Fundraising

Book Fair

Boosterthon

Class Supplies

Community Sponsors

Corporate Rebates

Pledges for Paws

Spirit Nights

VP – Marketing & Communications

Cougar Bites

Facebook

Instagram

Outdoor Sign

PTA Directory

PTA Website

Spiritwear

Yearbook

Committee Chair Descriptions

Admin Support

Campus Beautification - quarterly

Beautify the school grounds by cleaning up trash, fill planters & manage other various landscaping projects, as needed

Lost & Found, All year, weekly during school

Manage collected items and donate periodically

Media Center , All year

Coordinate and train volunteers

Pie Day, Fall event

Solicit, collect and distribute pies for all staff members

PTA Membership - Fall membership drive

Attend Meet the Teacher/Open House

Collect and enter family info into directory

Room Parent, All year, from home/work

Manage all Room Parents & send emails

Staff Appreciation, All year, during school hours

Order and set up food for staff appreciation days

Coordinate Staff Appreciation Week in Feb

Source & distribute gifts for support staff at holidays and all staff at year-end

Staff Recognition, Self-scheduled, 1 hour/month

Solicit awards for teachers and staff

Events

Beginners Day/Summer Play Dates, April and over the summer

Set up, clean up, greet & check-in

Stuff folders prior Beginners Day

Coordinate summer play ground meetings for new families

Cougar Carnival, Spring event

Solicit vendors for and coordinate the event

Coordinate set up & clean up

Work the event

Daddy (VIP)/Daughter Dance, February event

Solicit items & vendors for the event

Coordinate set up & clean up

Work the event

Fifth Grade Events, Fall camping trip and end of year

Great for 4th grade parents

Coordinate chaperones & support 5th grade teachers for Fall camp trip

Coordinate set up & clean up promotion ceremony and celebration

Meet & Eat, 3 events throughout the year

Plan & order food

Coordinate volunteers

Serve food, set up and help clean up

Mother/Son Event, Spring event

Coordinate the event

Set up, clean up event

Prospective Open Houses and Tours, Throughout the year

Set up, clean up, greet & check-in for 3 Open Houses

Organize volunteers to serve as tour guides for prospective families

Enrichment/Outreach

Backpacks with Snacks, Weekly, all year

Pick up (Thurs/Fri) &/or distribute backpacks on Friday to those in need

Coordinate volunteers via sign up genius

Enrichment/Friday Clubs, Monthly, during school hours

Coordinate with school admin to support clubs

Obtain volunteers to help 1 hr/month with club days (usually last Fri afternoon of the month)

IM/IB, Throughout the year

Coordinate volunteers at beginning of year to provide monthly lesson on IB traits

Men of BCE, Throughout the year

Coordinate and host events throughout the year

Fundraise for year-end charitable event

Mentoring, Throughout the year

Coordinate volunteers & schedule various events

Reading Rocks, Beginning & end of school year

Help with book drives/swaps

Solicit prizes from local retailers

Teacher/Staff Grant, From home/work, monthly

Lead committee to review grant requests

Fundraising

Book Fair, Cotswold Fall & Billingsville Spring

Plan the event, work with the vendor, set up of book fair, coordinate volunteers, sales and clean up

Boosterthon, Spring fundraising event

Coordinate with Boosterthon staff

Class Supply Kits, End of year and before school starts

Community Sponsors, all year

Recruit new business partners for school

Corporate Rebates, All year

Coordinate corporate vendor programs

Pledge for Paws, Fall fundraising event

Run the annual direct giving campaign

Spirit Nights/Events, all year

Coordinate fundraising events at local restaurants

Marketing/Communication

Cougar Bites, From home/work, weekly

Edit and publish the weekly email newsletter

Facebook, From home/work, throughout the year

Publish PTA and school content as requested

Instagram, From home/work, throughout the year

Publish PTA and school content as requested

Outdoor Sign, Throughout the year, biweekly

Update digital sign at both campuses

PTA Website, Throughout the year, from home/work

Maintain website

Publish PTA and school articles as needed

PTA Directory, Beginning of the school year,

can be done from home/work

Spiritwear, Throughout the year, mostly done from home

Coordinate with our spirit wear vendor; sell items at events

Yearbook, Spring

Help with school picture days, as needed

Layout annual yearbook using vendor software