

## RMS PTA Positions

<b>Executive Officers</b>	<b>These officers attend monthly Executive Board Meetings</b>
President	Oversees/assists efforts for all officers and committees
President Elect	Commits to a one year president term the following year/ shadows president
1 <sup>st</sup> VP- Programs	Oversees/assists coordinators under the Programs Committee
2 <sup>nd</sup> VP – Fundraising	Oversees/assists coordinators under the Finance Committee
Treasurer	Responsible for association funds and bookkeeping
Secretary	Records minutes and handles correspondence
Parliamentarian	Advises president on parliamentary procedures
<b>Standing Committee Chairs</b>	<b>These officers attend monthly Executive Board Meetings</b>
Communications Chair	Oversees/assists coordinators under the Communications Committee
Community Involvement	Oversees/assists coordinators under the Community Outreach Committee
Hospitality Chair	Oversees/assists coordinators under the Hospitality Committee & TAW Week
Legislative Chair	Keeps everyone informed of legislative issues, organizes Rally Day
Membership Chair	Promotes benefits of membership, submits rosters, maintains records
Student Engagement Chair	Oversees/assists coordinators under the Student Engagement Committee
Volunteer Chair	Determines volunteer needs and solicits help as needed
Watch D.O.G.S. Top Dog	Oversees Watch D.O.G.S. program, Assists with school's needs, PTA events
<b>Communications Committee</b>	<b>These coordinators work with the Communications Chair</b>
Bulletin Board	Updates display cases in the main hallway
eNewsletter	Creates and emails weekly newsletters and eBlasts as needed
Social Media	Posts information to Facebook, Instagram, Pinterest & Twitter
Website	Maintains and updates announcements, eNews, calendar, volunteer needs
<b>Community Outreach Committee</b>	<b>These coordinators work with the Community Outreach Chair</b>
Clothes Closet	Coordinates collection drives and volunteers for community outreach
Community Outreach	Coordinates Food Drive, Blue Santa and other community events that arise
Panthers in Action	Coordinates student community service, enter hours in database
Partners in Education Foundation	Coordinates the PIEF Gala raffle basket
<b>Fundraising Committee</b>	<b>These coordinators work with the VP of Fundraising</b>
Concessions	Coordinates for athletics and PTA events
Donation Drive	Promotes DD, coordinates contests/prizes, works with treasurer
Redemption Programs	Collects, sorts and submits Box Tops & My Coke Rewards
Spirit Nights	Coordinates these events once/month
Spirit Wear	Designs, orders and maintains inventory
Sponsorships	Solicits community businesses for donations/sponsorships
Valentine's Day Sales	Coordinates sales, delivery to students
<b>Hospitality Committee</b>	<b>These coordinators work with the Hospitality Chair</b>
Faculty Appreciation	Organizes staff appreciation events throughout the year
PAWS (Panthers are Winning Students)	Provides breakfast items award ceremony
Veteran's Day	Coordinates this recognition program
<b>Programs Committee</b>	<b>These coordinators work with the VP of Programs</b>
A-A/B Honor Roll	Provides a reward for students earning all A's or A/B's
ALLSTARS	Coordinates monthly mtgs for this after school program w/student members
Banners	Orders athletic banners as needed
Career Day/Education Go Get It	Works with counselors to promote this event, solicit parents to participate
Healthy Lifestyles	Provides healthy tips throughout year, coordinates a fun run or activity
Library Coordinator	Helps with Book Fairs and other events as needed
Red Ribbon Week	Works with counselors to promote this event, hang decorations, door contest
<b>Student Engagement Committee</b>	<b>These coordinators with the Student Engagement Chair</b>
Arts in Education/Reflections	Coordinates Reflections program, assists with bringing in performances
Dances	Coordinates ticket sales, decorations for the events
End of Year Celebration	Coordinates this fun end of year day of celebration
Holiday Social	Coordinates cookie and gingerbread decorating event
Scholarships	Works with a committee to select 2 CRHS scholarship recipients
Trunk or Treat	Coordinates this fun fall community event