

## **Committee Chair Openings for 2009/2010**

### **JM Project Pride**

**Reports to:** 2<sup>nd</sup> Vice President

#### **Responsibilities:**

- Review the existing district facility plan and become familiar with improvements already planned for JM or under construction.
- Monitor progress of and expenditures for projects already in progress.
- Work with the JM Principal, the district Superintendent, and the Campus Improvement Committee to identify the next phase of high-priority projects and possible sources of funding.
- Develop a budget proposal for implementing selected improvements, identifying each source of funding individually.
- Work with outside organizations interested in making campus improvements, including Girl Scouts and Boy Scouts.
- Represent the JM PTA at district meetings and school board meetings where discussion and action on facility improvements are taking place.
- Report periodically to the JM PTA Executive Board and general membership
- Prepare a brief, written year-end report in May.

### **Spring Fling**

**Reports to:** Executive Vice President

#### **Responsibilities:**

- Meet in the fall with committee members, Principal, Executive Vice President, and Activities teacher to decide on focus of event and levels of staff and student involvement.
- Confirm dates and assign committee chairs to begin planning.
- Present budget and event plan to the PTA executive board three months before Spring Fling.
- Schedule vendors and obtain PTA approval for contracts.
- Coordinate and assist as necessary with staff and student responsibilities
- Publicize event to community and specifically invite 5<sup>th</sup> grade students and their families.
- Solicit, coordinate, and supervise volunteers responsible for set-up and clean-up of all activities.
- Prepare a brief, written year-end report in May.

## **School Dance Chair**

**Reports to:** Executive Vice President

### **Responsibilities:**

- One month prior to the dance submit newsletter article to the JM newsletter requesting volunteer chaperones for the dance.
- Get volunteers for watching the doors, pouring drinks and photography.
- Liaison with the Dance Committee Chair to discuss needs of the student committee (i.e. color balloons, theme of the dance).
- Purchase drinks/cups for the dance, and put it in the designated freezer a couple days before the dance.
- Purchase colored balloons based on the theme for the day of the dance.
- Organize volunteers at the dance, including providing the chaperones with a list of expectations.
- Ensure there is adequate assistance to help break the dance.
- Responsible for providing photographers at the dance that can run the slide show.
- Prepare a brief, written year-end report in May.

## **Teacher Appreciation Day Chair**

**Reports to:** 2<sup>nd</sup> Vice President

### **Responsibilities:**

- Confirm the dates that Teacher Appreciation will be celebrated in the Moraga School District.
- Work with committee volunteers to develop a theme and activities for the week.
- Solicit donations from local businesses for food items and decorations where possible – contact Starbucks in early January if desired (they have a monthly quota for donations).
- Solicit parent volunteers to help implement the plan for the week.
- Create and distribute an itinerary for the week to each of the 60 teachers and staff members at JM.
- Send an e-mail reminder to volunteers about their commitments for the week.
- Hang the “We Love Our JM Teachers and Staff” banner on the Sunday evening before Teacher Appreciation week begins.
- Prepare a brief, written year-end report in May.