

Volunteer Positions for the 2022-2023 Fairhill PTA

Secretary

(Note: We are required to have a Secretary. Without a Secretary, we will lose our PTA chapter.)

Description:

- Take meeting minutes during monthly PTA meeting
- Email minutes and agenda to members
- Participate in PTA Board meetings and decisions

Time commitment: 2-3 hours/month

Vice President

Description:

- Create and send PTA newsletters
- Participate in PTA Board meetings and decisions
- Support President as needed

Time commitment: 3 hours per month (more if supporting an event)

Fall Festival Coordinator

Description:

- Assemble a committee
- Design and coordinate activities for Fall Festival 2022
 - Examples: Cake walk, fun house, pumpkin decorating

Time commitment: 10-15 hours prior to the event

Fall Festival Haunted House Lead Coordinator (Rising 6th Grade Parent)

Description:

- lead and support a group of 6th grade families to design and present the Fall Festival Haunted House

Time commitment: 5-10 hours for this event

Family Fun Day Coordinator

Description:

- Assemble a committee
- Design and coordinate activities for the 2023 Family Fun Day (June 2023)
 - Examples: Bouncy house/inflatables, dunk tank, food trucks

Time commitment: 10-15 hours prior to the event

Before/After School Enrichment Coordinator

Description:

- Work with vendors to design various enrichment programs for the fall and spring
- Work with Fairhill admin to design the schedule and reserve space

Time commitment: 10-12 hours prior to each session (usually Fall and Spring)

Graphic Designer

Description: Help design PTA flyers and other promotional materials throughout the year

Time commitment: Sporadic. 1-3 hours per month throughout the year

Website Coordinator

Description:

- Update content on the PTA website as needed
- Experience with WordPress would be helpful

Time commitment: 20-30 minutes per month, as needed

Spirit Wear Coordinator

Description:

- Help design spirit wear
- Coordinate orders/delivery

Time commitment: 5-7 hours for this one need spread over the year

Photographer

Description:

- Take photos at PTA events
- Understand privacy rules regarding photos
- Work with social media chair to post photos

Time commitment: less than 1 hour/event

Social Media Coordinator

Description:

- Post updates to Fairhill PTA social media accounts (Facebook, Twitter) as needed

Time Commitment: 2 hours a month/as needed