

Cornerstone PTA Exec Board & Committee Descriptions

VP Ways & Means – This is the fundraising job. Mailing letters, collecting donations, coordinating signs for donors are the main roles of this position. The bulk of the work is done the first few months of the school year.

VP of Membership – This person encourages families, teachers & staff to join the PTA. Collecting the membership information from Membership Toolkit and submitting the membership roster to the TX PTA are the main roles. The bulk of this job occurs in the fall semester.

Secretary – Take meeting minutes at each board meeting and general meeting. Ensure that minutes are verified and submit them to the board.

Historian – Take pictures and compile a scrapbook of what the PTA has done over the course of the year.

Assistant Treasurer - spend a year training under the Treasurer and commit to taking over the Treasurer position the following year.

Parliamentarian – become familiar with the PTA by-laws and Robert’s Rules of Order to help keep meetings running smoothly and following protocols.

At – Large: these positions are voting members of the Exec Board who help with any tasks that might need assistance. This is a great way to start out on the Exec Board with the idea of taking on a larger role the following year.

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Back to School Night – Occurs the week before school starts. Committee chairs need help from volunteers to set up, help pass out snacks, and work on logistics with Administration & PTA Board.

Birthday Bash – Birthday Bash is the annual fundraiser for Cornerstone held every April. There are two main parts - the auction and the carnival. Two Birthday Bash chairs oversee all aspects of the event. Chairs will help recruit and assign volunteers to chair various aspects of each part. Chairs will hold monthly meetings with the committee and share updates at Exec Meetings.

Budget Committee - This committee helps reconcile the books at the end of each year. The PTA treasurer and assistant Treasurer help this committee.

Celebrations / Hospitality - First day of school and last day of school student lunches are coordinated by this committee as well as providing hospitality (food) at school events and tending to care & concern needs for teachers and staff when they arise.

Communications - This person updates and sends out the weekly PTA newsletter “eblast” every Sunday evening as well as coordinates with Caroline Dougher to keep the PTA website up to date.

Directory - Cornerstone puts out a student directory every year. This committee gathers family information using the Membership Toolkit program, coordinates with printer, coordinates with the art teacher to ensure the cover designs are completed in a timely manner and distributes directories after printed.

SBISD GT PAC (Parent Advisory Committee) Responsibilities: attend SBISD GT PAC meetings (2-4 times per year) and shares any new info with families via newsletter as well as with CSA counselor.

Healthy Lifestyle – coordinate with PE coaches to promote fitness and healthy living. Coordinate a fun run, work with the garden CESIT class, etc. The possibilities are endless!

Library Liaison/ Book Fair – The chair will coordinate with Mrs. Vergault to help the library run smoothly. Book fair volunteers help with set up and take down of the Book Fair, coordinate volunteers (sign-up genius) and work as a cashier.

Odyssey of the Mind - Responsibilities: share OM info with parents during Back to School and the start of the year.(PTA newsletter & meeting). Recruit a teacher or parent to be the “coach”, coordinate CSA OM signups, team registrations and tournaments. Length of commitment: Aug-Apr (mainly emails: PTA newsletter, parents emails, etc). CSA contact: Bill Burger

Parent Peer Groups - One or two parents per grade level make up this committee. Responsibilities entail scheduling and hosting at least two get-togethers for your particular grade level over the course of the year, one in the fall and one in the spring. A Coffee, happy hour, or a lunch - whatever you choose to build community and help parents get connected. Keeping the grade level Facebook page up to date is the other responsibility.

PTA Bulletin Board - the PTA bulletin board displays current information and school happenings. The board is changed out on a monthly basis. Decorations / supplies are at the school.

Rebates/ Box Tops: This person oversees the collection of box tops as well as submits any forms necessary for Amazon smile and grocery store rebates.

Reflections - Reflections is a National PTA art contest – visual arts, dance, writing, etc.. The committee chair is responsible for publicizing the theme for the year, collecting submissions, coordinating with the art teacher, helping select winners, and completing proper forms for submissions to the district level competition.

SBEF / Legislative Liaison - The liaison is responsible for acting as a steward of the Foundation by making sure Foundation events and initiatives are communicated to our campus via the newsletter, Facebook, etc. and speaking about it at PTA meetings.

School Supplies - This committee (up to 4 people) is responsible for coordinating the pre-order of school supplies in the spring for the following year and distributing them at the beginning of the school year.

Sister School – Cornerstone currently has adopted two sister schools – Academy of Choice and DAEP. We assist them in various ways as needed and coordinate with each campus’ admin team. Committee chairs recruit volunteers as needed throughout the year.

Spanish Liaison – this committee seeks to reach out to our Spanish speaking families to ensure they understand and have all the information they need to be involved in PTA. Translating at PTA meetings or translating documents are just two ways to help.

Spirit Sales - This committee designs and orders new t-shirts and spirit wear, coordinates orders through the big form on Membership Toolkit, distributes orders at back to school night, and accepts new orders throughout the year.

Spirit Nights - This committee chair organizes monthly spirit nights with local restaurants who will donate a portion of the proceeds back to the school.

Staff Appreciation - Staff lunches and breakfasts are a huge boost to the CSA faculty. The committee chairs coordinate to provide meals and other fun treats for our faculty and staff.