

KMS PTSA OFFICER AND COMMITTEE POSITIONS

POSITION	DESCRIPTION
Cafeteria Volunteer Chair	Volunteers assist with serving lunch in the cafeteria during 4th, 5th, and 6th periods on a set schedule throughout the school year (For example, 2nd and 4th Wednesday of the month). Volunteer assignments will be made in August. Volunteers need approval through the district.
Bylaws and Amendments Monitor	Bylaws were updated during the 2019-2020 school year and are good for 3 years. Monitors PTSA processes to ensure the Bylaws are being followed properly and Amendments are processed/presented properly.
Meet the Teacher and Honors Night Chair	Organize food requests/donations and volunteers needed the nights of the events to set up, serve refreshments, and clean up in the cafeteria. Recommended to buy 12 dozen cookies, 10 gallons of water/lemonade, plus napkins and cups. Additional food for Honors Night. Meet the Teacher: (Fall) / Honors Night: May
Concessions Chair + Co-Chair	Solicit volunteers through Sign Up Genius to sell concession food/drinks at all home volleyball and basketball games, including the Kilbourne Classic Boys 7th Grade Basketball Tournament (end of Jan/early Feb) and dances throughout the year. Purchase, stock and re-stock items. Set-up, train the volunteers, tear down and (as needed) work the event/s. Coordinate with the athletic director, athlete parents, treasurer and dance chaperone chair.
Conference Night Dinner Chair	Volunteers will assist in providing dinner items in the staff lounge for 1 evening of Parent-Teacher conferences (normally November and February). Set-up and clean up assistance will also be needed.
Curriculum Liaison Council Chair + Alt.	The Chair or Alternate attends the 1x month evening meetings at the Worthington Education Center (or via Zoom) regarding curriculum and other school issues. They will report important information at the KMS PTSA meetings.
8th Grade Party Chair	8th grade parent volunteers assist the Chair with the theme planning and the coordination of all aspects of the 8th grade end of the year party. Planning meetings begin in February.
Membership Chair	Attend Cardinal Flight event at school in August using Stripe, cash, and checks for membership dues. Names and email addresses are collected. Inputs new membership information into the Ohio PTA Memberhub website and works with the Treasurer to pay dues in September and by November 30th. \$10 for teachers and \$15 for families
PTA Council Chair + Alternate	The Chair or Alternate attend once per month evening meetings at the Worthington Education Center (or via Zoom) with other PTA/PTO reps from all other Worthington schools. They will report important information at the KMS PTSA meetings.
Reflections Chair	Volunteers work with Chair to publicize the Reflections program, gather student artistic projects, coordinate the projects for judging and communicate with participating students/parents. On the Ohio PTA site, go to the Program Tab and then click on Reflections. Entries due in January.
Vice President	Supports efforts of the president and stand-in for the president if necessary. Run the online auction and other fundraising initiatives.

Co-Vice President/ Fundraising	Supports efforts of the vice-president, including running the online auction and other fundraising initiatives.
President	Oversees the overall operation of the PTSA. Be available to officers, committee chairs and staff for questions and act as a sounding board. Run monthly or bi-monthly meetings. Submit content for KMS e-newsletter as needed.
Treasurer	Process all payments and receipts. Work in Money Minder program to run and review monthly reports, to be voted on at monthly meetings. Submit annual IRS form in November.
Staff Appreciation Chair and Co-Chair	Volunteers assist with donations, snacks, meals, appreciation gifts, set-up, and clean-up for the KMS Staff Appreciation Week in May. Planning and donation requests begin in March. Oversees Sunshine Fund for support to staff or parents in a time of need.
Spirit Wear Chair	Attends Cardinal Flight event at school in August with clothing samples and order forms. Volunteers assist with item selection, processing/delivering of orders and attending KMS events for promotion/sales. Fall and Spring sales
Staff Mini-Grants Chair	A committee of volunteers work with the Chair to review the submitted Staff Mini-Grant applications and make decisions on what mini grants will be awarded. Twice per school year, Fall and Spring. (Consideration for the development of an additional Amazon teacher wish list.)
Secretary	Take notes at each PTSA meeting and produce minutes to be voted on at the final meeting. Submit the final version to the KMS office to be uploaded onto the school website.
Name-A-Seat Fundraiser	Oversees the program, which offers families the opportunity to have a brass nameplate on an auditorium seat. The Chair organizes orders, purchases plates, and plans for installation. \$25 per nameplate
Diversity, Equity, and Inclusion Chair + members	The Chair and members may be asked to contact/organize guest speakers, serve as a community liaison for resources, help students put their interests into action by researching community opportunities, help organize a school-wide event, and attend 1 meeting a month, or as needed.
Winter Dance Committee Chair	Held at KMS. Work with administration/staff to determine chaperone needs. Solicit volunteers and provide on-site direction for decorations and drinks/food. Coordinate with Concessions Chair to sell on-site.
Mental Health/ Student Wellness Committee	The Chair/Co-Chair and members may be asked to contact/organize guest speakers, serve as a community liaison for resources, and help organize a school-wide event to discuss mental health topics to students and parents, as well as provide information in the form of movies, workshops, and/or speakers.
Soaring Cards Award (Led by Student Council)	The Chair is in communication with school administration each quarter and creates certificates, purchases students' selected gift cards (\$25), and makes donations to students' selected charities (\$25). Each quarter, one student from each grade level is awarded.