

Committee Chair Handbook

Guidelines for a Successful Committee

Budget

The budget is posted on the PTA Website. Any questions contact the treasurer. Refer to Committee Budget Guidelines. If you are running an event that requires payment, cash, check and electronic payments (giveback) must be offered when applicable. The Giveback site can be set up to accommodate electronic payments. No other forms of electronic payments are acceptable. Any questions, please contact the PTA President or Treasurer.

Know Your Event Dates

The calendar on the school website, and the President can provide event date information. If a rain date is not established before the event and there is a school closer then the event is canceled.

Administrative Duties

Reserve your PTA meeting/event space by written request through the PTA President or the VPs. Remember to include details such as tables/chairs and garbage pails.

PTA Meetings

All PTA meeting dates are posted on the PTA website, please try to attend. If you cannot attend, please let the recording secretary know. The recording secretary will request brief reports from your committee prior to the meeting. A brief report is only necessary if you have an immediate need or update from your committee that requires attention/action from the board.

PTA Mailbox

If your committee plans to have envelopes collected for your event, or you receive mail on a regular basis, please make sure to check the PTA Mailbox in the main office. If you are unable to pick up your mail, please contact Mrs. O'Brien and she will send it home with your child.

PTA Membership

In accordance with the NJPTA Local Bylaws and the School One PTA Standing Rules, all committee chairs, as well as all committee volunteers, need to be PTA members in good standing. This is especially important for insurance purposes. The Membership Chair can confirm membership. Must also adhere to code of conduct and social media clause.

Communication

The E-Blasts are the primary communication tool for the School One PTA. Eblast submissions should be as concise as possible with any additional details in an attachment or weblink. Your submissions should be sent to Mr. Fiory and the PTA President by the Saturday preceding the week desired. Emails via room parents can be distributed if deemed appropriate. All emails must be approved by the PTA President. The approved communications, attachments and links can also be used on the School One Facebook Page and Instagram page.

Post Event Reports

It is good practice to write up a post event report. Include successes and areas of improvement and any budget items. Please submit this report to the recording secretary at the next meeting, post event. This information will be helpful to pass along to future chairs.