

Dad's Club

Responsibilities

- Be an active paid in full member of the Chesak/ Martin PTA for the current school year.
- Sign and submit Code of Ethics documentation.
- Attend all General Membership Meetings.
- Prepare status reports for the VP by the 1st of each month.
- Promote involvement in Chesak and Martin Elementary schools by Dads, Grandfathers, Uncles, or any male who plays a role in the raising of a CM student.
- Encourages the enrichment of their kid's lives though on and off school campus gatherings and activities, such as local pizza night fundraisers, Donuts with Dad Family Event, etc.
- Plan and execute the Real Men Can Cook Chili Cook-off event with the Family Events Committee
- Plan and execute a Dad Night Out event with the children at a Kane County Cougars Game in May or June.
- Prepare a committee summary 30 days prior to the May GM meeting. The summary will be presented as part of the GM meeting agenda.
- Submit Building Usage forms to each school when necessary.
- Submit Dads Club articles and photos to the PTA website and/ or newsletter each month.
- Volunteer at 25% of PTA activities throughout the school year.
- Ensure all PTA programs are being done in accordance with PTA Mission Statement and within PTA guidelines.
- Turn over any pertinent items, papers, records, etc. to your successor within 30 days of election.

Reflections

Responsibilities

- Be an active paid in full member of the Chesak/ Martin PTA for the current school year.
- Sign and submit Code of Ethics documentation.
- Attend all General Membership Meetings.
- Prepare status reports for the VP by the 1st of each month.
- Provide opportunities for students to express themselves and to receive positive recognition for their artistic efforts through the IL PTA Reflections program.
- Attend training sessions pertaining to Reflections.
- Publicize the Reflections Theme within the school to encourage participation.
- Solicit unbiased judges.
- Coordinate all activities for Reflections, which includes collecting entries and checking proper format with correct paperwork.
- Forward winners in each category for further judging at District and State levels consistent with Reflections Rules.
- Send home all forms in a timely manner.
- Work with the Art & Music Departments to establish a timeline, set budget, recruit help (including judges), encourage participation, complete Local Unit Participation Forms, organize and send entries, showcase non-advancing entries, plan awards ceremony, send thank you notes
- Attend Illinois Reflections ceremony
- Work with PR to ensure all participants are recognized in the PTA Newsletter
- Prepare a committee summary 30 days prior to the May GM meeting. The summary will be presented as part of the GM meeting agenda.
- Provide Reflections program information to the Newsletter and Website.
- Volunteer at 25% of PTA activities throughout the school year.
- Ensure all PTA programs are being done in accordance with PTA Mission Statement and within PTA guidelines.
- Turn over any pertinent items, papers, records, etc. to your successor within 30 days of election.

Secretary

Responsibilities

- Be an active paid in full member of the Chesak/ Martin PTA for the current school year.
- Sign and submit Code of Ethics documentation.
- Act as scribe for all PTA meetings.
- Submit General Membership meeting minutes to website by the 20th of each month.
- Ensure General Membership meeting agenda is printed 24 hours prior to the General Membership meeting.
- Submit Building Usage forms to each school when necessary
- Retain all Building Usage form copies
- Maintain the PTA email account, respond to all inquires, forward all emails messages to appropriate officers and chairs as needed.
- Maintain PTA calendar. This will include information that pertains to community events, other organization events, and important dates.
- Attend all Officer and General Membership Meetings.
- Attend Principal & Committee Meetings (as needed)
- Retain all correspondence from Illinois and National PTA.
- Publish PTA and school legislation topics to the website and newsletter when necessary.
- Ensure IL PTA Legislation is reported and communicated as needed. Arrange for Candidates Forums when requested.
- Submit mail rotation calendar for Officers.
- Ensure PTA Officer and Committee documentation is prepared and distributed at the July PTA Board Meeting.
- Update PTA Officer and Committee documentation regularly, email updates as needed.
- Prepare Monthly Volunteer Awards.
- Act as backup for all email blast information on Constant Contact.
- Sign PTA checks when needed.
- Volunteer at a minimum of 50% of the PTA activities throughout the school year.
- Ensure all PTA programs are being done in accordance with PTA Mission Statement and within PTA guidelines.
- Communicate status updates to President by the 5th of each month.
- Prepare end of the year PTA volunteer recognition event.
- Turn over any pertinent items, papers, records, etc. to your successor in a timely manner.

Variety Show (in need of co-chair)

Responsibilities

- Be an active paid in full member of the Chesak/ Martin PTA for the current school year.
- Sign and submit Code of Ethics documentation.
- Attend all General Membership Meetings.
- Prepare status reports for the VP by the 1st of each month.
- Provide opportunities for students and staff to express themselves in a PTA sponsored Talent Show.
- Plan, implement and execute all the show and all auditions and events leading up to the final show.
- Work to reserve proper space for rehearsals and show.
- Find and communicate with necessary volunteers.
- Send home appropriate forms in a timely manner.
- Closely monitor expenses and stay within your designated budget.
- Publicize the Variety Show within the school to encourage participation.
- Send thank you notes to all participants
- Work with PR to ensure all participants are recognized in the PTA Newsletter
- Prepare a committee summary 30 days prior to the May GM meeting. The summary will be presented as part of the GM meeting agenda.
- Provide Variety Show program information to the Newsletter and Website.
- Volunteer at 25% of PTA activities throughout the school year.
- Ensure all PTA programs are being done in accordance with PTA Mission Statement and within PTA guidelines.
- Turn over any pertinent items, papers, records, etc. to your successor within 30 days of election.

Vice President- Programs & Services

Committees

Assemblies, Beautification, Family Events, Reflections, Variety Show, Wrap Paks

Responsibilities

- Be an active paid in full member of the Chesak/ Martin PTA for the current school year.
- Sign and submit Code of Ethics documentation.
- Attend all Officer and General Membership Meetings.
- Attend Principal & Committee Meetings (as needed)
- Oversee escalation process for above committees. Escalate unresolved issues to President as needed.
- Spearhead Wrap Pak process in the winter for the following school year.
 - Ensure Wrap Pak contract in place no later than March 1st.
 - Communicate with Social Workers to gather families in need data for Good Neighbor program.
 - Ensure all Wrap Pak issues are resolved by September 30th.
- Ensure Family Events are held monthly and well attended.
- Ensure Art to Remember activities are being performed in a timely manner and ATR funds have been distributed accordingly.
- Ensure Assemblies are schedule in a timely manner and feedback is provided to the PTA and Staff.
- Ensure Go Green initiatives are being held yearly, and outside beautification is done quarterly, or as needed.
 - Also oversee recycling efforts, as well as requests for additional funding.
 - Arrange for front office staff holiday plants the last school week in December.
- Review Reflections guidelines and ensure submissions are done in accordance with IL PTA rules. Ensure Reflections program is communicated effectively to the school community.
- Ensure Variety Show planning and execution is done in a timely manner.
- Volunteer at a minimum of 50% of the PTA activities throughout the school year.
- Ensure all PTA programs are being done in accordance with PTA Mission Statement and within PTA guidelines.
- Communicate your committee's status updates to President by the 5th of each month.
- Turn over any pertinent items, papers, records, etc. to your successor within 30 days of election.

Ways & Means (in need of co-chair)

Responsibilities

- Be an active paid in full member of the Chesak/ Martin PTA for the current school year.
- Sign and submit Code of Ethics documentation.
- Attend all General Membership Meetings.
- Prepare status reports for the VP by the 1st of each month.
- Research, implement and execute annual fundraising programs to support programs and efforts for the CM PTA as well as for each school.
- Partner with the school administrators, faculty and staff to support them with resources to budget for items or programs outside what is provided under District 158.
- Work closely with the Staff Liaisons to coordinate additional fundraising efforts for staff budget items outside of annual PTA funding.
- Coordinate a Direct Donation programs to allow families and staff to make directed donations to the CM PTA.
- Ensure fundraising vendors are paid in full in a timely manner.
- Perform a fundraiser survey 90 days after the program ends to gauge success and gather ideas for future use.
- Prepare a fundraiser summary 30 days after the program ends. The summary will be presented as part of the GM meeting agenda.
- Submit Building Usage forms to each school when necessary.
- Submit Ways & Means articles and photos to the PTA website and/ or newsletter each month.
- Volunteer at 25% of PTA activities throughout the school year.
- Ensure all PTA programs are being done in accordance with PTA Mission Statement and within PTA guidelines.
- Turn over any pertinent items, papers, records, etc. to your successor within 30 days of election.

Wrap Paks

Responsibilities

- Be an active paid in full member of the Chesak/ Martin PTA for the current school year.
- Sign and submit Code of Ethics documentation.
- Attend all General Membership Meetings.
- Prepare status reports for the VP by the 1st of each month.
- Attend all RFP sessions.
- Review and select vendor to supply Wrap Paks in the fall. RFP process must be done by Jan 31st and vendor announced at Feb GM Meeting.
- Work closely with the school administrators and staff to select appropriate school supplies to be included in the Wrap Paks.
- Send home appropriate forms in a timely manner.
- Work to publicize the Wrap Paks to incoming Kindergarten students in the spring and summer months.
- Closely monitor expenses and stay within your designated budget.
- Work with PR to ensure Wrap Paks are publicized in the PTA Newsletter
- Plan and execute distribution of Wrap Paks prior to open house, and coordinate the sale of remaining Wrap Paks during open house.
- Coordinate the distribution of Wrap Pak donations to the school social workers for families in need.
- Resolve any issues with the vendor, parent, or school staff in a timely manner.
- Prepare a committee summary 30 days prior to the May GM meeting. The summary will be presented as part of the GM meeting agenda.
- Provide Wrap Pak program information to the Newsletter and Website.
- Volunteer at 25% of PTA activities throughout the school year.
- Ensure all PTA programs are being done in accordance with PTA Mission Statement and within PTA guidelines.
- Turn over any pertinent items, papers, records, etc. to your successor within 30 days of election.