

Committee Responsibilities

The **Homeroom Parent Chairman** shall compile a list of names of all homeroom representatives' phone numbers and email addresses. The chairman will maintain communication with homeroom parents throughout the school year. The chairman will coordinate meetings throughout the year to inform room parents what their responsibilities are and answer any question they may have.

The **Fundraising Chairman** shall be responsible for directing the planning and development of suggested projects and assists each project chairman in carrying out the proposed project, making certain that it's in the best interest of the PFA as an organization.

The **Publicity Chairman** shall publish the varied activities of any TBE PFA event and information. He/She shall also serve as publicity photographer.

The **Historian Chairman** acts as custodian for all records and other pertinent material important to the history of the association. The following details should appear in a permanent record: current photos, current list of officers, list of special acts carried out during the year. The chairman shall assist the publicity chairman in acting as photographer at PFA functions.

The **Newsletter Chairman** shall work with the PFA President and other board members, as well as school staff. All newsletter articles are subject to final approval by the Principal and the PFA President. The PFA newsletter will become the primary source of communication for the TBE PFA.

The **Membership Chairman** will inform and encourage interested people to join the PFA. The chairman is responsible for the planning or appropriate incentive drives. He/She shall keep records of membership and distribute calendars and membership cards up on receipt of dues.

The **Special Events Chairman** shall be responsible for organizing non-fundraising events and arranging for volunteers of these events. Such events include Fall Festival, Secret Santa Holiday Shop, and other school wide PFA oriented events.

The **Volunteer Chairman** will be responsible for securing volunteers for various PFA events as well as school wide activities. Such events include Fall Festival, Secret Santa Holiday Shop, Picture Days, Math Nights, Book Fair, Health Screening and other school wide events. They will provide answer and questions and provide all support involving volunteers.

The **Hospitality Chairman** works with other committees to organize and procure refreshments as needed for different occasions such as teacher breakfasts/luncheons, PFA meetings, holiday festivities, Fall Festival and all other school wide PFA events. The chairman also provides treats and appreciation gifts for all special holiday occasions.