Leadership Chair - Not a Board Position

F.A.C.E

Attend all General Meetings.

Attend trainings offered through Region, State, etc as necessary.

Be familiar with WA State PTA Family & Community Engagement Handbook found under Resources on the WA State PTA website.

Assist in identifying activity and committee leads, for those activities under your area of responsibility.

Provide monthly newsletter items to keep membership informed of your area of responsibility (ie, Dads and Donuts, Moms and Me, etc) .

Complete Committee Plan of Action Forms for any programs, activities or events to be presented at board meetings by VP of Events on your behalf, preferably one month prior

Ensure each activity chairperson/volunteer is trained for their specific area of responsibility and has whatever resources he/she needs to work effectively.

Provide either written or oral reports/progress updates of all committees at Board and General Meetings as necessary.

Be a liaison with the school counselor to advocate for special education, minority and underserved populations in our school and community.

Seek out grants as needed for your area of responsibility.

Support Random Acts of Kindness (a club/program run by the school's counselor).

Oversee Dads and Donuts and Moms and Me.

Oversee Zumba Nights, Open Basketball Nights, Dodgeball Night and other F.A.C.E Events

Check folder at school at least once a week.

Send any social media posts on behalf of the PTSA to communications.

Keep a list of F.A.C.E. volunteers to ensure that the VPs have a complete list for the end of year volunteer celebration

Upload all pertinent documents to OneDrive by June 30th.

Meet with replacement for following year (if applicable) by June 30th for training.

Promote Washington State PTA's Men's Essay Competition at Stillwater

Ask communications to promote the need for last minute F.A.C.E. volunteers on FB

Request thank you cards from the VPs to fill out and distribute to F.A.C.E. volunteers as needed

Enter F.A.C.E. volunteer event/activity needs into PT Avenue, send volunteer requests through PT Avenue, ask communications to post to FB if necessary

Work with Karie to coordinate Hearing and Vision volunteers (a min of 3 volunteers per time slot).