

Rocky Point PTA Standing Committees

Audit Committee-Jackie Manzanares

- Needs 3 members, 2 from the Executive Committee (cannot be the President or Treasurer since they are signers on the account) and 1 person from the membership.
- An audit committee of no fewer than three (3) members or a professional auditor shall be appointed by the executive board at least two (2) weeks prior to the date the audit report is due.
- This committee shall examine the treasurer's accounts and, satisfied that they are correct, sign a statement of that fact to be presented for adoption by the membership at the first meeting of the succeeding school year.

Budget & Finance Committee-Jason Ford, Chairperson. 3 Members required.

- Create Budget for the 23-24 School Year.
- Review prior year's actual vs. budgeted receipts and disbursements.
- Determine how much money your unit will need to cover anticipated expenses for the next year (programs, supplies, etc.)
 - Determine how you are going to pay for those expenses (fundraisers, membership)
- Present the draft to the PTA Board for consideration and recommended changes.
- Present the final budget at a general PTA meeting for approval. A majority vote of the members present is required for adoption - as always, a quorum should be established before conducting business.

Bylaws Committee-Elizabeth Drago, Chairperson

- Requires one Council chair only. Units should appoint a Bylaws & Procedures Chair.
- Keeps Council's bylaws and procedures up to date.
- Helps individual Units with bylaws submissions and procedures.
*We would like to move the election to May.

Membership Committee-Kelly Cummings, Chairperson

- Set realistic goals that are supported by the executive board.

- Develop a campaign and calendar of activities covering the entire PTA year.
- Use PTA publications to aid in recruiting and retaining members.
- Provide promotional materials and membership cards at all functions.

Newsletter Committee-Amanda Fields, Chairperson

- To inform about PTA issues and activities, about what is happening in the school, and about education and legislation.
- To publish accurate, factual, timely information that is easy to read and understand.
- To share news from the National, State and Region PTAs.
- Proofread thoroughly.
- Work with the president to set a publishing calendar.
- Decides on content and layout for each issue. The President approves the final copy and checks with the administration on matters of school policy.
- Oversees production and distribution of the newsletter, in hard copy and/or electronically.
- The committee can individually write articles or request articles from knowledgeable PTA or school community members. The editor should approve all content.

Nominating Committee-There shall be a nominating committee consisting of 3 members: 2 of whom shall be elected by the executive board from its body, and 1 who shall not be members of the executive board, elected by the association at a regular meeting of the association at least sixty (60) days prior to the election meeting.

- The committee shall elect its chair.
- The nominating committee shall nominate one person for each office to be filled.
- Members of the nominating committee may be nominees for office without resigning from the committee.
- Only those persons who have consented to serve if elected shall be nominated for or elected to such office.
- The nominating committee shall present its report at the regular meeting of the association in March at which time additional nominations may be made from the floor.
- The report of the nominating committee will be published two weeks prior to the meeting.

Movie Night Committee-

- We offer an outside movie night and an indoor for students and families. This committee is responsible for picking the movie, ordering snacks (if applicable), creating the flier, helping with set-up, break down, and volunteering during the event.

Reflections Committee-Erin Walsh, Chairperson

- Develop a Reflections Program planning calendar using council and district PTA due dates; identify key steps to meet the calendar due dates. (Note that this program runs early in the school year for local units; therefore athletic events may need to be taken into consideration when planning the calendar.)
- Submit a Reflections Program budget to the budget committee for approval.
- Explain the Reflections Program to the principal and school staff; encourage their support and participation. Inform parents and community members. Share information about the Reflections Program at a PTA meeting, share examples of last year's entries and have current entry forms and rules available for distribution.
- Publicize the Reflections Program, theme and due dates in the school or PTA newsletter. The local newspaper or cable TV station also could be contacted for publicity.
- Select impartial, qualified judges. Inform judges of the criteria to be used in evaluating/judging Reflections Program entries. (Refer to the rules for each art category.) Remember to accept the judges' selections of winning entries.

PARP Committee

- To promote childhood literacy by asking parents or caregivers to set aside fifteen minutes daily to read with their child.
- To offer a program during the school year that supports reading and participation of children, caregivers, teachers, administrators, school staff and the community in reinforcing the pursuit of reading for enjoyment.
- New York State PTA sponsors PARP awards annually. The committee can work closely with reading teachers to make parents aware that they can help reading readiness in young children.

SERC Committee-Beth Henry, Chairperson

- Support, strengthen and promote a greater awareness and understanding of special education and the student with any exceptional needs.
- To support parents and caregivers of children with special needs, including sharing information and knowledge of special education regulations.

Fundraising Committee-*Need Chairperson*

- a standing committee with goals of raising funds to insure the financial viability and stability of the organization.
- to raise the amount needed to meet the proposed unit budget and to work cooperatively with the PTA president and treasurer in accounting for receipts and disbursements for the activity.
- The committee may also plan specific fundraising events and activities.

Holiday Boutique Committee-*Need Chairperson*

- For the holiday season, our PTA offers a wide assortment of reasonably priced items for sale through local vendors and community groups. Additionally there are concessions, pictures with Santa, story time, carolers, teacher gift wrapping station and generous raffle baskets.
- Communicates with the vendors, help with set up and break down of the event, as well as volunteer during the event.

Shared Decision Making Committee- FJC, JAE, Middle School and High School

- Two people for each building. Attend monthly meetings at the requested building and take minutes to report to the PTA Vice President of the Building.
 - We need another parent for JAE and Middle School.