

COUNCIL BOOK DEDICATION CHAIR

(Standing Committee)

This chair is responsible for administering and promoting "For the Love of Reading: A Book Dedication Program." This program provides an opportunity to commemorate special events, to honor children, teachers, and friends; or to memorialize a loved one by dedicating a new book to the school library of the donor's choice.

The Council Book Dedication Chair shall:

- Refer to the Standing Committees Section (p.11) in the procedures for information about approval of action plans, expenditures, flyers, contracts, etc.
- Ensure that all donations are acknowledged in a timely fashion and given to the council treasurer for deposit.
- Keep a running record of all donations received by school.
- Sign and mail on behalf of the library media specialists the acknowledgment letters to the family or the honoree and send a copy via e-mail to the library media specialist.
- Order books on-line from Follett Library resources (titlewave.com).
- Work closely with the library media specialists to ensure they provide Follett Library Resources Inc. with a wish list of at least 50 book titles.
- Prepare bookplates and affix bookplates to inside cover of books when books are received.
- Approve and send to treasurer all invoices for payment.
- Prepare periodic updates on the number of books purchased and donations received for: the council, the district-wide library media coordinator, library media specialists, building principals, administration and board of education.
- Prepare a list of book titles, honorees & donors via an Excel spreadsheet to the respective library media specialists on a quarterly basis.
- Develop a marketing plan to promote the program to the school community as well as the Somers community. Utilize school and community newsletters, Channel 18, *Trunkline*, and press releases to communicate awareness of the program.
- Encourage class parents and grade level coordinators to consider dedicating books as teacher gifts.
- Ensure all money is spent. A balance should not be carried over to the next school year. If funds are available after all invoices and expenses are paid, proceeds should be used to purchase additional books for the school where a balance exists. This program is NOT intended to be a fundraiser.
- Refer to the Book Dedication File for a step-by-step description of the process involved from the time a donation is received to the time when the book is placed on the library shelf.

COUNCIL BOOK DRIVE CHAIR

(Special Committee)

This chair has overall responsibility for promoting the annual council book drive and collecting, sorting and distributing donated books that can be used in Somers schools and classroom libraries for kindergarten through 12th grade.

The Council Book Drive Chair shall:

- Refer to the Special Committees Section (p.12) in the procedures for information about approval of action plans, expenditures, flyers, contracts, etc.

Before the event:

- Select dates for the drive, possibly in time for spring cleaning. The time span for this event is approximately seven days, but extends over a two-week period. Some considerations for choosing dates:
 - At least two days should be allocated for collecting books.
 - One day is needed for sorting books by school, preferably a Saturday.
 - One day is needed to setup book distribution sites at each of the schools.
 - Teachers should have at least two days to make selections.
- Provide council corresponding secretary with the dates selected for the district calendar. It is recommended that the drive not take place in the winter months due to snow.
- Inform the district-wide library coordinator and each school's media library specialist of the dates the drive will take place and invite them to help with the sorting process.
- Touch base with building principals or assistant principals to determine where the books can be collected and distributed.
- Create and send flyers via backpacks to Primrose and SIS parents encouraging them to donate books. Consult with the secretarial staff at each school to determine how many copies are needed and the distribution process involved. Building principals at both schools need to approve the flyer before it is distributed.
- Create and send a memo inviting all teachers, K-12, to select books at any of the distribution sites.
- Write newsletter article for all PTA newsletters to solicit books and volunteers. Consult with council president for deadlines.
- Fill out a Building Use Form to reserve the SMS Library for sorting books. Linda Martin, SMS secretary, handles these forms for SMS.
- Consult with the council president about putting an ad on the cable station.

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- Send information to council webmaster for posting on all PTA web sites.
- Ask the SMS Literacy Committee to help with making and hanging of posters around the middle school and making daily PA announcements.
- Recruit volunteers from the SMS Service Club, SHS Nat'l Honor Society, Leos, confirmation candidates, etc. to help with book sorting.
- Recruit parent volunteers to be available when the elementary teachers are selecting books. It is not necessary to recruit parents for the secondary level.

During the event:

- Pick up books from each school on a daily basis and store at SMS. Storage space needs to be confirmed with Cathy Gelman, SMS Library Media Specialist. Handcarts and empty boxes are helpful when moving books.
- Provide breakfast during the final sorting process on Saturday.
- Provide prize(s) for the volunteer(s) who come closest to guessing the amount of books collected.
- Distribute books to their respective schools once they are sorted. You will need to check in advance to determine when schools will be open. Custodians at each building should be notified in advance.
- Post a large reminder notice in the mailrooms of all schools to remind teachers of the dates for book selection.
- Provide bags or boxes for the teachers to carry their selected books.
- Once the secondary teachers make their selections, you may wish to invite the students to select books. In 2005, Cathy Gelman e-mailed the SMS Reading teachers and Allison Zeinoun e-mailed the SHS English teachers requesting they inform their students that free books were available.

After the event:

- Donate leftover books. In 2004 books were donated to Uriah Hill Early Childhood Center (Mary Foster at 739-0782) and Peekskill H.S. (Judy). In 2005, books were donated to SHS Student Government for their book drive for Blythedale Hospital. Books were also made available to the Katonah Community Center, Mt. Sinai Hospital, St. Joseph's School, and Mrs. Leighton's Tot Program.
- Write post-event newsletter articles for each unit's newsletter with an update on the number of books collected, the number of books each school received and where the unused books were donated.
- Send a thank note to all who helped.
- Most importantly, have fun; you are providing a wonderful service for all Somers students!

COUNCIL BYLAWS CHAIR

(Special Committee)

Bylaws are the basic legal and organizational document of any PTA. PTA council bylaws must be reviewed and updated every three years. Because bylaws renewal is a rather lengthy process, the council should form a bylaws committee of three to five volunteers, including the chair, at least six months before the expiration date of the current bylaw and begin work immediately. The council should appoint the committee chair, and the council president should assist the chair to obtain all the materials the committee will need to carry out its work.

With the help of the committee, the Bylaws Chair must:

- Obtain from the council president copies of the council's current bylaws and the most recent NYS PTA bylaws pattern.
- Make copies of the current bylaws, the bylaws pattern, and the bylaws instruction sheet for every member of the committee and, if possible, distribute them to committee members to review prior to meeting as a committee.
- Consult with the council to seek suggestions for possible changes in the bylaws.
- Facilitate the committee's review of current bylaws and discussion of any changes or additions to them. The committee should consider all proposals from the council, but ensure that any amendment of the bylaws does not conflict with NYS or National PTA regulations or guidelines.
- See that the committee creates a clean copy of the proposed bylaws with all proposed changes or additions written in neatly in keeping with guidelines specified by WEPR chair.
- Send this draft of the proposed bylaws to the WEPR bylaws chair for review and tentative approval before presenting the bylaws draft to the council units.
- Prepare a written description of all proposed bylaws changes, including the rationale for making them, and present this description to the council executive board for comments, suggestions, and non-binding approval.
- Once the WEPP bylaws chair has reviewed the proposed bylaws, provide clean, complete copies of the complete bylaws draft and the description of changes to each unit delegate, who will present them to the unit's membership for a vote.
- Once the units have voted, present the bylaws to the council for the required instructed vote by the council delegates.
- After the council has voted to accept the revised bylaws, have the council president and recording secretary sign the bylaws draft and record the acceptance date on each page of the bylaws draft.

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- Make seven copies of the council-approved bylaws and send them to the region bylaws chair, who will review them and forward them to the state bylaws chair for final approval and filing. Make sure all seven copies include the president's and recording secretary's signatures and the date the council approved them.

Once the bylaws have received final approval from NYS PTA, the WEPR bylaws chair will return to the council two copies of the bylaws with the state's and the region's seals of approval. One copy goes to the Somers council president and one to the recording secretary to be preserved as the council's official copies. The state bylaws chair, region bylaws chair, region director, region coordinator of assistant directors, and the Somers area assistant director will each receive a copy to keep on record.

The council should then make copies of the new bylaws to include in each Council Manual. Copies may also be distributed to school offices or libraries. The bylaws committee or the council recording secretary may be called upon to make and/or distribute these copies

COUNCIL EDUCATION CHAIR

(Standing Committee)

PTA education committees are groups of parents, teachers, administrators, and sometimes students who meet monthly to discuss and take action on a wide variety of educational topics, such as homework, study skills, student progress reports, testing and other assessments, etc. These committees work especially hard to strengthen cooperation between teachers and parents to enhance the education of all the students in each school.

The Council Education Chair shall:

- Refer to the Standing Committees Section (p.11) in the procedures for information about approval of action plans, expenditures, flyers, contracts, etc.
- Mentor the chairs of the unit education committees and furnish them with support and guidance, as appropriate.
- Meet with unit education chairs at least two times a year to discuss PTA educational priorities at the national, state, and local level and to share information on the activities of the individual education committees.
- Share education information and resources from New York State and National PTA with both council and units. Resources include National PTA's *Our Children* and New York State PTA's *New York Parent-Teacher Magazine*, *Fast Facts*, and *Where We Stand*, as well as the Westchester/East Putnam Region PTA's newsletter. These publications are available from the council president or by subscription. Useful websites are National PTA's www.pta.org, New York State PTA's www.nyspta.org, Westchester/East Putnam Region PTA's www.wepr-pta.org and NYS Dept. of Education's www.nysed.gov.
- Act as a liaison between unit education chairs and the council, bringing to the council any important issues raised by the committees and sharing any pertinent council discussion of education matters with unit education chairs.
- Help to plan any education committee-related project the council decides to undertake and coordinate the efforts of individual units' education committees to carry out that project.
- At the request of the council executive board or unit presidents, meet with Somers school district administrators, (principals or superintendents) or members of the board of education to pursue education-related issues or concerns on behalf of the council or individual PTA units.

COUNCIL GIFT WRAP CHAIR

(Special Committee)

The gift wrap fundraiser is a district-wide fundraiser in which gift wrap is sold by students in each school and the profits are shared equally among all four schools. SEPTA receives 7% of the total profits from each school, not to exceed \$750 per school.

The Council Gift Wrap Chair shall:

- Refer to the Special Committees Section (p.12) in the procedures for information about approval of action plans, expenditures, flyers contracts, etc.
- Act as liaison with all schools involved in district-wide gift wrap fundraiser for the year.
- Transition new chairpersons and make sure information is passed on from previous chair. Alert fundraising company of any new chairpersons and their contact information. (This involves a few calls/emails.)
- Advise all chairs on new incentive program/procedures. This information is sent directly from the fundraising company. Contact with chairs is to confirm their receipt of information and to answer any questions.
- Update the council on fundraiser progress (Sept./Oct./Nov.) by attending council meetings or submitting a report to council, if unable to attend meetings.
- Have council web site liaison put a note on the council web site about ongoing online gift wrap sales.
- Encourage newsletter editors to run ads promoting on-line gift wrap sales throughout the year.
- Meet with school chairs once a year to discuss outcome of fundraiser. If there are problems, contact the fundraising company representative to resolve these issues.
- Contact all unit chairs to determine if a unit shows interest in changing fundraising company. Research other options if necessary and meet with chairs and PTA presidents to discuss options.
- Call chairs and make sure contracts for the upcoming year have been signed by individual PTA presidents (only PTA presidents can sign contracts) and mailed.
- Time commitment for this position is not intensive. The position is to make sure the new chairpersons are comfortable in their new positions and have the information they need. Each chairperson has a representative to call directly at the fundraising company.

COUNCIL HEALTH & SAFETY CHAIR

(Standing Committee)

This chair acts as a mentor to and serves as a liaison with the health and safety chairs of the individual PTA units in the Somers schools. Each school's PTA unit should have its own health and safety committee to advocate for the health, safety, and welfare of the students in its school and to educate parents about health and safety issues. The health and safety chair may coordinate the efforts of these committees as well as pursuing health and safety issues at the district level.

The Council Health and Safety Chair shall:

- Refer to the Standing Committees Section (p.11) in the procedures for information about approval of action plans, expenditures, flyers, contracts, etc.
- Act as a liaison to the Somers Central School District to voice parental and PTA concerns to appropriate school personnel. These might include the superintendent, director of special services, building principals, school nurses, student assistance counselors, or transportation supervisors.
- Direct parents and individual PTA units to the appropriate school personnel to have their specific concerns addressed.
- Review current health and safety information on the local, regional, state and national level and report on relevant topics to the Somers PTA Council. Major sources of such information are the Westchester Department of Health (www.westchestergov.com/health/default/htm), the World Health Organization (www.who.int/en/), the Center for Disease Control and Prevention (www.cdc.gov), the American Academy of Pediatrics (www.aap.org), and the Health and Science sections of the *New York Times*. Other sources include national and state PTA publications (*Our Children, New York State Parent-Teacher, Where We Stand, Fast Facts*) and web sites (www.pta.org and www.nyspta.org).
- Act as a resource and clearinghouse for current health and safety information with parents, PTA units, and the school district.
- Collaborate on Somers PTA Council activities that relate to health and safety issues.
- Help to develop projects or events to promote awareness of and action on child health and safety issues for the council and, when appropriate, PTA units.
- Serve as council representative on Somers Central School District committees that relate to matters of health and safety, like the Indian Point safety committee, the bus transportation committee or the school nutrition committee. Assist the district in developing its own health and safety initiatives, such as SIS Wellness Wednesdays or the "greening" of the SMS lunch menu through added fruit and vegetable options.
- Write newsletter items on council health and safety issues, as needed.
- Collaborate with the welcome chair to provide current emergency dismissal procedures to newcomers located within the Indian Point 10-mile zone.

COUNCIL LEGISLATION CHAIR

(Standing Committee)

This chair's responsibility is to stay apprised of proposed, pending, or recent changes in legislation and report changes to PTA membership through articles in PTA newsletters and reports to council. When necessary, with the approval of the PTA council, the chair may generate a letter writing campaign to elected officials on legislation that would have an impact on children's education or health, as was done for Graduated Drivers Licensing. Additionally, a NYS PTA Legislation/Education conference is usually scheduled in Albany in February/March; chair should attend if possible.

Information can be collected from a variety of sources: PTA publications, newspaper articles, news reports, and magazines, as well as online resources. The following is a list of possible online sources.

- ***This Week in Washington, available online***
National PTA, in an effort to provide continuous up-to-date information from Washington, DC, offers this online newsletter to its members. To subscribe, visit <http://www.pta.org/aboutpta/newssub.asp>.
- ***National PTA's Member-to-Member Network, available online***
To receive National PTA's Legislative Action Alerts, visit the PTA and Washington sections of National PTA's website at <http://capwiz.com/npta2/mlm/>. Find the link to the network in the left-hand column, and click on "Join" to complete and submit an online application.
- ***New York State PTA information, available online***
Contact the Legislation Chairman New York State PTA (chair changes every few years, so check with council president for current chair). The chair is presently Rhea Vogel, leginfo@optonline.net or visit www.nyspta.org
- ***National PTA information available online***
<http://pta.org>
- Additional information is available from the Westchester/East Putnam Region PTA (WEPR). Information is sent to individual PTA Presidents. Council president should be asked to forward pertinent legislative information.

Refer to the Standing Committees Section (p.11) in the procedures for information about approval of action plans, expenditures, flyers and contracts, etc.

NOMINATING COMMITTEE

(Refer to Bylaws Article VIII Section 3)

(Special Committee)

The nominating committee is the PTA's most responsible and sensitive deliberative body.

It is the only PTA committee that must be elected in accordance with the bylaws.

The decisions of this committee will impact on the future of the PTA. The nominating committee is responsible for nominating the best-qualified candidate for each office, including officers and committee chairs. Although NYS PTA guidelines require nominating committees only for the selection of officer candidates, Somers Council nominating committees are expected to make every effort to fill council chair positions, as well. Council delegates are selected by their respective units, according to unit bylaws.

The committee should:

- Be elected at the February Council Meeting. The election meeting takes place in May.
- Include both experienced, ongoing leadership as well as newer members.
- Include an odd number of members -- two of whom must come from the council's executive board -- and preferably at least one council officer.
- Be composed of representatives from different units.
- Be aware that according to the bylaws, the president is not, and cannot be, a member of this committee and does not attend its meeting(s).
- Select a committee chairperson.

The Council President should provide the committee with the following materials:

Copy of council procedures & job descriptions
List of present and prior year's council members
List of unit executive boards
Copy of Nominating, Elections, and Voting Guide from
the president's handbook

Once in place, the committee should strive to:

- Be familiar with the job descriptions of each position, council procedures, programs and goals.
- Be tactful, have integrity and use discretion in selecting candidates.
- Select qualified people with the skill, personality, enthusiasm and time for the job.
- Select potential candidates who have knowledge of the organization and its role in the school and community.
- Consider only candidates that are PTA members.
- Consider the recommendations of potential candidates suggested by the president, the executive board, or any member. However, the committee is not bound in any way by such recommendations.

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- Consider candidates who have served on executive boards at the unit level.
Potential candidates for president and vice president should have served as an officer at the unit level.
- Ensure the slate of officers represents as many units as possible.
- Give priority to those who have performed well in comparable positions at the unit level.
- Consider all candidates who have confirmed their availability to serve in writing or verbally to committee members.
- Ensure that no individual member of the committee offers a position to any potential candidate without the consent of the committee as a whole.
- Be aware that a person may not serve for more than two consecutive terms in the same position. A term is considered a year.
- Review tenure of incumbent officers and committee chairs to determine eligibility.
- Make available to the current council members the list of all council positions to determine their interest.
- Place an article on the Council website and in the five units' newsletters listing all council positions.
- Forward to unit presidents the list of council positions for distribution to their respective executive boards.
- Obtain consent from each nominee to place his/her name on the slate.
- Notify all candidates who expressed an interest in serving as to whether or not their name was placed in nomination.
- Make every effort to find a position at the council or unit level for people interested in getting involved.
- Keep all deliberations of the nominating committee confidential.
- Notify the president of the completion of the slate.
- Advise nominees to attend the election meeting.

When the committee has prepared a slate, it should:

- Present the slate of officers in written form, signed by all committee members, for election at the May council meeting. A list of committee chairs should also be presented. If the committee has been unable to find a nominee for any position, it should be so noted at this time.
- Work with the correspondence sec'y after the election, to ensure that the slate of officers is compiled and published in all five newsletters and on the council website.
- Provide the corresponding secretary with the names of the officers and committee chairs so a roster can be compiled.

The duties of the nominating committee end when the chair presents the committee's slate to the council. At this point the presiding officer at the election meeting assumes responsibility for running the election; the nominating committee chair cannot make a motion to accept the committee's slate of nominees.

Adopted: 2/15/05

Revised: _____

COUNCIL PARENT PROGRAM CHAIR

(Standing Committee)

This chair mentors and serves as a liaison with the Parent Program Chairs of each of the individual PTA units. This council chair guides and assists unit chairs as needed. Additionally, the council chair periodically arranges for speakers to speak to parents (and sometimes children) on various educational/motivational topics.

The Council Parent Programs Chair shall:

- Refer to the Standing Committees Section (p.11) in the procedures for information about approval of action plans, expenditures, flyers, contracts, etc.

May/June

- Meet with all incoming unit chairs to discuss/plan for speakers on certain topics and plan the budget for the next school year.
- Ensure that the unit chairs meet with their respective treasurers to plan next year's parent program budget.
- Regarding the Red Ribbon Event in October:
 - Coordinate with the red ribbon council chair(s) to arrange for a speaker for Red Ribbon Week.
 - Provide date for speaker to council corresponding secretary.
 - Coordinate with red ribbon council chair(s) to make a game plan/strategy for press releases, flyers, mailings, etc. and to develop a time line for publicizing speaker.
 - Develop draft of flyer for fall mailing.
 - File building use form with appropriate school for speaker event.
 - Ensure confirmed speaker date is included on final school calendar prepared by the superintendent's office.

July/August

- Research possible speakers for upcoming year.
- When possible, send advertisement for events to Special Education Training and Resource Center (SETRC) for the fall brochure.

September/October

- Work with unit parent program chairs and parent program volunteers to coordinate entire event. Event responsibilities include:
 - Draft paragraph for all newsletters detailing all particulars about speaker/event.

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- Provide information on speaker/event to unit and council websites.
- Arrange for distribution of flyers via backpack system for families with students in grades K-5, and mail flyer to families with students in grades 6-12. Flyers should be mailed via bulk mail; see council president for information on bulk mailing.
- Arrange for a committee chair to handle pre-registration for event.
- Check PTA mailboxes and Lincolnale Post Office (Box 126) for registration forms.
- Arrange for a committee chair to handle advertising event in local newspapers, on SMS and SHS school signs, on Channel 18, in SETRC brochure, etc.
- Arrange for a committee chair to handle hospitality for the event.
- If necessary, make lodging arrangements for speaker.
- Arrange for all registrations monies collected to be deposited ASAP with the appropriate unit treasurer.
- Arrange for audio-visual needs, i.e. microphone, lighting, podium, etc.
- Arrange for videotaping if desired.
- Remind committee chairs to bring volunteer nametags, pencils, and program surveys the night of the event.
- Write brief speaker introduction for use on the night of the event.
- Write thank you notes to speaker and volunteers.
- Process invoice for speaker and all other expenses associated with the event through appropriate unit treasurer.
- Keep a list of expenses and income from the evening's event.

November

- Prepare a summary of the October event/speaker for all unit newsletters.
- Continue to research and arrange for either one or two keynote speakers or a series of workshops for the spring. Topics can be selected from unit feedback, program surveys, current events, etc.
- When possible, send advertisement for event to SETRC for the spring brochure.

December/January

- Continue to research possible speakers for spring and upcoming school year.

February/March/April

- Start event planning for spring speaker. Follow event planning procedures outlined in September/October section.

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PARENT PROGRAM CHAIR con't

Camp and Teen Expo Night

Camp and Teen Expo Night is sponsored by the Somers PTA Parent Programs every other year. In the off year, Yorktown SEPTA acts as host. Somers hosted in 2005 and will be responsible for hosting again in subsequent odd years. The council chair for parent programs coordinates with each PTA unit's parent program chair to organize this event. Timeframe and actions are as follows:

May/June

- Ensure confirmed Camp and Teen Expo Night date is included on final school calendar prepared by the superintendent's office.
- File building use form with appropriate school for event.

November/December

- Draft invitation letter to camps. Refer to camp folder. Additional camps may be invited.
- Arrange to send mailing to camps.
- Register camps.
- Arrange with the appropriate treasurer for deposit of all camp registration monies collected. Typically, a fee of \$35.00 per camp has been charged in prior years; however, this amount is subject to committee review.
- Coordinate efforts to obtain donations for free raffles to be held on event night.
- Draft paragraph for all newsletters detailing all particulars about camp/teen expo event.

January

- Continue to accept camp registrations and to deposit registration monies with treasurer.
- Draft letter for district-wide mailing to families to advertise the event. Obtain mailing labels from council president.
- Provide information on speaker/event to council and unit websites.
- Create flyer for event.
- Arrange for distribution of flyers via backpack system for families with students in grades K-5.
- Arrange for a committee chair to handle advertising event in local newspapers, on SMS and SHS outdoor signs, on Channel 18, etc.
- Arrange for a committee chair to handle hospitality for the event.
- Remind committee chairs to bring volunteer nametags, pencils and program surveys the night of the event.
- Write thank you note to camps and volunteers.
- Process invoice for speaker and all other expenses associated with event through appropriate treasurer.
- Keep a list of expenses and income from the camp/teen expo event.

COUNCIL RED RIBBON WEEK CHAIR

(Special Committee)

Red Ribbon Week (RRW) is an annual community and school-based event designed to encourage children and their families to support and lead healthy, drug-free and alcohol-free lives.

The Council Red Ribbon Chair shall:

- Refer to the Special Committees Section (p.12) in the procedures for information about approval for action plans, expenditures, flyers and contracts, etc.
- Have overall responsibility for coordinating and promoting this national event for the Town of Somers and the school community.
- Decide upon dates when the Somers Council will celebrate RRW. Follow national dates set for October, unless the 8th grade class will be out of town.
- Provide dates to corresponding secretary to submit for the Somers school district calendar.
- Select date for Red Ribbon Community Fair and Kick-Off and confirm availability of Reis Park with the Parks and Recreation Department.
- Appoint a Community Fair and Kick-off chairperson to plan and coordinate all the events associated with the Kick-off.
- Collaborate with the parent program committee to ensure a parent component is included during RRW.
- Write letters soliciting funds or support for RRW from non-PTA organizations such as the Somers Substance Abuse Council (SSAC), Somers Education Foundation, and Lions Club.
- Request in writing that the Somers Town Board and the Somers Board of Education each issue a proclamation in honor of RRW.
- Work with the public relations chair to develop and implement a public relations plan. Provide information on all activities to the various Somers organizations, such as Lions Club, Newcomers Club, SSAC.
- Act as a mentor to the unit RRW chairs to help with plans at their schools.
- Provide unit chairs with information on the district-wide events for their unit newsletters.
- Conduct regular status meetings with unit chairs and maintain list of items to be handled.
- Collaborate with the student assistance counselors at SMS and SHS on RRW programs.
- Appoint a Decorating Chair to oversee decorating the town with red ribbons. This chair is responsible for decorating, purchasing ribbons, and removing the ribbons.

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- Appoint a liaison to work with the Transportation Manager to ensure that the bus drivers take part in RRW by placing bows, the committee provides, on their buses.
- Appoint chair to act as a liaison to the Chamber of Commerce so that ribbons are placed in stores throughout Somers. Ribbons and baskets to be supplied by the decorating committee.
- Conduct a follow-up meeting after the event with all chairs. Develop list of recommendations for following year.
- Maintain financial records and budget of overall program.

COUNCIL PUBLIC RELATIONS CHAIR

(Standing Committee)

The goal of the Public Relations Chair is to promote and publicize to the Somers community the many wonderful activities, programs and initiatives sponsored by the PTA that enhance our children's health and education.

The Council Public Relations Chair shall:

- Refer to the Standing Committees Section (p.11) in the procedures for information about approval of action plans, expenditures, flyers, contracts, etc.
- Work to promote the activities of the Somers PTA Council and unit members as creatively as possible.
- Work with the various PTA committees to develop and implement communication strategies and plans to promote their events/initiatives.
- Be familiar with Somers PTA council and unit web sites and utilize as appropriate.
- Network and maintain a current list of media contacts, including the *Trunkline* and Channel 18.
- Be aware of all local newspaper deadlines and the form in which the written material should be presented.
- Assist in the development of flyers and press releases for PTA council/unit activities.
- Be aware of all PTA units' newsletter deadlines.
- Network and maintain a list of current presidents and newsletter editors of the various Somers community organizations, such as the Newcomers, Lions Club, Women's Club, and Heritage Hills.
- Keep track of the Somers PTA banner and tablecloth.
- Be familiar with National PTA and NYS PTA goals, programs, policies, and current projects.
- Be familiar with the various reference materials published by the PTA including, *Where We Stand* and *Fact Facts*.
- Be familiar with national, state, region and district PTA web sites.
- Maintain a file of all published articles pertaining to the Somers PTA's.

COUNCIL REFLECTIONS CHAIR

(Special Committee)

Reflections is a National PTA cultural arts program that encourages students to express their thoughts and feelings through the creative arts of writing, music, and visual art. Its purpose is to develop children's interest in these arts and to provide children with an opportunity to express their creativity through their own original work.

The Council Chair for Reflections shall:

- Refer to the Special Committees Section (p.12) in the procedures for information about approval of action plans, expenditures, flyers, contracts, etc.
- Update the council on the Reflections program, when necessary, by attending council meetings or submitting a report to council, if unable to attend.
- Serve as a liaison between the Somers unit chairs and the Westchester/East Putnam Region (WEPR) chair. However, the unit chairs and the WEPR chair are free to communicate directly.
- Meet with unit chairs to decide how information will be distributed and to determine submission dates for all entries. Unit newsletters can be utilized.
- Meet with unit chairs to determine the selection of judges for literature, music and visual arts entries at the Somers district level.
- Meet with unit chairs to develop a public relations plan that includes publicizing the winners' names. If desired, council public relations chair can be consulted.
- Arrange transportation of submissions to WEPR drop-off point.
- Contact the superintendent's office to secure a date for Reflections participants to be honored by the Board of Education. Once date is official, advise the council and unit chairs so honorees can be invited.
- Coordinate the making of certificates for each unit. (The unit chairs will make their own certificates, which should be consistent in wording and overall look.)
- Touch base with all unit chairs to ensure that all deadlines are met.
- Conduct a follow-up meeting with unit chairs once the event takes place.

COUNCIL WEBMASTER

(Standing Committee)

The Council Webmaster is responsible for the overall management of the PTA Council web site.

The Council Webmaster shall:

- Refer to the Standing Committees Section (p.11) in the procedures for information about approval of action plans, expenditures, flyers, contracts, etc.
- Act as webmaster for the Somers PTA Council web site, www.somersptacouncil.org
- Chair web site team.
- Meet regularly with team to brainstorm new initiatives and enhancements for the council and unit web pages, as well as maintain current and up to date items on the overall website.
- Coordinate work of web site liaisons from each PTA to submit timely information for posting.
- Answer questions to “Ask the Elephant” concerning council activities and direct non-council questions to the appropriate person/unit.
- Act as a liaison with PTA presidents to discuss critical nature of web site information.
- Maintain relationship with web server.
- Serve as community liaison with school district, particularly with the technology department.
- Work to promote the web site through mailings, appearance at meetings, web site liaisons, and other means as determined by the web site committee.
- Work with the treasurer to ensure yearly site fees are paid.

COUNCIL WELCOME CHAIR

(Standing Committee)

The objective of the Welcome Committee is to welcome all new families to the school district, make them feel they are an integral part of the PTA and assure them that there are people to help them assimilate into the Somers community.

The Council Welcome Chair shall:

- Refer to the Standing Committees Section (p.11) in the procedures for information about approval of action plans, expenditures, flyers, contracts, etc.
- Work closely with the Somers school district office to develop a system for notifying the PTA when new families move to the area.
- Work with unit welcome chairs to brainstorm new ideas.
- Decide with unit chairs what information and material to include in the "Welcome Packet." Materials can include, but are not limited to, PTA membership forms, book dedication brochure, web site letter/magnet, talent pool letter, student directories, etc.
- Collaborate with the health and safety chair to provide current emergency dismissal information to newcomers residing in the Indian Point 10-mile zone.
- Deliver or mail "Welcome Packet" to new families.
- Notify the appropriate PTA unit chair when a family moves in so that the unit chair can call and welcome the newcomers to the school community and also place a "Please Welcome" list of new students in their unit newsletter. Council chair will supply unit chairs with a list of PTA newsletter editors, contact numbers and deadline dates at the beginning of each school year.
- Remind unit chairs to call the new family before a PTA meeting to extend a personal invitation to attend and arrange to have them introduced, if they attend.
- Update and modify the "Welcome Packet" as the school year progresses so that information is pertinent.
- Work with unit chairs and the administration at Primrose and SIS to deliver a late summer "Welcome Breakfast" as an opportunity for new students/parents/principals and PTA representatives to get to meet and address questions/concerns.
- Work with the SMS and SHS unit chairs and their respective guidance department to extend personal invitations to all new parents to an informal coffee hour (preferably scheduled during student orientation sessions) to get to know the school and PTA representatives and discuss any questions or concerns.
- Report to the council as necessary.
- Conduct a follow-up meeting with unit chairs in May to discuss improvements, suggestions, etc.

Council Back-to-School Supplies Chair

(Special Committee)

This chair is responsible for coordinating and promoting the sale of the pre-packed back-to-school supplies for Grades K-8.

The Council Back to School Supplies Chair shall:

- Refer to the Special Committees Section (p.12) in the procedures for information about approval of action plans, expenditures, flyers, contracts, etc.

January

- Meet with principals or grade level coordinators to review and revise grade level supply lists.
- Compile and confirm above lists with the grade level coordinators in a final review.

February

- Update package pricing with Educational Products, Inc. (EPI) representative Tom Caskey, 1-800-635-5345.
- Coordinate possible school store distribution dates for August with SMS school store chair.
- Update order forms with any changes in supplies or pricing. Also, be sure to include the following:
 - School store dates and times for pick-up.
 - Mailing address is: POB 126, Lincolndale, NY 10540.
 - Checks must be made payable to: Somers PTA Council.
 - Ensure order forms are available for kindergarten registration and/or orientation.

April, May & June

- Ensure order forms are sent home through the backpack system in April, May and June.
- Ensure order forms are in the Primrose, SIS and SMS newsletters for April, May and June and are also made available on the unit and council websites.
- Contact the Social Worker at SIS for number of school supply scholarship packets needed per grade in each school.
- Call SMS principal to determine where the packages of supplies can be stored when they arrive in August. A locked room should be requested.
- Collect order forms from the PTA mailbox at the Lincolndale Post Office. Check PTA mailboxes in each school.

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- Compile orders by grade level and keep an alphabetical listing of all sales.
- Order five extra sets of pre-packaged supplies for each grade.
- Coordinate the timely deposit of collected funds with the council treasurer. Keep copies of deposit records for your files.
- After consulting with council president, place an advertisement on Channel 18 regarding the ordering and pick-up of Back to School Supplies. Contact web master to place notice on council website as well.
- Provide PTA council's corresponding secretary with dates for pick-up to be placed on the school district calendar.

July

- Place order with EPI. Be sure to include scholarship order from social worker.
- Arrange expected delivery date with EPI.
- Consult with council president and prepare a reminder notice as to school store hours and pick up times for prepackaged supplies. This flyer is to be included in the back to school mailing in August for Primrose, SIS and SMS. Need to contact school offices to determine how many copies and their mailing deadline.
- Amend Channel 18 advertisement to include information solely on pick-up.

August

- Prepare and schedule volunteer lists.
 - Six volunteers are needed to sort boxes by grades. Count to be sure all packages arrived.
 - Eight volunteers are needed on the first day; four to do check in and four package runners. Recommend using two- hour shifts. The first day is usually the busiest.
 - Two or three volunteers are needed for two-hour shifts for the remaining pick-up days.
- Forward invoice from EPI to PTA council treasurer for processing.

September

- Submit summation report to PTA council.

Committee members for each school should:

- Get teacher supply lists.
- Distribute order forms.
- Make sure newsletters and websites are updated with necessary information.
- Check PTA mailboxes for orders in their respective schools.
- Help sort supplies packages when they arrive.