



Overview of the PTA 2023-2024

We created this document to orient the Edgemont community to the various opportunities to support our school. We hope you will consider a role, whether big or small, as we plan for the 23-24 school year. Please express interest by writing to info@edgemontpta.org

The PTA's goals are to:

- Bring **joy** to the Edgemont community through ongoing programming and events
- Infuse **equity** in our programming and focusing on reaching students with the most need
- **Advocate** for our school by partnering with our Principal and working with the district, PTAC, MFEE and more
- **Raise resources** to fund programming and supports for the school

We are looking for volunteers to join the executive board, our contribute to our committees and to lead events.

Executive Board Roles

<p>President</p>	<p>Lead the PTA toward specific goals chosen by its members and Executive Board. Determine plans and calendar for the PTA in coordination with the Principal. Organize and run recurring PTA meetings and Executive Board meetings. Attend Montclair PTA Council plenary meetings and Presidents' meetings.</p>
<p>Vice President, Standing</p>	<p>Support the President in above. Support the agenda setting for all recurring meetings. Attend meetings with the President and the school's Principal. Attend Montclair PTA Council plenary meetings and other District wide meetings, as necessary. Submit all permitting requests to the school Secretary.</p>
<p>VP Membership & Bylaws</p>	<p>Drive membership and maintain and organize Memberhub membership shop (new members, upload contacts from District/Genesis lists). Ensure that the PTA is following ByLaws. Launches Nominating Committee for finding the next year's slate</p>

	of officers. Leads several Membership events (e.g. first day of
Treasurer	<p>Responsible for maintaining permanent records to track funds and financial transactions. Pays all PTA bills as authorized by board or association. Liaises with banks. Maintain financial component of Memberhub shop and any other platforms we use for receiving donations (e.g. Give Lively, Stripe)</p> <p>Annually: Prepare annual budget for adoption by the members. Ensures taxes and other reports required by PTA bylaws, insurance or federal and state governments are completed and submitted by the due dates. Maintain licenses (renewals). Identify audit committee members and support the completion and submission of the audit.</p>
Corresponding Secretary	<p>Coordinate communication with Principal and school secretary for backpack mail and Principal's letters. Write and distribute weekly Edgemont PTA newsletter. Develop marketing content for Facebook and maintain posting cadence for the social channels. Serve as Facebook Administrator. Create flyers for events for the PTA and others as needed.</p>
Recording Secretary	<p>Manage the PTA calendar and inform Executive Board and PTA presidents of upcoming events, changes, challenges and any other calendar event updates. Manage calendar invites. Update PTA district website with dates. Responsible for taking all meeting minutes, at Executive Board and General PTA meetings. and maintaining minutes and records to pass on to the next board. Support webmaster to update Edgemont PTA website.</p>
Co-VPs of Fundraising (2)	<p>Lead fundraising activities aligned to the budget set out by the Executive Board. Past events have included Music Fest and STEAM Pop. Responsible for managing fundraising events and managing volunteers who are supporting events. Research and submit grant proposals. Provide tax exempt letters for all donations. Responsible for writing thank you letters for large donations to the organization.</p>

Committee Chairs (each needs at least 2-4 people)

Academic Innovation	Oversee academically focused events such as the Bookfair (October), Read Across Edgemont (March) and the science fair (May).
Afterschool Enrichment	Coordinate all aspects of our afterschool enrichment program, including scheduling, marketing, registration and budget management. Manage the on-site supervisor's work.
Antiracism & Equity	Plan cultural events throughout the school year including Hispanic Heritage Festival (September), Indigenous Peoples' Day (October), Dr. King's Day of Service (January), Black History Month (February), AAPI (May) and any others that are of interest to the community.
Class Parent Coordinators	Lead welcome events for incoming K and new families. Coordinate communication with all class parents. Manage all requests of class parents including teacher holiday gifts, end of year gifts, STEAM Pop baskets. Liaise with recording secretary about communication.
Health & Wellness	Plan monthly bike and walk to school days. Lead Harvest Day in the Fall (October). Oversee Fun Day (June).
Green	Lead efforts with Edgemont teachers to ensure the use of the school garden. Organize & publicize opportunities to beautify the school grounds.
5th Grade	Plan, recruit and execute fifth grade moving up activities. Lead fundraising efforts and liaise with PTA Executive Board and Principal. Create yearbook, organize class gift, create class t-shirt and more.
Hospitality	Coordinate welcome back breakfast, Teacher Appreciation week, Administrative Professionals Day and other events to thank our teachers and staff.

Edgemont Annual Events seeking Volunteers!

For each event, we need to: (1) design the event, (2) identify and secure vendors, (3) create a flier for backpack mail and marketing language for newsletter, (4) coordinate volunteers, and (5) lead on the day of.

- **Hispanic Heritage Festival** (Sept.)
- **Indigenous People's Day** (Oct.)
- **Book Fair** (Oct.)
- **Harvest Day** (Oct)
- **Music Fest** (Nov / Dec)
- **Dr. King Day of Service** (Jan.)

- **Black History Month** (Feb)
- **Read Across Edgemont** (March)
- **Talent Show** (March)
- **STEAM Pop Fundraiser** (March/April)
- **AAPI Month Events** (May)
- **Science Fair** (May)
- **Fun Day** (June)

Other Volunteering Opportunities

- **Assemblies:** Support the Principal in identifying interesting assemblies to bring to the school community
- **Audit:** Seeking three members to lead audit process in June/July (cannot be board member or family member of a board member)
- **Merchandise:** order and manage inventory of PTA merchandise
- **Webmaster:** updating the Edgemont PTA website