

The Clemens Crossing Elementary School PTA is looking for volunteers to chair several positions during the 2020-2021 academic year. PTA position descriptions and contact information can be found below. Many of these positions do not require regular attendance at monthly PTA board meetings. Updates to the board can be communicated through email. We are excited to work together!

**We welcome anyone who would like to be involved. If you have time to help in any capacity, please contact any or all of Christy Pine ([vicepresident@clemenscrossingpta.org](mailto:vicepresident@clemenscrossingpta.org)).**

POSITION	POSITION DESCRIPTION
<b>Recording Secretary</b>	Responsible for recording minutes and meeting attendance at PTA meetings and preparing minutes to be presented for approval at the following meeting.
<b>Corresponding Secretary</b>	Sends thank you notes to all event sponsors and teachers, get well cards, birthday cards, condolence cards as necessary. Organizes and advertises the collection of school supplies for Related Arts Teachers at the Open House (a box in the lobby where people can put extra tissues, post-its, hand sanitizer, etc.). Works with band and strings and chorus families to arrange a gift for the music teacher at the Winter and Spring Concerts (gather family email addresses, start the ball rolling...)
<b>Treasurer</b>	Deposits money received from events. Manages accounts, our tax documentation, end-of-year audit.
CAC Representative	The CAC is the Community Advisory Council to the Board of Education of Howard County. The CAC meets one evening a month and facilitates communication between the Board and the community on issues of concern and matters involving education. The CAC Representative is a liaison between the CCES PTA and the Board of Education
GTAC Representative	The G/T Parent Advisory Committee (GTAC) is a long-standing group of Howard County parents and community members who are interested in G/T programs offered by the Howard County Public School System (HCPSS). This committee works with the HCPSS G/T office, school administrators, G/T resource teachers, and other school personnel to receive updates, ask questions, and provide feedback related to G/T programs.
PTA Council Rep (1)	PTA Council delegates and PTA Presidents are the all-important communication link between the local PTA unit and the PTA Council. Representatives attend monthly PTACHC and relay information at CCES PTA meetings.
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SECAC Representative	Under law, Howard County Special Education Citizens Advisory Committee advises the school system on the needs of students with disabilities. We collaborate with other community disability advocacy groups to improve special education and the lives of our students in Howard County.
SIT Representative	Each school has a School Improvement Team made up of school staff, parents and other community members, which oversees the process of improving instruction and academic performance in that school. The SIT is charged with developing a school improvement plan that serves as a tool for reviewing school progress, appropriately adjusting instruction, and delineating responsibility for implementation. The CCES PTA's SIT representative acts as a liaison between the PTA and the SIT. The SIT representative attends three annual meetings with the SIT and provides updates on the school's progress against established goals at PTA meetings.
Audit Committee	Three-member committee that periodically examines the financial books of the CCES PTA. At the end of the year, or anytime there is a change of treasurers, the audit committee will examine the treasurer's financial report and certify that it is correct.
Awards	Coordinates nominating staff members for various awards --collecting letters of recommendations from parents, assembling application packages.
Book Fair	Coordinates the Book Fair at CCES. Contacts Scholastic, makes sure Media Center is reserved, sends home information fliers, coordinates volunteers to work at the fair, makes restock orders during the fair, organizes teacher preview night, set-up night, and clean-up night.
Bulletin board	Designs, decorates, and updates the PTA Bulletin Board in the front lobby of the school.
Grant Application	Searches for grants that could help the PTA & applies for those grants. Helps to implement new initiatives and apply funds appropriately.

Inclusion Liaison	Individual works w/ Special Education staff to promote, support and recognize best practices in meeting the needs of students receiving Special Education services. This position is fairly flexible depending on the needs of the Special Education team and what the individual would like to emphasize and promote. In the past we have purchased equipment for the Special Education team (iPad, books), worked w/ Parent Partners, and promoted disability awareness activities.
Membership	Coordinates membership committee activities including creating of fundraising and membership packages (along with fundraising chairperson) for first day folders and CCES staff, organization of back-to-school night membership displays, distribution of membership cards. Oversees the school's direct donation campaign. Updates direct donation form, collects donations, and updates spreadsheet. This position is most active during our annual membership drive in late August and September.
Play Coordinator	The play coordinator serves as a liaison between the School House Theater Arts and parents. The coordinator works together with STA in arranging the school play, serving as the liaison between parents and STA, and coordinating the cast party on the final night of the performance.
Restaurant Nights	Schedules and advertises fundraising events at various restaurants in the community, approximately 4 times a year
Spirit Wear	Coordinates sale of spirit wear including identifying merchandise to be included in sale and working with vendor, collecting orders and payments, and distributing merchandise.
Talent Show	Organizes school talent show including creating and distributing flier, overseeing auditions, creating program schedule, advertising event to CCES community, and overseeing activities on event night.

**Nominees for all Executive Board positions will be presented at our next (TBD) PTA meeting. The following Executive Board positions have no candidates of yet: Treasurer, Recording Secretary & Corresponding Secretary. Anyone interested in running for these positions is encouraged to do so! For more information, please contact Christy Pine ([vicepresident@clemenscrossingpta.org](mailto:vicepresident@clemenscrossingpta.org)).**

