

Endeavour Elementary PTSA Board Member Job Descriptions

Room Parent Coordinator (NON-VOTING position)

Current Appointed Member:

Email:

Key Responsibilities

- Collaborate with VP of Volunteers to recruit one room parent per classroom between Meet the Teacher & Curriculum Night
- Connect room parents with their classroom teachers before Curriculum Night and collaborate with classroom teacher to recruit any vacancies at Curriculum Night
- Provide onboard training to room parents by end of September (this can be in person, virtual, or over email). Onboard training/welcoming should include information about promptness of forwarding PTSA messaging, school policies re. classroom parties, school policies re. food allergies at parties, and an estimate of a calendar of events/programs that Room Parent may be involved with.
- Collaborate with VP of Volunteers to create an email list of all room parent contacts
- Check PTSA email and attend board meetings regularly to capture ad hoc board and standing chair content for distribution to Room Parents (be sure to CC President(s) when sending any direction to Room Parents for board visibility)
- Collaborate with Program and Event Chairs regarding PTSA communication that needs to be forwarded to Room Parents (see Communication Plan: Room Parent for each program/event)
 - When emailing Room Parents, always CC the appropriate Program or Event Chair (or VP of Programs, Events, Fundraising, etc.) so they are informed of timely communication

Commitment:

- Larger time commitment in August & September
- 2-5 hours per month remainder of school year
- Attend Monthly Endeavour PTSA Board Meetings
- Attend Endeavour PTSA General Membership Meetings (3-4x's per year)