

## PARK ROAD PTSA COMMITTEE JOB DESCRIPTION

<b>Committee Name:</b>	Sunshine/Welcome
<b>Past Chair/Co- Chairs:</b>	Mara Peters Nicole Cox
<b>Timeframe for Activity(s): (Ex: Fall, Ongoing, March, etc.)</b>	Late summer for New Families Welcome meeting
<b>Time Commitment: (Ex. 5hrs/week, 10hrs/month, etc.)</b>	Variable, at most 3 hrs/month
<b>Other Personnel Involved: (Ex. PTSA Chairs, Chess Instructor, Mrs. Haefle, Mrs. Healy, Classroom Teachers, etc.)</b>	Mrs. Healy
<b>Job Description:</b>	-Sunshine-acknowledge important events for Park Rd staff and families ie. family loss/illness -Welcome-Reach out to new families and assist them in integrating to our school community. Organize and assist Mrs. Healy with New student meeting in late summer
<b>Outline or Schedule of Duties/Responsibilities:</b>	Ongoing
<b>Supplies Needed:</b>	Available budget