

## PITTSFORD DISTRICT PTSA COMMITTEE JOB DESCRIPTION

<b>Committee Name:</b>	Building Chair Position
<b>Current Chair/Co- Chairs:</b>	Various (9 buildings)
<b>Timeframe for Activity(s):</b>	Ongoing
<b>Time Commitment:</b>	Varies, but minimum of 5 hours per month
<b>Other Personnel Involved:</b> (Ex. Building reps, committee members, PCSD staff, District PTSA chairs, etc.)	Building Principals, teachers, and office staff, Building PTSA volunteers, District PTSA Board and Committee Chairs
<b>Job Description:</b>	Oversee building PTSA activities. Stay up to date on District and building initiatives to keep parents informed. Represent your buildings parents within the District PTSA and PCSD.
<b>Outline or Schedule of Duties/Responsibilities:</b>	<p>Host one District PTSA meeting per year; Confirm room, invite building principal to welcome parents, supply hospitality refreshments.</p> <p>Make sure that your Bldg Treasurer and Secretary have the resources they need to fulfill their duties.</p> <p>Hold Building PTSA Mtgs per agreed upon scheduled. Brainstorm activity for building PTSA meeting topics. Have a timed meeting agenda.</p> <p>Communicate your PTSA programs, to your parents. Utilize your enews/email capacity to keep parents informed.</p> <p>Invite new parents to volunteer in any way. Develop leaders within your group; identify and mentor parents to fill executive building positions and district PTSA positions</p> <p>Be familiar with the PTSA Resource guide</p> <p>Ensure that you are present at all district PTSA and PAC meetings or designate one of your program chairs to attend on your behalf.</p>
<b>Supplies/Skills Needed:</b>	Communication, people & organizational skills.