



**MARY LIN PTA BOARD AND PROJECT COORDINATORS**

<b>PTA PRESIDENT OR 2 CO-PRESIDENTS</b>	The president is elected by the local unit members to direct the affairs of the association in cooperation with the other members of the executive committee and to represent its members.
<b>PARLIAMENTARIAN</b>	The parliamentarian is a consultant, commonly a professional, who advises the president and other officers, committees, and members on matters of parliamentary procedure. The parliamentarian's role during a meeting is purely an advisory and consultative one. The parliamentarian must remain impartial, and therefore does not make motions, participate in debate, or vote on any question except in the case of a ballot vote.
<b>TREASURER</b>	The treasurer is the legally responsible, authorized custodian of the PTA funds and is responsible for the financial management of the PTA. The treasurer receives and disburses all monies in accordance with the local unit bylaws and the approved budget.
<b>SECRETARY</b>	Records activity from all meetings (Board and General Membership) and other record keeping tasks.

<b>VICE PRESIDENT, COMMUNICATIONS</b>	<b>Direct all PTA communications efforts.</b>
<b>Website Coordinator</b>	Assist school administration in maintaining Mary Lin website.
<b>Directory Coordinator</b>	Update PTA sponsored online directory and coordinate all efforts to produce hard copy directory that is distributed Oct/Nov.
<b>Rocket Blast Coordinator</b>	Administer the weekly publication of the PTA sponsored e-newsletter.
<b>Yearbook Coordinator(s)</b>	Coordinate all tasks related to producing the yearbook. (Co-coordinators recommended.)



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<b>VICE PRESIDENT, EDUCATION</b>	<b>Direct education enrichment efforts.</b>
<b>Science &amp; Technology Night Coordinator(s)</b>	Coordinate activities for annual family education night.
<b>Lin Extracurricular &amp; Enrichment Programs (LEEP)</b>	Coordinate with school administration and outside vendors on offerings available for educational enrichment outside of regular school hours. (Tasks begin in April/May for next school year and continue throughout summer.)
<b>Teacher Grants Coordinator</b>	Provide communications and information to teachers on available grants through PTA and other outside sources.
<b>CINS Representative</b>	Serve as Mary Lin PTA representative to Council of Intown Neighborhood Schools.
<b>Spelling Bee Coordinator</b>	Assist school administration in coordinating annual Spelling Bee held in January.
<b>Art Night Coordinator(s)</b>	Assist Art teacher in coordinating Art Night (May)
<b>Special Education Committee Chair/Co-Chairs</b>	Support our Special Education team in enrichment programs.

<b>VICE PRESIDENT, FUNDRAISING</b>	<b>Direct all PTA fundraising efforts.</b>
<b>Major Fundraiser Coordinator(s)</b>	Implement key fundraising efforts as approved by PTA Board.
<b>Directory Advertising Coordinator(s)</b>	Administer tasks supporting solicitation of ads for PTA's school directory.
<b>Dine Outs Coordinator</b>	Coordinate dine-outs with community restaurants. Approximately 4-5 during the school year.
<b>Spirit Wear Coordinator</b>	Coordinate with 3 <sup>rd</sup> party vendor spirit wear offerings and administer marketing and sales process at the start of school year. (June-Aug)
<b>School Supply Sale Coordinator</b>	Coordinate the school supply pre-purchase program (initiates in April/May for upcoming school year – additional tasks required in July before start of school year).
<b>Box Tops Coordinator</b>	Manage marketing of Box Tops program in addition to collecting and submitting for payment.



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VICE PRESIDENT, OPERATIONS	Direct PTA efforts supporting school operations.
<b>Nominations Coordinator</b>	Initiate recruitment of Nominations Committee and follow guidelines established by Georgia PTA. (February-April)
<b>Room Parent Coordinator</b>	Facilitate sign up process and orientation program for RP. (July/August)
<b>Staff &amp; Teacher Appreciation Coordinator</b>	Coordinate teacher/staff appreciation events such as “grab and go” breakfast or luncheons.
<b>Interior Enhancement Committee Chair/Co-Chairs</b>	Facilitate tasks related to the continued enhancement of our new building interiors.
<b>Transportation &amp; Safety/Bus Captain Coordinator</b>	Coordinate recruitment of bus captains and setting up communication process for bus riding families.
<b>Health &amp; Safety Coordinator</b>	Coordinate Walk/Bike to School Days and other programs supporting health and safety.
<b>Lost &amp; Found Coordinator</b>	Assist in maintaining Lost and Found and donations of unclaimed items to local shelters.
<b>Membership Coordinator</b>	Maintaining membership list along with payments and submitting proper documentation to Georgia PTA. (Aug/Sept)
<b>School Tours Coordinator</b>	Coordinating efforts of a few representatives to rotate leading tours (Nov-Mar).

VICE PRESIDENT, PARENT INVOLVEMENT	Direct all PTA programs focused on strengthening our school community.
<b>Open House Coordinator</b>	Planning begins in June to coordinate Open House for early August.
<b>Kleenex &amp; Coffee Coordinator</b>	Coordinate first day of school coffee social for parents.
<b>Principal’s Coffees Coordinator</b>	Coordinate monthly coffees.
<b>Community Service Projects Coordinator</b>	Coordinate Operation Care Basket (November) and community service day (January).
<b>Small Tall Ball Coordinator(s)</b>	Coordinate daughter dance held in February.
<b>Linapalooza Coordinator(s)</b>	Coordinate school wide talent show held in March.
<b>Holiday Program Coordinator(s)</b>	Coordinate holiday program held in early December.
<b>Mother / Son Event Coordinator(s)</b>	Coordinate event typically held in February/March.
<b>Parent / Teacher Party Coordinator(s)</b>	Coordinate event typically held in March.