



ASFS PTA Executive Board

Role	Description
President	<ul style="list-style-type: none"> • Serve on the ASFS Executive Board • Lead all ASFS PTA meetings, including communication of the agenda and materials as well as facilitating all meeting procedures, PTA votes and elections • Coordinate the work of all ASFS PTA committee chairs and committees and provide support as needed, to ensure the success of all activities and events throughout the school year • Serve as an ex-officio member of all ASFS PTA committees, with the exception of the nominating committee
VP Fundraising	<ul style="list-style-type: none"> • Serve on the ASFS Executive Board • Oversee all ASFS PTA fundraising activities, including the No-Frills Fundraiser and the Auction • Work with the ASFS Executive Board as part of the annual budget process to determine fundraising goals and target initiatives for the upcoming school year • Lead the PTA Fundraising Committee to coordinate current initiatives as well as research and/or implement additional events and activities • Lead all communications and marketing efforts and provide support for all required materials, forms, or payment processes related to all ASFS PTA fundraising efforts • Work with the ASFS PTA Treasurer to keep track of all money raised and allocate the funds appropriately within the PTA budget • Oversee and support additional PTA fundraising chairs and committees, including rewards programs, box tops, and other fundraising initiatives, throughout the school year as a way to raise funds for the school • Oversee all fundraising and loyalty rewards programs, including Amazon Smile, Harris Teeter, Shutterfly, Box Tops, etc. • Oversee all restaurant partnerships and coordinate family dining nights • Serve as a point person for the ASFS community to answer questions and provide support for additional fundraising ideas and initiatives
VP External Affairs	<ul style="list-style-type: none"> • Serve on the ASFS Executive Board • Attend APS staff and school board meetings as appropriate and gather all relevant information to bring back to ASFS • Report all APS staff and school board related news as it applies to ASFS to the ASFS community at monthly PTA meetings and at additional ASFS meetings and events as applicable • Document and publish key news and information relating to APS to the ASFS community • Foster communication between the APS staff and school board and ASFS community • Serve as a point person for all questions from the ASFS community regarding APS news and information, and follow up to confirm answers from the APS staff and school board

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<p>VP Community Service</p>	<ul style="list-style-type: none"> • Serve on the ASFS Executive Board • Oversee all ASFS PTA community service events and initiatives • Lead ongoing efforts to focus on current initiatives as well as foster the development of new ideas and activities across grade levels to promote outreach, good citizenship, and provide benefits to the ASFS and external community • Serve as the lead of the PTA Community Service committee and provide support for additional community service related committees as needed • Oversee the Food Bus program, with the support of the Food Bus Chair • Coordinate with the ASFS community, including teachers, staff, parents, and students, to promote participation in events and projects throughout the school year
<p>Treasurer</p>	<ul style="list-style-type: none"> • Serve on the ASFS Executive Board • Create the annual PTA budget with PTA President and executive board at the beginning of each fiscal year • Maintain custody of all ASFS PTA funds and finances • Keep a full and accurate account of receipts and expenditures as described in the ASFS bylaws • Make disbursements in accordance with the budget adopted by the general membership, including having checks signed by 2 officers • Provide an updated financial statement at monthly ASFS PTA meetings and as needed throughout the school year • Prepare an annual financial report at the close of the fiscal year • Facilitate the annual audit of the ASFS PTA financial records at the close of the fiscal year, as determined by the auditing procedures in the bylaws, and submit a copy of the annual audit to the VA PTA • Prepare and submit the ASFS PTA Form 990 per IRS regulations and send a copy to the VA PTA • Submit the required PTA membership dues to the VA PTA, according to the VA PTA schedule
<p>Secretary</p>	<ul style="list-style-type: none"> • Serve on the ASFS Executive Board • Record the minutes of all ASFS PTA Membership Meetings • Record the minutes of all ASFS PTA Executive Board Meetings • Keep the official copy of the ASFS PTA bylaws • Maintain a master PTA membership list as required by the VA PTA

ASFS PTA Committee Chairs

Role	Description
External Affairs	
<p>ACTL Representative</p>	<p>Serve as the ASFS representative at monthly APS Advisory Council for Teaching and Learning meetings. Bring any relevant information and action items back to the ASFS PTA membership.</p>
<p>APS Ambassador</p>	<p>Appointed by the ASFS Principal, serve as the ASFS representative for the APS Ambassador program to communicate APS news and updates and serve as the ASFS point person at relevant meetings.</p>

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CCPTA Representative	Serve as the ASFS representative at monthly County Council of PTA meetings, and bring any relevant information and action items back to the ASFS PTA membership.
Military Family Liaison	Serve as a point person for ASFS military and State Department families, including welcoming new families, connecting parents and students, hosting events, providing resources and support, and answering questions.
SEPTA Parent Liaison	Serve as the ASFS representative for the county wide Special Education PTA. Attend SEPTA meetings on behalf of ASFS and bring any relevant information and action items back to the ASFS PTA membership.
PTA Administration	
Electronic Friday Folder (EFF)	Responsible for creating the weekly Friday Electronic Friday Folder (EFF) newsletter. Work with ASFS Administration and PTA Officers and Committee Chairs to collect news and information to publish to the ASFS community.
Parent Coffee Lead	Responsible for brewing coffee for ASFS events throughout the year using the PTA coffee urn, including grade level parent coffee chats and other Q&A sessions. Includes purchasing supplies, set up and clean up, brewing coffee, and providing snacks as needed.
PTA Directory	Serve as the point person for the online ASFS PTA Directory, including support for the process to import all opt-in information annually, ensure all data is accurate, and maintain updates through the school year. Also serve as the main contact for all parent questions related to the directory.
PTA Membership	Responsible for collecting all PTA membership dues, both online and cash/check payments, maintain a master PTA membership list, submit all deposits periodically to the Treasurer, update the VA PTA membership database with ASFS PTA records, and send membership updates as needed to the VA PTA.
Room Parent Coordinator	Serve as the as lead to confirm Room Parents for all classrooms, serve as the primary point of contact with all Room Parents, communicate with teachers about needs as they pertain to Room Parents, and publish information and reminders to all Room Parents about class parties/celebrations and other volunteer needs throughout the school year.
School Supplies	Responsible for working with ASFS staff, teachers, and the ASFS School Supplies vendor to confirm all grade level school supply kits, market and manage the ordering process for ASFS families, and coordinate the process of distributing all school supply kits the week before school starts.
Social Media	Responsible for posting news, announcements, and events on the ASFS PTA Twitter account and Facebook page, including re-tweeting and sharing relevant ASFS and APS posts as well as creating and posting content for the ASFS PTA community throughout the year.
Spirit Wear	Lead the process for ordering and selling ASFS t-shirts, magnets, and any other spirit wear. Includes working with vendors to purchase all ASFS t-shirts and gear, managing inventory, coordinating all marketing efforts, coordinating and managing ongoing online sales and distribution, setting up sales tables at school events, and tracking sales and depositing funds.

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Volunteer Coordinator	Responsible for setting up the annual online and paper ASFS PTA Volunteer Form, collecting and recording all responses, and sharing the list of volunteers with Committee Chairs as needed throughout the school year. Serve as a parent liaison with staff and PTA leads for any volunteer needs.
Webmaster	Oversee the ASFS PTA website, including all maintenance and ongoing enhancements. Work closely with the Website Lead and PTA officers on content changes, IT issues, and additional project initiatives. Also includes maintaining the asfspta.com domain and all associated email addresses and providing ongoing technology support.
Website Lead	Responsible for maintaining updated content on the ASFS PTA website, including monthly uploads of PTA meeting and budget documents, annual updates for the following school year, relevant information for new families, and ongoing updates for programs and events throughout the year, including important announcements on the homepage.
PTA Committees	
Family Social Events	Serve as the lead for school-wide family social events during the year, which may include the fall Back to School Picnic and other community events, including Bingo Night and other game nights. Responsible for all event planning, purchasing all necessary items, coordinating all volunteers, marketing the event, hosting the event with all volunteers, and working to ensure everything is set-up and cleaned up.
Garden Committee	Responsible for maintenance of the ASFS' grounds, including the gardens and courtyard. Includes serving as the point of contact with ASFS' landscaping company, updating the contract as necessary, submitting invoices for payment, providing hands-on gardening and grounds support as needed, and managing volunteer groups to work on projects during the year. Also responsible for summer watering, including volunteer sign-ups and management. Pond, Stream & Aquarium Lead: Serve as the primary point person to oversee care of the ASFS aquariums, courtyard pond, and front stream to ensure they are maintained properly, submit invoices as needed, work with the ASFS IS Lead and ASFS administration to coordinate maintenance throughout the year.
Green Committee	Lead efforts at ASFS with the support of a committee to create, facilitate, and manage events, activities, and resources that foster a greener, more environmentally friendly school community.

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<p>Teacher Appreciation</p>	<p>Responsible for coordinating meals for teachers/staff as part of the Welcome Back Breakfast (August), Teacher Appreciation Week (early May), fall and spring Parent/Teacher Conferences, and other events during the year, including holiday treats, staff meeting snacks, or morning coffee and breakfast treats. Includes setting the budget, planning the menu, purchasing all food and supplies, coordinating volunteers, managing food donation sign-ups, and setting up/cleaning up all events.</p> <p>Special Days Teacher Appreciation Lead: As part of the Teacher Appreciation, responsible for providing staff appreciation gifts throughout the year for all APS recognition days and weeks (i.e. National Custodian Day, School Counselor Week, Crossing Guard Appreciation Day, etc.)</p>
<p>Welcome Committee</p>	<p>Serve as the lead for new ASFS families throughout the school year, which may include coordinating the ASFS Buddy Family Program to match new and veteran families, hosting playdates and other informal events, and being available to answer questions and support the needs of new families.</p> <p>First Day of School Welcome Lead: Coordinate the first day of school welcome event, typically a reception for parents on the blacktop, including balloons, coffee, and light snacks.</p>
<p>Events</p>	
<p>5K / 1M Fun Run</p>	<p>Support the ASFS PE Lead Teacher across all efforts to coordinate the annual ASFS 5K/1M Fun Run (typically held on a Saturday morning in May).</p>
<p>5th Grade Promotion</p>	<p>Lead all efforts related to the 5th Grade Promotion, including purchasing a class gift and t-shirts for all 5th graders, soliciting and collecting funds from 5th grade parents, coordinating and hosting an evening party for 5th graders and their parent chaperones, and managing the sign up for all volunteers needed.</p>
<p>Auction</p>	<p>Serve as the ASFS Auction Lead, often best as a team of 2-3 co-chairs, to oversee all auction planning and coordination, ASFS' biggest social event and fundraiser of the year. Includes all event planning, donation collection, marketing, and vendor management as well as working with ASFS volunteer teams to plan and host the auction.</p>
<p>Book Fair</p>	<p>Lead all efforts to coordinate and manage the ASFS Book Fair (typically held the first week of December). Includes working with the Book Fair vendor to confirm all logistics, managing volunteers, purchasing extra gadgets to sell, and running the Book Fair during the day and evenings with a team of volunteers. Also includes tracking sales and working with the ASFS Librarian to coordinate all post book fair purchases.</p>
<p>Book Swap & Ice Cream Social</p>	<p>Manage all aspects of the annual Book Swap & Ice Cream Social, including event logistics and planning, recruiting and coordinating volunteers, collecting book donations, purchasing all supplies, and hosting the event (typically held on a weeknight in June).</p>
<p>Field Day</p>	<p>Serve as the PTA lead to support the ASFS PE Lead Teacher in all aspects of coordinating and running Field Day (typically a Friday morning in June). Includes recruiting and managing all volunteers, coordinating snack sign-ups, and ensuring that all stations are fully staffed.</p>

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Habitat Week	Responsible for leading ASFS Habitat Week (late April) to plan and lead projects across grade levels. Includes working closely with the ASFS IS Lead to plan the projects, purchase the supplies, coordinate volunteers, complete all preparation, set the schedule, and host the projects throughout the week.
Holiday Helpers	Lead the annual program for families to donate gift cards for ASFS families in need. Work with ASFS staff to confirm the number of families, publicize the program with the ASFS community, collect donations and/or gift cards, purchase gifts and/or greeting cards, coordinate gift wrapping and/or greeting cards and delivery to ASFS staff for distribution to students.
Kindergarten Playdates	Coordinate weekly playdates for rising Kindergarteners during the month of August (typically every Thursday afternoon), including publicizing and hosting the events. Also responsible for the PTA Welcome Table at Kindergarten Orientation, including purchasing balloons and snacks/drinks as well as hosting the event (typically a Friday morning in June).
School Picture Day	Serve as the ASFS School Picture Day lead to coordinate School Picture Day and Make-up Day. Work with the ASFS school picture vendor to set up all event logistics, distribute flyers and order forms, coordinate the schedule with ASFS administration, recruit and manage volunteers, and run Picture Day and Make-up Day. Serve as the point of contact for all questions and the liaison with the school picture vendor for any issues.
Walk/Bike to School Days	Host PTA tables with snacks, water, and stickers or other promotional items during the fall and spring APS Walk/Bike to School Days. Includes marketing the event, purchasing supplies, recruiting 1-2 volunteers, and hosting the table both mornings.
School Programs	
Art in the Classroom	Serve as the AIC lead for ASFS to promote the Art in the Classroom program, support parent volunteer sign-ups with the ASFS teachers and room parents in the fall and during Back to School night, keep the AIC closet in the art room stocked with supplies throughout the school year, and maintain the summary of projects (including sample presentations) on the PTA website. Serve as the main point of contact for any parent questions about AIC and the parent liaison for ASFS teachers regarding AIC projects.
Cub Scouts Coordinator	Serve as the point person for all ASFS Cub Scout dens, including supporting the set up of new grade level dens, and connecting leads with the ASFS Cub Scout pack. May also include hosting Cub Scout events at ASFS during the year and/or providing support for ASFS events.
Enrichment Lead	Serve as the liaison for all enrichment providers to coordinate the enrichment programs hosted at ASFS. Work with the vendor and school to coordinate fall, winter, and spring sessions, including days, times, locations, and specific classes. Provide ongoing support for questions and issues, as well as the ASFS PTA enrichment scholarship program.

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Food Bus	Oversee the Food Bus program to collect unused food during lunch and donate it weekly to AFAC. Includes marketing the program, coordinating weekly Friday volunteers, launching the program in the fall with the ASFS SCA and working with them during the year, ensuring volunteers complete their pick-ups each week, filling in for volunteers as necessary, ensuring the Food Bus fridge stays clean, and following up on any questions or issues as needed.
Girl Scouts Coordinator	Serve as the point person for all ASFS Girl Scout troops, including supporting the set up of new grade level troops, and connecting parents with the Girl Scout liaison for ASFS. May also include hosting Girl Scout events at ASFS during the year and/or providing support for ASFS events
Girls on the Run	Serve as the liaison with ASFS and the Girls on the Run leads to confirm use of the ASFS track for the fall and spring sessions as well as promote the program with ASFS families of 3rd-5th grade girls.
Odyssey of the Mind	Serve as the Odyssey of the Mind lead to coordinate the program at ASFS, publicize the program in the fall, set up initial informational meetings to explain the mission of Odyssey of the Mind, create teams, find coaches, secure judges for the competition and volunteers, submit school registration, communicate competition information, act as liaison for coaches about trainings, deadlines, and problems, and assist in troubleshooting any problems that arise until the annual regional meet (typically held in March) and any further competitions a team progresses towards (State and World).
Reflections	Serve as the ASFS lead for the annual National PTA Reflections art contest, by promoting the contest within the ASFS community, collecting all ASFS entries and coordinating the judging, announcing the ASFS winners and hosting a reception (weekday morning in the library) for all participants.
School Store	Lead the coordination and day to day management of the School Store, run by 4th and 5th grade students on weekday mornings before school begins. Includes purchasing/displaying inventory, recruiting volunteers, supervising the store while open, and working with the PTA Treasurer to track and deposit funds. (4th or 5th grade parent)