

LEADERSHIP TEAM

Co-Presidents: (two slated positions)

- Positive and supportive representatives of the school
- Works with Treasurer and Committee Leads to set and maintain budgets
- Enters purchase orders for PTCA Chairs/Leads
- Advocates for parent concerns and affects positive resolution
- Partners with Administration to identify educational, community and fundraising opportunities
- Attend PTCA led events

Treasurer: (slated position)

- Works with ACA Financial department and PTCA Co-Presidents to create the PTCA budget
- Ensures PTCA chairs adhere to the approved budget
- Approves purchase orders for PTCA disbursements
- Ensures compliance of committee chairs with ACA spending and reimbursement guidelines
- Tracks actual spending against budget
- Creates specific event budgets as needed

Community Lead:

- Leads the Community Life Team
- Oversees the planning and execution of community events via each event chair.
- Maintains communication with each event chair and provides help as needed.
- Community Events are the following: Day of Service, Supper on the South Lawn/Screen on the Green, Bingo Night, Faculty and Staff Appreciation, Parent Speakers.

Multicultural Lead:

- Leads the Multicultural team
- Oversees the planning and execution of Hispance Heritage Night and "Everybody Eats Rice" events
- Communicates to each chair and provides help as needed

Fundraising Lead:

- Leads the Fundraising Team
- Fundraising committees to oversee are the following: Business Partnerships, Loyalty Partners, Parent Social, Directory, Grandparents Day

School Life Lead:

- Leads the School Life Team and oversees the committees that work with school staff to support various school initiatives and events.
- Committees within the School Life team are the following: Open House, Field Day, Veterans Day, Concessions, Used Uniform store, Lost and Found, Picture Day.

COMMUNICATIONS TEAM

Room Parent Chair:

- One volunteer
- Provides prompt communication with all of the room parents and grade level reps
- Coordinates the process of assigning room parents to each class in the lower school and each grade in the upper school
- Encourages room parents to organize social outings for their students and/or parents
- Informs the room parents and grade level reps throughout the year of pertinent information that needs to be disseminated to the parents (extra information not in the Legenda)

Marketing Chairs:

- Two volunteers
- Help to create content for PTCA social media posts
- Provides content and/or editing assistance for PTCA generated emails
- Submits PTCA website updates to the ACA communication manager
- Can be done from home

Legenda Chairs:

- Two volunteers to alternate weekly duties
- Can be done from home
- Familiarity with MailChimp is a plus but not required
- Requires a weekly allocation of time (Monday-Thursday frame) to send reminders to Legenda content providers, coordinate with faculty, staff, and other volunteers, send drafts for approval, make revisions and distribute to room parents

New Family Ambassador Chair:

- One volunteer
- Coordinates volunteers to help welcome new ACA students and families
- Identify volunteers to assist the Chair in planning a new family welcome at the beginning of the school year.

COMMUNITY TEAM

Day of Service Chairs:

- Two volunteers
- Fall event
- Identify and coordinate a school wide day of service
- Create a signup.com requesting volunteers to help with preparations leading up to the day of service and to volunteer day of event
- Communicate the date and details of the service project to the school
- Work with the SGA liaison to coordinate activities with the Upper School students

Supper on the South Lawn Chairs:

- Two volunteers
- Fall event
- Coordinate event planning, manage vendors, create a communications plan, solicit volunteers for the event

Screen on the Green Chairs:

- 2 volunteers
- Spring event
- Renewal of the movie licenses
- Coordinate event planning including finding a movie screen vendor, create a communication plan, solicit volunteers for the event

Bingo Night Chairs:

- Two volunteers
- Fall event
- Work to procure a bingo license 2 months prior to event, manage ticket and concession sales, determine dinner offerings and solicit for food donations, obtain prizes, recruit event volunteers and supplies, and recruit celebrity callers

Kindergarten Welcome Chair:

- One volunteer
- Organize and coordinate **Tears and Cheers**- first day of school event for kindergarten parents
- Organize and coordinate **Popsicles**- spring semester event for rising kindergarten students
- Works with Enrollment Coordinator

Faculty and Staff Appreciation Chairs:

- Two volunteers
- Plan and execute:
 - Lunch at Open House in August
 - Dinner for conference nights (October/February)
 - Lunch the week before Winter break
 - Lunch during Teacher & Staff Appreciation Week in May
- Set and maintain expenses within the allocated budget
- Plan and communicate Teacher & Staff Appreciation Week in May
- Plan and recruit volunteers for family donated special treat/breakfast days a few times during the school year
- Communicate with school secretary for set-up and scheduling of lunches/dinner sponsored by PTCA

Parent Speaker Chair:

- One volunteer
- Work with PTCA leadership to identify topics, schedule and promote educational events for parents
- Maintain budget for two events per academic year

Dad's Day Chairs:

- Two Dad volunteers
- Work with administration to determine volunteer opportunities for the day and create sign-ups on signup.com, help the administration identify a speaker, create a communication plan

MULTICULTURAL TEAM

Multicultural Festival Chairs:

- Two volunteers
- October event
- Works closely with Mr. Han to organize the event
- Secure donations to assist families that participate in hosting, identify businesses that will donate food, create a communications plan, solicit volunteers, works with Senora Rey to communicate with hispanic families

Black History Month Chairs:

- Two volunteers
- School driven events that PTCA helps supports with school with volunteers and communication needs

"Everybody Eats Rice" event Chair:

- One volunteer
- Plan "Everybody Eats Rice " event at the end of February, communicate event details, recruit volunteers to help in preparation and execution.

MLK Commemoration Chair:

- One volunteer
- School driven event that PTCA helps supports with school with volunteers and communication ne
- Communicate event details
- Recruit volunteers as needed

FUNDRAISING TEAM

Business Partnership Chairs:

- Two volunteers
- Develop and maintain relationships with local businesses to advance the school's mission
- Procure new partners, maintain existing partners
- Maintain complete and accurate records of business partners
- Communicate and implement the program benefits with partners
- Promote partners through events and marketing
- Coordinate with other committees that need Business Partner sponsors

Loyalty Partner Chair:

- One volunteer
- Promote loyalty programs such as Willy's, Kroger and Amazon
- Coordinate communication plan to promote Willy's Spirit Nights (Legenda, carpool signage, stickers, etc.
- Identify new community partners and loyalty programs

Parent Social Chairs:

- Two volunteers
- March event
- Plan and execute all aspects of the Parent Social and Auction with a team of sub-committees - Auction and Acquisition, "Gotta Have It" parties, Data Entry, Sponsorship, General Committee Members, Decor, Day of Event
- Send out a signup.com to request volunteers for the sub-committees
- Create and maintain a budget with the Treasurer
- Identify location for event and manage vendors
- Host regular meetings to monitor progress and ensure deadlines and goals are met
- Coordinate with Communications Team to promote event and ticket sales

Directory Chair:

- Two volunteers
- Works within a budget to coordinate and distribute the annual family directory in October
- Coordinates the google directory form and works with the ACA Communication Manager to send the form out to families in early August
- Coordinates with Fundraising Lead for proofing
- Communicates with Operations Director to obtain board/employee sections before printing
- Excel and Word knowledge is preferred, mostly at-home work

Grandparents Day Chair:

- One volunteer
- Fall event
- Coordinate with the Director of Advancement to plan all aspects of the event
- Assist with invitations, track attendees, print name tags, coordinate classroom visits, create volunteer sign-up on signup.com, oversee event set-up and event break down

SCHOOL LIFE TEAM

Open House Chairs:

- Two volunteers
- Coordinate with the administration to support Open House
- Event is held the day before school starts. Early August volunteers hours are required.
- Recruit volunteers to maintain various tables in the gym
- Oversee event set-up and event break down
- Procure balloons and flowers

Field Day Chair:

- Two volunteers
- Coordinate with the Athletics Department and Athletics liaison to facilitate Field Day in the spring
- Distribute t-shirts
- Create sign-up on signup.com with volunteer shifts for event day

Veterans Day Chairs:

- Two volunteers
- School driven event that PTCA supports with volunteers
- Distribute invitation and manage RSVPs
- Secure decorations- flowers, boutonnieres, bunting
- Secure a bugler for the event- must be done months in advance
- Plan a light reception for Veterans after the event
- Recruit volunteers to help with set up and break down

Used Uniform Store Chairs:

- Two Volunteers
- Host several Used Uniform Stores with 2 of those being in July and August
- Organizes used uniform donations (may recruit volunteers to help)

Lost and Found Chair:

- One volunteer
- Recruit volunteers to maintain and sort lost/found items

Picture Day Chair:

- One volunteer
- Work with the Director of Operations to coordinate and organize an orderly and speedy Picture Day and Make-Up Picture Day
- Notify each class and grade level when to come to the gym, assist with younger grades to maintain lines and order in the gym during pictures
- Create Sign Up and recruit volunteers.

PTCA LIAISONS

****Liaisons are volunteer positions that work closely with school staff to support their respective departments. Liaisons are slated by the school staff. If interested in one of these positions please email ptca@atlantaclassical.org****

Athletics

- One middle school liaison and one high school liaison
- Work closely with the Athletics Director
- Recruit and oversee team parents
- Communicate information from Athletic Department and Athletics Director to all team parents i.e. team photos, senior photos
- Organize senior night (high school liaison)
- Communicate the importance of fun to all team parents i.e. encourage/give ideas for fun team building activities
- Work with Athletics Concession liaison on events to sale concessions and/or charge admissions

Athletics Concessions

- One or two liaisons
- Make sure square or venmo app info is communicated to all those working the events(set up venmo account specifically for this and share the qr code on the concessions table)
- Buy supplies (candy, chips, gatorades)
- Keep supplies stocked (where?)
- Shop, replenish, accounting
- Concessions for: volleyball, basketball, fine arts events
- Admissions: determine which sports to collect for (most sports, even outdoor ones now collecting at other schools)

Fine Arts

- One lower school liaison and one upper school liaison
- Assist the Fine Arts Department in the planning of events
- Help with the securing of locations for events, staging, rehearsals, and day-of help
- Coordinate with concessions at events
- Coordinate communication of events through the Communications Team and school Communications Manager

SGA

- One Liaison
- Act as a communication highway between the SGA and the PTCA.
- Assist the SGA with timely communications for the Legenda
- Identify ways that the PTCA and SGA can help one another

Cavs Care

- Two Liaisons
- Work with front office to identify families and/or students that have a situation that should be acknowledged by the PTCA
- Communicate with room parents/grade level reps any needs of a family or student
- Assist the student records clerk with faculty celebrations

Communications

- One Liaison
- Works closely with the school communication manager to advise on strategic communications, planning and processes
- Assists the communications manager with writing copy and proofreading
- Helps with the strategic direction of school marketing, branding and communication pieces
- Collaborates with staff to review and adapt communications plan throughout the year

Advancement

- One Liaison
- Works closely with the advancement manager
- Provides data entry assistance
- Writes thank you notes to donors

Uniforms

- One Liaison
- Works closely with the front office and operations
- Helps with maintaining relationships with uniform vendors