

**Classroom Parent:**

- Serves as a liaison between the classroom's parents, teachers and the PTA.
- Helps the class teacher run events, if asked. Helps celebrate the teacher and her/his students on special occasions.
- Provides news-worthy classroom information to the PTA Newsletter Committee
- Maintains Classroom Wish List and Teacher Wish List.
- Provides other help based on teacher needs and your schedule.
- Works closely with the Membership and Volunteer Coordination Committee

**Membership and Volunteer Coordination Committee:**

- Serves as an “ambassadors” to promote the school to prospective new families and encourage volunteerism for current families
- Invites new families/students to the Back to School Events and all other events though out the year
- Organizes Membership drives and contests
- Recruits and organizes volunteers for PTA events.
- Enters and updates membership and volunteer data and email list.
- Staffs the PTA tables to sell memberships and T-shirts.

**Hospitality Committee:**

- Greets attendees at events and making them feel welcome
- Helps attendees with directions on what to do
- Helps set up and decorate for events and meetings
- Arranges for refreshments at events
- Staffs the PTA tables to sell memberships and T-shirts.
- Supports and promotes all PTA events.

**Newsletter and Communication Committee**

- Creates and disseminates a monthly PTA Newsletter
- Solicits or authors short articles of interest to Williams Parents
- Promotes PTA events and school spirit

**Carnival Committee:**

- Helps the Board plan and run the Carnival.

**Box Tops Committee:**

- Manages the Box Tops program
- Holds contests, sends out flyers, counts and sorts Box tops and mails them in.

**Movies Nights Committee:**

- Organizes Movie Nights and other such events

**General Help:**

- Makes copies for our PTA, distribute flyers to classrooms
- Performs general tasks like running errands