

LMS PTA Committees and Descriptions:

- **Cultural Diversity Liaison or Inclusiveness Chair** – The cultural liaison chairperson should be bilingual and is responsible for helping to bridge the gap between various cultures, particularly the Spanish-speaking community. “Inclusiveness” became a more widely used term after the TX Bylaws were amended in 2010. This liaison will be responsible for coming up with creative, innovative, and culturally/socially appropriate strategies to increase involvement within our minority families. The liaison (and committee members) will emphasize the importance of valuing and respecting all people while building bridges between all families and the school system. The goal is to promote student achievement. Ideally, the liaison would arrange inclusiveness-training opportunities for staff and parents in order to increase interactions and understanding among members of different races, cultures, social backgrounds, and any other named minorities present on campus. This chairperson will be asked to submit a Plan of Work.
- **Environmental Awareness** – The environmental awareness chairperson(s)/committee chairs are responsible for increasing environmental awareness among students, staff, and parents by proactively implementing strategies that fit the philosophy of Leander Middle School. Collaboration with local agencies/other local PTA units is highly encouraged. Please refer to Texas PTA’s Environment Awareness resource guide for additional details. <http://www.txpta.org/programs/environmental-awareness/>
- **Event Planning** – The event planning chairperson (and/or committee) will work closely with the 1st VP and VP of Fundraising. The event planning chairperson(s) will be asked to present a Plan of Work to the board for each event. The chairperson(s) will be responsible for working within an allotted budget. Major duties for the chairperson(s) and committee members include brainstorming, coordinating, and implementing ideas/themes for events and/or fundraisers (trainings, campus fun days and PTA sponsored dances, for example). Responsibilities include event advertising, arranging event activities, setting up events, and working with vendors when necessary.

Family Pride Night – Family Pride Night (FPN) is an event unique to the LMS campus and is designed to promote Tiger pride among LMS families and the community. It has been used as a back-to-school event and is held in September after it was named Family Engagement Month by Governor Rick Perry in 2011. Family Pride Night gives attention to other school clubs/functions/activities (should be scheduled around all other events if possible) as well as highlights benefits of the campus PTA. The FPN chair/members are responsible for collaborating with the campus Principal, VP of Membership, and the Event Planning chairperson/committee. This was an inaugural event for LMS during the 2011-12 school year, so there is room for growth and creativity. Plus/deltas should be reviewed from previous years during the planning phase for the current year.

- **Food pantry** – This food pantry committee chairperson(s) will collaborate with community groups to establish and/or maintain a rotation for donations for the food pantry. Committee chairperson(s) work closely with the lead counselor to meet the needs

of children and families receiving backpacks through the backpack program. The committee chairperson(s) and members are responsible for making sure incoming donations are sorted and shelved in a timely manner. Committee chairperson(s) and/or members are responsible for filling backpacks by Friday afternoon of each week and having the backpacks ready for pick-up by students. The food pantry committee chairperson(s) will work alongside the holiday/special needs liaison from time to time to ensure needs are met for families that are experiencing crisis or difficult circumstances.

- **Healthy Lifestyles Chair** – Please reference the Healthy Lifestyles Resource Guide for detailed information.

<http://www.txpta.org/documents/PTA%20Resources/Literature%20and%20Graphics/quickstart2011/healthy-lifestyles.pdf>

<http://www.txpta.org/documents/PTA%20Resources/Literature%20and%20Graphics/quickstart2011/parent-ed-programming.pdf>

http://www.txpta.org/documents/PTA%20Resources/Literature%20and%20Graphics/2011_updates/Healthy-Lifestyles-2011-web.pdf

This committee's chairperson would collaborate with personnel on campus (coaches, school nurse, etc.) to increase "healthy lifestyles" awareness at LMS and in the surrounding community. The healthy lifestyles chairperson(s) will be responsible for completing a plan of work for each initiative.

- **Holiday/Special Needs Liaison** – This committee chairperson(s) will work closely with the LMS counselors and school nurse to meet the needs of children and families at LMS with the understanding that confidentiality is a priority. LMS staff members are not permitted to share information about students or their families unless given specific permission to do so. Duties include, but are not limited to, leading the Tigers Helping Tigers Holiday Family Adoption Program. Committee chairperson(s) and members will need to collaborate with the community and various agencies to help secure resources when necessary (financial, medical, dental, optical, food, housing, etc.). A list of available resources should be compiled and made available to LMS staff upon request. Committee chairperson(s) will be asked to submit a Plan of Work.
- **Hospitality** – The committee chairperson(s) is the association's official host. Collaboration with outside groups is encouraged when planning and preparing for events. The PTA is hoping to have representatives at as many events as possible during August and September. Preparation for attendance at each event (August, September and beyond) will be part of the hospitality committee's responsibilities (i.e., greeting guests or arranging for greeters to be present, securing necessary resources for special populations, securing translators for public events). The hospitality chairperson will be asked to present a plan of work.
Please reference document pages 38-39 of this link (pp. 16-17 if going by Adobe's page numbers):

http://www.txpta.org/documents/PTA%20Resources/Literature%20and%20Graphics/09_handbook/4_Guidelines_forOfficersChairmenPrincipals09_final.pdf

- **Communications/Social Media (formally known as Public Relations)** – Please reference document pages 56-57 of this link (pp. 34-35 if going by Adobe's page numbers):

http://www.txpta.org/documents/PTA%20Resources/Literature%20and%20Graphics/09_handbook/4_Guidelines_forOfficersChairmenPrincipals09_final.pdf

This chairperson submits articles and pictures regarding PTA events and issues to local media reporters and school district public relations officer. The chairperson also cooperates with other community organizations in building coalitions regarding children, youth and school related activities. The public relations chairperson(s) and members should identify needs that are going unanswered but that PTA, in partnership with others, can resolve. Examples of these needs may include latchkey children, parent involvement in education, at risk children, dropouts, juvenile crime, nutrition, economic disadvantages, and other. The public relations chairperson(s) and committee members should conduct thorough interviews or telephone questionnaires to determine how much interest and concern exist in the community regarding these and other issues: how people learn about community events (word of mouth, newsletters, press, etc.) and what community resources (service clubs, church groups, chamber of commerce, civic groups, etc.) might be mobilized or channeled to help meet the need. The public relations chairperson will be asked to submit a Plan of Work.

- **School Supply Liaison** – The school supply liaison will be responsible for organizing, maintaining, and soliciting donations for school supplies when necessary. This person(s) will work closely with the school counselors and team leads in each grade level. At the beginning of the school year, the school supply liaison and committee members will sort and distribute incoming donations as necessary. Mid-semester during the fall, the school supply liaison and committee members will be responsible for organizing a Kleenex and hand sanitizer drive. At the beginning of the second semester, the school supply liaison will communicate with specials instructors to ensure they have the supplies they need for students who have rotated classes. During March/April, the school supply liaison will be responsible for contacting local retailers and completing any required paperwork in an attempt to secure donations for the fall semester.
- **Clothes Closet Chair** - Responsibilities include being familiar with the LISD Clothes Closet website/FB page and informing counselors/school nurse, parents and community of information posted there, being available (or finding suitable replacements) for 2-3 CC work days, and maintaining the LMS campus Lost and Found area. Additional duties may include setting up a campus clothing drive and/or a sock and underwear drive. The chair agrees to follow all LISD Clothes Closet procedures and donation guidelines (a detailed list is posted on CC website and in sorting area).

- **Arts in Education (Reflections) Chair** – This Chair will promote artistic involvement within the PTA and bring the arts to the children at your school. The chair will select a committee to organize and facilitate participation in Texas PTA artistic programs, such as Reflections. The chair will download any Reflections forms, rules or guidelines from the Texas PTA website and become familiar with the timeline, promotion, eligibility, and advancement procedures. He/she should complete a Plan of Work and submit for approval by the Local PTA board.
- **Parent Liaison** – This representative will work closely with the LMS administration and counselors, specifically when new students come to the school. Between the months of September and May, approximately one dozen new students will enroll and the Parent Liaison will simply help, if needed, with questions fielded by their parents. Duties may include, but are not limited to, being available by phone/email/in person and assisting at Tiger Camp, Open Houses, Parent Information Nights, and 5th Grade Orientation.
- **Campus Volunteer Coordinator** – The focus of the Volunteer Coordinator is to promote good relations between school and community and to determine and implement the best methods for recruiting volunteers to meet the needs of the school. Tasks may include, but are not limited to, attending campus PTA executive board and regular meetings, visiting with the school principal to plan ahead for the needs of the school and determine priorities for volunteer recruitment. The coordinator must become knowledgeable about the volunteer guidelines set by the school district. He/she should complete a Plan of Work and submit for approval by the Local PTA board.