

**“Preparing our children today for tomorrow’s challenges”**



**PTA Directors Position For:**

- Brookwood Junior High School
- Brookwood Middle School
- Hickory Bend Elementary School
- Longwood Elementary School

The PTA Director acts as a direct link to the schools (Principal and Teachers) and PTA Executive Board.

The purpose of the position is to assist the school in implantation and organization of programs and events that involve families and help the school.

**PTA Directors will be responsible for:**

- Attending PTA General Meetings and Board meetings August-June
- Meet with the Principals /Teachers on a monthly basis
- Assist school in planning effective programs/events based on the needs and input of the school community
- Obtain approval from the PTA Executive Board/or membership
- Complete plan of work form for each activity that request assistance of PTA
- Assisting school facilitate and execute the programs/events
- Facilitate the smooth running of PTA fundraisers for the school
- Securing volunteers to work the programs/events
- Encouraging participation in the programs/events
- Present re-cap of program/event to PTA Executive Board